

Event Application Form

To allow for sufficient processing time, please submit the application a minimum of **8 weeks prior to the event**



This application form must be completed for all events that are open to the general public and held either on Shire property or Private Property within the Shire of Capel. Event application fees apply to all events. Fees and charges relating to events will be invoiced after the initial assessment has been completed.

Applicant Details (Must be over 18 years of age)

Applicant / Organisation

Contact Person

Postal Address

Telephone

Email Address

Event Details

Event Name

Event Date & Time

Pack Down Date & Time

Event Description (Fundraising, sporting, entertainment)

Target Demographic / Audience

Proposed Venue:

- | | |
|---|--|
| <input type="checkbox"/> Capel Community Centre | <input type="checkbox"/> Dalyellup Community Centre |
| <input type="checkbox"/> Gelorup Community Centre | <input type="checkbox"/> Peppermint Grove Beach Community Centre |
| <input type="checkbox"/> Jack & Mary Kitchen Community Centre Boyanup | <input type="checkbox"/> Hugh Kilpatrick Memorial Hall Boyanup |
| <input type="checkbox"/> Elgin Hall | <input type="checkbox"/> Other – please specify |

Proposed Park or Playground:

- | | | |
|---|--|--|
| <input type="checkbox"/> Boyanup Memorial Park | <input type="checkbox"/> Lions Park Boyanup | <input type="checkbox"/> Fettle's Park Boyanup |
| <input type="checkbox"/> Lakes Park Dalyellup | <input type="checkbox"/> Ferndale Park Dalyellup | <input type="checkbox"/> Earle Scott Reserve |
| <input type="checkbox"/> Hayfield Park Peppermint Grove Beach | <input type="checkbox"/> Peppermint Grove Beach Park | |
| <input type="checkbox"/> Michael Tichbon Park Gelorup | <input type="checkbox"/> Other – Please specify | |

Expected attendance over the duration of the event	<input type="text"/>	Maximum number of people expected at one time	<input type="text"/>
Is entry to your event free to the general public?	<input type="checkbox"/> Yes	Is this a ticketed event that the public can attend?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No
Will you be organising a Welcome to Country, or an Acknowledgement of Country?	<input type="checkbox"/> Yes	Do you require the correct terminology for the Acknowledgement of Country?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

Health Requirements

Is food to be sold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Is your food provider registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Will alcohol be consumed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Sold	<input type="checkbox"/> Supplied	<input type="checkbox"/> BYO

Toilets: (please insert number of toilets)

Male WC	<input type="text"/>	Male Urinal(s)	<input type="text"/>	Male Hand Basin	<input type="text"/>		
Female WC	<input type="text"/>	Female Hand Basin	<input type="text"/>	Disabled / Unisex	<input type="text"/>		
Will portable toilets be provided?	<input type="checkbox"/> Yes (please insert number of toilets below)			<input type="checkbox"/> No			
Male WC	<input type="text"/>	Male Urinal(s)	<input type="text"/>	Female	<input type="text"/>	Disabled / Unisex	<input type="text"/>

Event Logistics

Entertainment Details (if applicable – attractions, live or amplified music, amusement rides)

Temporary Structures (gazebos, marquees, stages, bouncy castles, fencing, lighting)

Temporary Signage (if applicable)

Quantity	<input type="text"/>	Location	<input type="text"/>
Type	<input type="text"/>	Size	<input type="text"/>
Date from	<input type="text"/>	Date to	<input type="text"/>

Road Closure Details:

- Full Road Closure Yes No
- Half Road Closure Yes No
- Temporary Traffic Suspension Yes No Not Applicable

Affected Roads (if applicable)

Power Supply Details:


- Existing Generator(s) Not Applicable

Water Supply Details:

- Scheme Mobile Not Applicable

Waste Management: (if applicable – Number of bins ordered from Cleanaway)

- General Waste Recycling Fogo

Event Site Plan	Event Site Plan Example
<p>A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable).</p> <ul style="list-style-type: none"> Stage Vehicle Access Points Food Stalls First Aid Post(s) Location of marquees, tents, seating Electricity Emergency Exits Sale or consumption of alcohol areas Parking Area Fenced off Area Location and number of additional toilets Site Signage Lighting Location of Bins 	

Terms and Conditions

Declaration

Applicant **MUST** read the declaration below and agree to the terms, fees, and conditions of the hire prior to the application being accepted by Shire of Capel.

