

Shire of Capel - Event Application Form



Applicant			
Name: (Organisation if applicable)			
Postal Address: _____ _____ _____			
Contact Phone:	Home	Work	Mobile
Email Address:			

Event Details	
Title of Event: _____	
Dates: _____	
Time of Event: From: _____ To: _____ (This time should include setting up and dismantling time)	
Location of Event: _____	
Type of event _____	
Primary purpose of event: _____ _____ _____	
Expected Attendance Numbers at event: _____	

Event Requirements - Facilities, Reserves, Foreshores or Equipment		
Do you require use of a Shire of Capel Facility, Reserve, Foreshore or Equipment? If yes – please list requirements below and complete the relevant form	Yes	No

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Public Liability Insurance

Have you investigated public liability/duty of care issues and obtained appropriate insurance? If yes – please attach	Yes	No
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Signage & Banners

Are there any signage/banners proposed? If yes - please provide details below.	Yes	No	NA
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Stallholders

All stallholders will need to provide Name, Address, Contact ph numbers and description of items to be sold during the event to the Applicant. **A completed list of stallholders is to be submitted by the applicant to the Shire of Capel 7 days prior to the event.**

All stallholders selling food are required to have a **Certificate of Food Business Registration** issued by their home Local Government.

Completed List of Stallholders Provided?	Yes	No	NA
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Emergency Services

Have emergency services been notified? Please attach copies of your correspondence.	Yes	No
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Have you notified the Police? If yes please provide details of Officer, Station, Date and Time.	Yes	No
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Are first aiders needed for your event? If yes, how many? _____	Yes	No
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Security and/or Crowd Control

Is security or crowd control needed for your event?	Yes	No
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How many security guards will be provided and who is supplying them?
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Liquor			
Is Liquor being sold or consumed at the event?		Yes	No
If yes , has a liquor licensing application been submitted?	Yes	No	NA

Services			
Electricity - Will you be using and generators, extension cords, night lighting, PA address system, Music systems?	Yes	No	NA
If yes please provide details below:			
What is the source of the water supply for the event, scheme, rain water, bottled water or bore supply?			
How many toilets will be available for use?			
Male: _____ Female: _____ Universal Access: _____			
Location details of the toilets:			
Are you providing facilities to collect rubbish from the event?	Yes	No	NA
If yes , please describe below.			

Noise			
Will there be any noise created through use of generators, PA System, Music, People movements? If yes please provide details below.	Yes	No	NA

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Do you have a plan for notifying surrounding neighbours?	Yes	No	NA
Have you identified whether a noise management plan is required?	Yes	No	NA

Facilities & Structures

Are you providing amusement rides?	Yes	No	NA
If yes , has all necessary documentation been sighted by you?	Yes	No	NA
Will onsite accommodation be required? If yes – please describe facilities below.	Yes	No	NA
Are you erecting any tents or marquees or enclosed structures? If yes – please provide details below.	Yes	No	NA
Are you erecting any stages? If yes – please describe facilities below.	Yes	No	NA

Publicity

Will you have a publicity campaign? If yes – please describe below.	Yes	No	NA

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Risk & Traffic Management

Have you assessed the event to identify whether a Risk Management Plan is needed? If yes , please attach.	Yes	No	NA
Are any road closures needed for your event? If yes please attach applicable forms.	Yes	No	NA
Do you need a Traffic Management Plan? If yes , please attach.	Yes	No	NA

Please describe parking arrangements for your event.(there is space provided below for a map)

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Declaration

I/We _____, as the event organiser applying to host an event in the Shire of Capel acknowledge that the information and completed actions in my application are true and correct.

I/We 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/We 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 wilful actions.

I/We will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I/We understand that the Events Package is a guide only and has been complied according to a number of statutory requirements.

There may be other requirements that exist outside of the package and that as the event organiser I/We am/are responsible for obtaining.

Signature/s:

Date:

Comments:

Office Use Only

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