

## PUBLIC EVENTS APPLICATION

<b>* Event Name:</b>	
<b>* Venue:</b>	
<b>* Primary Contact person:</b>	
<b>* Community Group:</b>	
<b>* Telephone:</b>	
<b>* Email:</b>	
<b>* Address:</b>	
<b>* Event Times/Date(s):</b>	
<b>* Bump in (Arrival) Time &amp; Date:</b>	
<b>* Bump out (Departure) Time &amp; Date:</b>	

*Contact the Community Development Officer at the Shire of Dandaragan to determine if the venue for your event is available. Ph: 08 9652 0800. Your venue booking will be held for 3 weeks (only).*

*Please submit your completed application to confirm your booking.*

*\* Required information. Your booking and permit will not be processed without this information*

*All events within the Shire of Dandaragan are considered to present a higher level of risk due to their distance from a tertiary health facility.*

## Event details

<p>* Describe the event (including venue, how you would like to set-up the venue, types of activities, reason for holding the event)</p>				
<p>* Number of people attending (approximate)</p>				
<p>* Age Group</p>	<p>Mostly children Yes/No</p>	<p>Mostly Families Yes/No</p>	<p>Mostly Youth Yes/No</p>	<p>Mostly Seniors Yes/No</p>
<p>* Describe the structures that people will enter during the event</p>	<p>Will you construct a Spectator stand</p>			<p>Number:</p>
	<p>Small Marquees (Small = 3m x 3m)</p>			<p>Number:</p>
	<p>Large Marquees (Large = &gt;3m x 3m)</p>			<p>Number:</p>
<p>* Describe other structures that will be used during the event (if yes, include in site plan and include entrance/exits)</p>	<p>Will you construct a lighting Stage</p>			<p>Number:</p>
	<p>Will you construct fencing</p>			<p>Yes/No</p>
	<p>Will you construct a stage or equivalent</p>			<p>Number:</p>
	<p>Number of games (Rides/joints/entertainment stalls)</p>			<p>Number:</p>
	<p>Other</p>			
<p>* Food</p>	<p>Name of food vendors:</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p style="font-size: small; margin-top: 10px;"><i>Please provide Food Registration Certificate &amp; Liability Insurance of all food vendors. If no current registration, please advise Shire Officer.</i></p> <p style="font-size: small; margin-top: 5px;"><i>Note: if your group is requiring an annual permit to hold sausage sizzles, please indicate.</i></p>			
<p>* Alcohol</p>	<p>None</p>			<p>Yes/No</p>

	BYO - Shire Consumption of Alcohol permit required	Yes/No
	Provided free - Shire Consumption of Alcohol permit required	Yes/No
	Licensed bar - Department of Racing, Gaming & Liquor 'Occasional Liquor Licence' required - Shire Consumption of Alcohol permit required	Yes/No
* Pyrotechnical display	Yes / No	If yes, provide details (including Fireworks Event Notice available from Department of Mines and Petroleum)
* Use of Fire for entertainment or cooking	Yes / No	If yes provide details
* Noise prediction	Describe:	
* Amenities (must be included in site plan and indicate whether using existing or portable facilities)	Toilets:	Number of female toilets:
		Number of male toilets:
		Number of disabled toilets:
		Please detail plan for cleaning toilet facilities:
	Other:	
* Signage	Will your event have signage: YES / NO If yes, detail the exact locations and provide a photo/drawing of the style and dimensions of the signs/banners.	
* Road safety	Do you require a road to be closed? YES / NO If yes, an approval for road closure is required. Detail the road/s that you require to be closed.	

	<p><i>Depending on the size and location of the event you may be required to have a traffic management plan. If required, you will be advised of requirements that are applicable.</i></p>
* First Aid	<p>Do you have access to first aid facilities/personnel/volunteers for the event? YES / NO Outline –</p> <p><i>See <b>Public Events Support Information</b> on the Shire website's <b>Planning a Community Event</b> page for recommendations.</i></p>
* Promotions	<p>Do you want to include event in Shire of Dandaragan website's Events Calendar? YES / NO</p> <p><i>To add event to the calendar, go to Shire website's <b>Planning a Community Event</b> page</i></p> <p>Do you have an event brochure, poster or photos can be displayed on Shire Facebook? YES / NO</p> <p><i>Please email in JPEG form to <a href="mailto:cdo@dandaragan.wa.gov.au">cdo@dandaragan.wa.gov.au</a></i></p>
* Additional Operational requirements	<p>Detail any additional services required from the Shire for the event (eg., rubbish bins, flagpole, sprinklers turned off, etc.)</p> <p><i>Please note that any additional event bins requested will need to be collected by event organiser prior to the event, placed roadside for emptying and returned clean to the Shire depot after the event.</i></p>
* Briefing / Debriefing	<p><i>Depending on the size of your event you may be required to conduct a briefing or debriefing meeting with all stakeholders prior/after the event. You will be advised if a briefing is required.</i></p>
* Accessibility	<p>Have you read the <b>Creating Accessible Events checklist</b>, designed to assist with planning events that are accessible to people of all ages and abilities? YES / NO</p> <p><i>Available at the Shire website's <b>Planning a Community Event</b> page</i></p>

**\* Site Plan**

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable). You permit will not be issued without a detailed site plan.

- Stages & Marquees
- Food stalls
- Other stalls & infrastructure
- Parking areas
- Site signage
- Electricity cables
- Seating
- First aid post(s)
- Emergency exits
- Exits (including widths)
- Fenced off areas
- Lighting
- Rubbish Bins
- Location of marquees, tents etc.
- Sale or consumption of alcohol areas
- Location and number of toilet facilities
- Number & Type of Fire Extinguishers
- Any other facilities relevant to your event

North

