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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **APPLICATION FORM**  **EVENT**  **FORM 188 – B**  Book a Reserve, Park  Or Shire Facility | | | | | | | Date stamp | | |
| **Part 1 Applicant Details** | | | | | | | | | | | | |
|  | Name of Contact Person or Organisation | | | | | | | | | |  | |
|  |  | | | | | | | | | |  | |
|  | ABN (if applicable) | | | | | | | | | |  | |
|  |  | | | | | | | | | |  | |
|  | Postal Address | | | | | | | | | |  | |
|  |  | | | | | | | | | |  | |
|  |  | |
|  | Email | | | | | | | | | |  | |
|  |  | | | | | | | | | |  | |
|  | Phone | | |  | | Mobile | | | | |  | |
|  |  | | |  | |  | | | | |  | |
|  | Is the Organiser a Charity or Not for Profit? | | | | | | | | | |  | |
|  |  | Yes | | | | |  | No | | |  | |
|  | Does the Organiser have current indemnity insurance? | | | | | | | | | |  | |
|  |  | Yes | | | | |  | No | | |  | |
|  |  | | | | | | | | | |  | |
| **Part 2 Event Details** | | | | | | | | | | | | |
|  | Event Title | | | | | | | | | |  | |
|  |  | | | | | | | | | |  | |
|  | Event Date(s) | | | | | | | | | |  | |
|  |  | | | | | | | | | |  | |
|  | Set-Up and Pack-Up Date(s) - if different to above | | | | | | | | | |  | |
|  |  | | | | | | | | | |  | |
|  | Official Event Start Time | | | |  | | Official Event End Time | | | |  | |
|  | AM / PM | | | |  | | AM / PM | | | |  | |
|  | Set-Up Time From | | | |  | | Pack-Up Time To | | | |  | |
|  | AM / PM | | | |  | | AM / PM | | | |  | |
|  | Venue Details (eg name of Building, Reserve, Public Space - attach map if required) | | | | | | | | | |  | |
|  |  | | | | | | | | | |  | |
|  |  | |
|  | Event Description / Purpose (Markets, Fundraiser, Wedding, Sporting Competition, Concert etc) | | | | | | | | | |  | |
|  |  | | | | | | | | | |  | |
|  |  | |
|  |  | | | | | | | | | |  | |
|  | Total number of people expected | | | | | | | |  | | |  |
|  |  | | | | | | | | | |  | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 3 – Additional elements** | | | | | | | | |
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|  | Does the event include any of the following elements?    Use of Shire infrastructure other than what is available to the general public  (i.e. use of water supply in excess of a public water tap in a Shire Reserve)  Erection of any temporary structures, excluding marquees less than 25m² in  size, unless the structure is hired from an operator that holds a valid trading  licence.  Supply or installation of electrical equipment including generators, cabling,  extension cords, switches, fuses AV equipment etc  Temporary road closure or suspension of ordinary traffic movement  Fireworks or the use of laser lights    Sale or consumption of alcohol  If you have ticked any of the above, or you have more than 100 attendees, please complete Form 188. | | | |  | Use of amplified equipment or extraordinary vehicle noise  Preparation or sale of food to the public  Selling or hiring of goods, wares or merchandise  Large animals  Erection of event signage    Additional toilet facilities  Crowd control or other measures to ensure public safety or security |  | |
|  |  | | | | | |  | |
| **Part 8 Site Plan / Route Map** | | | | | | | | |
|  |  | | | | | |  | |
|  | Please include a site plan showing the proposed setup for your event. If your event includes a procession or movement of people, please include a plan of the route. | | | | | | |  |
|  |  | | | | | |  | |
|  |  | I have attached an aerial site plan/floor plan with my application | | | | |  | |
|  |  | | | | | |  | |
|  |  | I have attached a route map | | | | |  | |
|  |  | | | | | |  | |
| **Part 9 Acknowledgments** | | | | | | | | |
|  | I hereby acknowledge that as the event organiser, applying for approval to host an event in the Shire of Dardanup, that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or Reserve during the specified hire period and will ensure compliance with the Shire's conditions of hire and local laws. | | | | | | |  |
|  |  | I understand that vehicles are to be driven and parked in designated parking areas only | | | | |  | |
|  |  | | | | | |  | |
|  |  | I understand that by approving this application, the Shire of Dardanup does not provide me exclusive access to Council owned and managed Reserves. (This does not apply to the hiring of halls). | | | | |  | |
|  |  | | | | | |  | |
|  |  | I understand that I may be required to pay a key bond, hall bond, reserve bond and/or road bond depending on the requirements of my event. | | | | |  | |
|  |  | | | | | |  | |
|  |  | If alcohol consumption is occurring at the event I understand I am responsible for investigating with the Department of Racing Gaming and Liquor the need for any licenses or approvals for the consumption of alcohol at the event. | | | | |  | |
|  |  | | | | | |  | |
|  |  | | | | | |  | |
|  | Name | | | | | |  | |
|  |  | |  |  | | |  | |
|  | Signature | |  | Date | | |  | |
| **Part 10 Return Form to:** | | | | | | | | |
|  |  | | | | | |  | |
|  | Shire of Dardanup  1 Council Drive/PO Box 7016  EATON WA 6232  Phone: (08) 9724 0300 Fax: (08) 9724 0091  Email: [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au) | | | | | |  | |
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