Facility/Public Open Space (Venue, Park or Playground) – Terms and Conditions

- We have read and understood the terms and conditions relevant to hiring facilities or using public open spaces provided by the Shire of Capel, and hereby agree to comply with the Local Government Property Local Law.
- We agree to indemnify the Shire against all actions, claims, demands, and costs arising out of or in connection with the hire of a Shire facility and agree to pay for any damages caused to the facility during the hire period.
- We understand that we must obtain a Shire Liquor Permit for any consumption of alcohol at ANY Shire facility, and if required, accompany this permit with a Liquor Licence from the Department of Racing, Gaming, and Liquor.
- We agree to comply with any lawful directions which may be given by the Shire Officers, and that the Shire reserves the right to grant or refuse hire applications or cancel a booking and return the hire fees and bond at its discretion and shall be the final authority in this request.
- All parking rules must be obeyed. Anyone found in breach of the Parking and Parking Facilities Local Laws will be fined by the Rangers.
- If you are hiring a marquee, pony rides, bouncy castles or similar then a copy of the hire company's Certificate of Indemnity Insurance must accompany this application.
- Any rubbish generated from the event is to be disposed of in the bins the Applicant provides (through Cleanaway) and the site cleared of waste after your event.
- I/We understand existing public bins are not applicable for use for my event.
- No open fires shall be lit on a Shire reserve without express approval by the Shire of Capel.

Public Liability Insurance

- It is mandatory that all Incorporated Bodies, Sporting Clubs, and Associations of any kind are required to have Public Liability Insurance cover of \$10 million or greater before hosting an event at a Shire venue.
- Regular users of Shire venues (i.e. more than 12 bookings per year) are NOT covered by the Shire's Casual Hire Insurance.
- Casual Hires of Shire venues (other than those mentioned above, are covered under the Shire of Capel Casual Hires Insurance (\$10 Million).

Event

- I/We as the event organiser, applying for approval to host an event in the Shire of Capel, acknowledge 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 because of my negligence or willful actions. I will ensure that the appropriate liability and other insurances are in place for the activities to be conducted.
- I/We understand that the "Events Application Form" is a guide and has been compiled according to several statutory requirements. There could be other requirements that exist outside of the package and that as the event organiser I am responsible.

Declaration

Signature of Applicant(s)

Date

Event Checklist

If answered yes to any of the below, please fill out the corresponding form linked and submit with the application.

Any additional supporting evidence please attach to the Event Application with your submission.

Activity	Tick if applicable	Supporting Documents and Links
Public Liability Insurance	<input type="checkbox"/>	Attach copy of Public Liability Insurance
Event Site Plan	<input type="checkbox"/>	Attach copy of detailed site plan
Alcohol Consumption	<input type="checkbox"/>	Application to Consume Alcohol - Council Property.pdf
Sales of Alcohol	<input type="checkbox"/>	Approval obtained from: Department Racing Gaming Liquor Local Government
Food Vendors	<input type="checkbox"/>	Food Vendors Certificate of Currency(s) including Food Vendor Form
Temporary Food Trading Application	<input type="checkbox"/>	Temporary Food Trading Application
Tents / Marquees	<input type="checkbox"/>	Engineering Certificate for marquee larger than 5m. Sandbag weights are the preferred method to secure structure. Any other methods must be approved by the
Waste management	<input type="checkbox"/>	Additional Bin(s) to be supplied in accordance with the waste management matrix outlined in the Community Event Guide Bin bookings can be made via BunburyCSU@cleanaway.com.au
Toilet Facilities	<input type="checkbox"/>	Toilets are to be supplied in accordance with the table provided in Community Guide - Event Applications.pdf
Risk Management Plan	<input type="checkbox"/>	This is encouraged for all events. Required for all events which will attract more than 1000 people. To be completed in accordance with AS4360 and submitted to the Shire of Capel.
Traffic Management Plan	<input type="checkbox"/>	Traffic management to be developed by a qualified contractor and plans submitted to the Shire of Capel and Main Roads.
Accessibility Assessment	<input type="checkbox"/>	Accessibility Guide
Sales of any goods / wares	<input type="checkbox"/>	Trading in Public Places Application
Emergency Services	<input type="checkbox"/>	Emergency Services contacted if highlighted in your permit.
Parking	<input type="checkbox"/>	Parking areas are established and highlighted on site map
Amusement rides and structures	<input type="checkbox"/>	Attach Work Safe Registration and Public Liability Insurance. Operators inspection logbook and additional information required to be sighted by organizer.
Public Open Space	<input type="checkbox"/>	Shire facilities to be booked through SpacetoCo
Temporary Advertising Signage	<input type="checkbox"/>	Temporary Sign Approval obtained from the Shire of Capel with sign design, locations and details submitted. For signs on the main road, applicants must obtain approval from Main Roads.
Covid-19	<input type="checkbox"/>	Covid-19 Information