



# APPLICATION FORM EVENT

## FORM 188

Date stamp

### Part 1 Applicant Details

Name of Event Contact Person (First & Surname)

Company/Organisation/Position (if applicable)

Postal Address

Email

Phone

Mobile

Is organisation running event a registered charity

Yes

No

Does applicant/organisation running event have current indemnity insurance?

Yes

No

### Part 2 Event Details

Official Name of Event

Event Date(s)

Set-Up and Pack-Up Date(s) - if different to above

Official Event Start Time

AM / PM

Official Event End Time

AM / PM

Set-Up Time From

AM / PM

Pack-Up Time To

AM / PM

Proposed Venue Details (eg name of Building, Reserve, Public Space - attach map if required)

*Note - if event spans across multiple venues a list of all venues and addresses will be required*

Route / Course Details (Sporting Events, Parades, etc - attach a map) - N/A if not applicable

Detailed Event Description / Purpose (Markets, Fundraiser, Wedding, Sporting Competition, Concert etc)

Total number of people expected (including competitors, spectators, staff etc)

Total number of participants expected (tick N/A if not applicable)

N/A

**Part 2 Event Details...Continued**

Total number of spectators expected (tick N/A if not applicable)

 N/A 

Total number of event personnel expected (volunteers, staff contractors)

Type of audience (eg youth, seniors, family, adults etc)

Will an entry fee (\$) be charged? (includes donations)

 Yes  No

Is the event open to the general public?

 Yes  No

Is your event sponsored by Tourism WA?

 Yes  No

**Part 3 Food, Drink and Sale Items**

Will patrons be provided with free drinking water?

 Yes  No

If yes, please provide details (water source/where etc)

Is alcohol to be consumed at your event?

 Yes  No

Is alcohol to be sold at your event?

 Yes  No

Is food to be consumed at your event?

 Yes  No

Is food to be sold at your event?

 Yes  No

Provide details of the food at your event (eg professional catering, home cooking, food/coffee van, BBQ, food stall)

Will the sale of goods, wares or merchandise occur?

 Yes  No

If yes, please provide details

**Part 4 Entertainment**

Will there be a bouncy castle?

 Yes  No

Will there be any amusement rides

 Yes  No

If yes, please provide details

Will there be any animals?

 Yes  No

If yes, please provide details

Will there be any fireworks?

 Yes  No

If yes, please provide details

Will there be amplified sound? (DJ, band, music, PA Announcements etc)

 Yes  No

If yes, please provide details

**NOTE: if you answered YES to any of these questions you may be required to submit an aerial site plan indicating the location of the entertainment. For further information, please read the EVENT APPLICATION GUIDELINES.**

**Part 5 Temporary Structures and Equipment**

Will there be any gazebos, tents or marquees being erected?

Yes  No

If yes, please provide details and size in square metres (eg 1 x 3m x m3 gazebo)

Will you be controlling access to your event using temporary fencing or other methods?

Yes  No

If yes, please explain how?

Will there be any other temporary structures erected? (ie stages, screens, ramps, seating stands, barricades, speakers, cool rooms etc)

Yes  No

If yes, please provide details (what type, measurements, how many, supplier, location)

Do you wish to erect any event signage?

Yes  No

If yes, please provide details (how many, type, how will they be erected ie star pickets etc)

Will you be supplying portable toilets?

Yes  No

If yes, how many?

Will you be using a generator to supply power?

Yes  No

Will you be using temporary/portable lighting?

Yes  No

Will vehicle access be required on Reserve to set and pack-up?

Yes  No

If yes, please provide details (how many vehicles/size etc)

Will vehicles need to remain on Reserve for duration of event?

Yes  No

If yes, please provide details (how many vehicles/size etc)

Will you require additional wheelie bins for event?

Yes  No

If yes, please indicate the quantity required

General waste bin  Recycling bin

**NOTE: if you answered YES to any of these questions you may be required to submit an aerial site plan indicating the location of the temporary structures or equipment. For further information, please read the EVENT APPLICATION GUIDELINES.**

**Part 6 Traffic Management**

Will you require a full road closure (all traffic lanes)?

Yes  No

Will you require a Temporary Suspension of the Road Traffic Act?

Yes  No

Where will event vehicle parking be located?

Will you be using marshals?

Yes  No

**NOTE: if you answered YES to any of these questions you may require a Traffic Management Plan.**

**Part 7 Risk Management**

Will security/crowd control be present

Yes  No

If yes, name of supplying security company

Please indicate which of the following emergency services you will be notifying about your event?

Police  Fire & Emergency  St John Ambulance

Will you have any qualified first aiders in attendance?

Yes  No

If yes, how many?

**Part 7 Risk Management...Continued**

Have you developed an Emergency & Risk Management Plan for your event? (for more information, refer to the Event Application Guidelines)

Yes

No

**NOTE: for large (1000+) and/or high risk events, the Shire will require a copy of the event Risk Management Plan.**

**Part 8 Site Plan / Route Map**

If you are holding an event on a Reserve you will be required to attach an aerial site plan indicating the event layout including the location of applicable items such as (but not limited to):

*market stalls, food vans, portable toilets, bouncy castles, amusement rides, temporary structures, licensed areas, signage, evacuation muster points, toilets, bunting, car parking, entry/exit*

I have attached an aerial site plan/floor plan with my application

I have attached a route map (multi location events eg: cycling events, parades etc)

**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 will indemnify the Shire against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or willful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the event organiser I am responsible.

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.

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)

