

This form is an application only. You will be notified in writing when your event application has been processed. Applications must be submitted at least eight (8) weeks prior to your event.

Organiser's Details	
Name of event	
Applicant/organisation	
Contact Person (if different from above)	
Email address	

Organiser's Details	
Event organisers are to provide an event timeline detailing all information relevant to the event: e.g. set-up and clean-up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the local council three (3) weeks prior to the event.	
Date	
Actual Set-Up Date & Time	
Actual Event Start Date & Time	
Actual Event Finish Date & Time	
Actual Completion of Clean-up Date & Time	
Commencement Date of Advertising	
Proposed Venue Details: (e.g. name of reserve, building or public open space)	
Event Description (e.g. sporting, commercial, entertainment)	
Entertainment - brief details (number of stalls I products I entertainment - bands, amplified music I animals I activities I farm machinery I rides)	
Primary Purpose of Event. e.g. fundraiser for community group	
Will alcohol be available/consumed on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will food be available	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shire staffing requests?	
Details of any tents, marquees, stages to be used for the event (including size dimensions)	
Details of any road closures or use of roads for the event	

Expected Attendance
Maximum number of people expected at any given time
Anticipated total number for entire event
Target audience e.g. youth, adult, family etc.

Expected Attendance
What arrangements have been made to meet the needs of people with disabilities?
Post event transport: What are your contingency plans for clearing patrons after the event, e.g. availability of taxis, buses etc.
Have you ever conducted this event before and if so, when I where was it held?

Event Facilities								
Power supply details: (generators or existing)								
Water supply details: (scheme or rainwater)								
Toilets available:								
<table border="1"> <tr> <td>Male closets</td> <td></td> <td>Female closets</td> <td></td> <td>Urinals</td> <td></td> <td>hand wash basins</td> <td></td> </tr> </table>	Male closets		Female closets		Urinals		hand wash basins	
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Event Fees
Refer to the relevant local government to ascertain what fees will be applicable.

It is important to attach any other relevant information that can assist in assessing your event

Acknowledgement
<p>I,</p> <p>as the event organiser, seeking approval to host an event acknowledge that the information and completed actions in my application are true and correct.</p> <p>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.</p>
Signature
Date