

Community Event Application



EVENT ORGANISER DETAILS

Name of event: _____
Applicant/organisation name: _____
Type of organisation (eg. school, not for profit, private business): _____
Contact person: _____
Address: _____
Phone: _____ Mobile: _____
Email: _____

PROPOSED EVENT DETAILS

Date/duration: _____
Setup date & time: From ___ / ___ /20___ : ___ am/pm To ___ / ___ /20___ : ___ am/pm
Clean up date & time: From ___ / ___ /20___ : ___ am/pm To ___ / ___ /20___ : ___ am/pm
Time open to public: _____ Closed to public: _____
Event venue (name of venue, reserve or road): _____
Will the event venue be: a) Indoor b) Outdoor c) Both
Have you booked this venue: Yes No
Purpose of event: _____
Event description: _____

Cost of attendance: (will you charge people to be part of the event) _____

CATERING

Will there be any sale or serving of food or drink items? Yes¹ No
Will there be any sale or serving of alcohol? Yes² No

¹ You may need a temporary food stall application ² You may need a permit

NOISE

Will you be using amplification? Yes¹ No
What noise sources are anticipated from the event? Pre-recorded Concert
Live music/band Acoustic PA System Other _____

¹A noise notification letter will be required. A noise management plan may also be required.

ATTENDEES

Expected attendance numbers¹: _____
Expected maximum attendance at any one time: _____

¹Please consider whether public toilets are available at your venue. You may need to provide portable toilets.

DONATION / SPONSORSHIP

Will you be requesting sponsorship, a donation or waiving of fees from the City? Yes¹ No

¹Please complete the request form at the back of this guide.

TRAFFIC MANAGEMENT

ROAD CLOSURE

Which roads are affected by your event? _____

Will you require road closure? Yes^{1,2} No

Which roads? _____

Extent of road to be closed: Full carriageway Half carriageway

Reason for road closure: _____

Dates and times of proposed closure: _____

¹ A resident notification letter may be required

² A traffic management plan may be required

PARKING

Is the event expected to attract more than 200 people? Yes¹ No

¹ You will need to submit a parking plan

ELECTRICAL

A licenced electrical contractor must certify any electrical installations and complete the Certificate of Electrical Compliance and Certificate of Testing for Portable Electrical Equipment.

ELECTRICAL POWER:

You will need to establish if the existing power facilities are suitable.

Will you be arranging an electricity supply? Yes No

How will you power the venue? Grid power Generator

LIGHTING:

Night events must adequately light up all areas accessible to the public and provide an emergency lighting system in the event of a main source failure.

Will you require lighting for your event? Yes No

Will the main lighting be dimmed or turned off during event? Yes No

(e.g. stage show, movie etc)

STRUCTURES

TENTS / MARQUEES:

Will you be erecting tents or marquees? Yes No

Number of marquees: _____ Total area covered (m²): _____

Is the floor size of any structure over 54m²? Yes No

OTHER:

Will you be erecting any: Stages Lighting bars Speaker stands

Area of stage/s (m²): _____

Will you be erecting any spectator stands Yes No

Number of tiers/seats: _____

WASTE SERVICES

Consideration must be given at all times to how waste generated by the event will be managed by the Event organiser/s. Depending on the details of your event, you may be required to submit a Waste Management Plan. Please note, if waste is left at City Venues following an event the cost of removal and clean-up will be passed on to the Event Holder.

ENTRIES & EXITS

Will entry be controlled via fencing, gates or being indoors? Yes No

AMUSEMENT ACTIVITIES

Are you planning amusements for your event? *i.e. inflatables or rides* Yes¹ No

¹ Certification is required and needs to be obtained from the service provider

FIREWORKS

Are you planning a fireworks display? Yes¹ No

¹ These must be operated by a licensed contractor with approval from the Department of Mines & Petroleum

ON-SITE LIVING

Will there be on-site living/camping during your event? Yes No

PUBLICITY, SIGNAGE AND BANNERS

Any signage must comply with the City's Temporary Advertising Signs Policy. Signage must be robust and of good quality.

Do you wish to erect signage or banners within the City to promote your event? Yes No

Type of signage or banners: _____

Do you wish to attach signage or anything else to a City building? Yes No

If yes please provide details: _____

INSURANCE

If you are inviting members of the public to your event, you must obtain minimum \$10m Public Liability Insurance.

Have you investigated public liability and duty of care issues and obtained appropriate insurance? Yes¹ No²

¹ A copy of the Certificate of Currency must be attached.

² Your event will not be approved until the City receives a Certificate of Currency.

SITE PLAN

Have you prepared a site plan for the event? Yes¹ No²

¹ A copy of the site plan must be attached.

² Your event will not be approved until the City receives a site plan.

DECLARATION

I / We, _____, as the event organiser seeking approval to host an event within the City of Kalamunda, acknowledge that the information submitted in this application is true and correct.

I/We accept full responsibility for any damages incurred to the premises, land under the care and control of Council or reserves including reticulation and sprinklers, water mains, electricity, toilets and change rooms, fences and fixtures as a result of our activities during the specified hire period and will ensure compliance with the City's conditions of hire and local laws.

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

I/We understand that the City of Kalamunda Community Event Guide and Application Form have been compiled according to statutory requirements. There may be additional requirements that exist and, as the event applicant/organiser, I am/we are responsible to ensure that I/we comply with all requirements.

Signature: _____

Date: _____

**Events run for profit and commercial purposes will be subject to an application fee.
Please contact the City of Kalamunda for current fees and charges.**

PLEASE RETURN THIS COMPLETED APPLICATION TO THE EVENTS TEAM AT:

**City of Kalamunda
2 Railway Road, Kalamunda WA 6076
PO Box 42, Kalamunda WA 6926
P: 9257 9953
F: 9293 2715
E: events@kalamunda.wa.gov.au
W: www.kalamunda.wa.gov.au/events**

DISCLAIMER

The information contained within this Community Event Guide and Event Application Form has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant to ensure all relevant approvals and information are obtained in relation to each particular event.