Event Application

PART A – FORM ONE

## Intention to hold an event in the Strathbogie Shire Council

![MC900411306[1]]()Before printing this document; you can choose to complete it by,

1. Printing and manually filling in the form, or
2. Filling it in by clicking in the answer fields and typing your response. Then, saving the document on your computer and attaching it to an email.

Please submit this form no later than 3 months prior to your event.

## Step 1

Please ensure you have read the ***‘Events Guide – How to fill in the application forms’***before completing this application. The guide will explain the key considerations when running an event. It also includes a number of examples which will be useful.

## Step 2

Please complete **Part A: Form One** (this form) and forward onto the Economic Development Officer. Contact details are listed at the end of the form.

## Step 3

The Economic Development Officer will contact you to discuss your event. Based on the information provided in **Part A: Form One;** you may be asked to fill in additional forms, there may be fees to be paid or outstanding information may be required. There for the sooner you submit this form the better, you may be required to complete PART B Form Two-Nine.

PART A - FORM ONE

## Intention to hold an event in the Strathbogie Shire Council

|  |
| --- |
| **SECTION 1 – YOUR CONTACT DETAILS** |
| **Your name** |  |
| **Organisation** |  |
| **ABN** |  |
| **Address(include user group(s))** |  |
| **Email** |  |
| **Mobile** |  |
| **Phone (b/h)** |  | **Phone (a/h)** |  |
| **Are you the primary contact?** | 🞏 Yes  | 🞏 No ↓ |
| **If not, who is?** | **Name** |
| **Email** |
| **Mobile** |
| **SECTION 2 – THE EVENT** |
| **Event name** |  |
| **Event description** |  |
| **Is this a new event?** | 🞏 Yes 🞏 No | **Is this an annual event?** | 🞏 Yes 🞏 No |
| **Date** |  |
| **Location** |  |
| **Target audience** |  |
| **Time event commences** |  | **Time event concludes** |  |
| **Date/time of event bump in** |  | **Date/time of event bump out** |  |
| **Is this event** | 🞏 Private  | 🞏 Public |
| **Is entry to the event** | 🞏 Ticketed | 🞏 Free |
| **Expected attendance** |  |
| **Will First Aid officers attend your event?** | 🞏 Yes 🞏 No |
| **If no, please provide an explanation** |

|  |  |  |  |
| --- | --- | --- | --- |
| **What activities / services will be offered?**NB: all activities must be listed | 🞏 Food | 🞏 Alcohol | 🞏 Live Music |
| 🞏 Fireworks | 🞏 Rides / Fair attractions | 🞏 Animals |
| 🞏 Security | 🞏 Parade / March | 🞏 Ceremony / Service |
| 🞏 Fun run / walk | 🞏 Cycling | 🞏 Water sports |
| 🞏 Other (please specify) |  |
| **Do you have Public Liability Insurance (PLI) in place?** | 🞏 Yes 🞏 No | **Amount insured for** (min. $10M) |  |
| **Insurance company** |  |
| **Your PLI Certificate of Currency attached** | 🞏 Yes 🞏 No | **Are copies of each contractor’s PLI Certificate of Currency attached?** | 🞏 Yes 🞏 No 🞏 N/A |
| **SECTION 3 - SITE** |
| **Is this a Council-owned facility or park?** | 🞏 Yes 🞏 No | **If no, have you attached the letter of** **consent to use this site?** | 🞏 Yes 🞏 No |
| **Will any temporary structures be erected?** | 🞏 Yes 🞏 No |
| 🞏 Stages (> 150 m²) | 🞏 Marquees or tents (> 100m²) | 🞏 Seating (> 20 people) |
| 🞏 Other (please specify) |  |
| **Will your event be held in an enclosed or substantially enclosed area of land more than 500m²** | 🞏 Yes 🞏 No | **Will your event be held in a public building of more than 500m²?** | 🞏 Yes 🞏 No |
| **Will there be any road closures / altered conditions ?** | 🞏 Yes 🞏 No |
| **Will you require any extra** **garbage / recycling bins?** | 🞏 Yes 🞏 No |
| **Are there onsite toilets** | 🞏 Yes 🞏 No | **Will extra toilets be required?** | 🞏 Yes 🞏 No |
| **SECTION 4 - APPLICANT** |
| **Your Name** |  |
| **Date** |  |

### Checklist (if applicable)

🞏 Have you attached your Public Liability Insurance Certificate of Currency?

🞏 Have you attached copies of each contractor’s Public Liability Insurance Certificate of Currency?

🞏 Have you attached a letter of consent for the owner of the land? (if applicable)

### Please forward completed forms:

|  |  |  |
| --- | --- | --- |
| **Email**  | **Mail** | **Deliver** |
| Claire Hahnel | Claire Hahnel | Claire Hahnel |
| Economic Development Officer | Economic Development Officer | Economic Development Officer |
| info@strathbogie.vic.gov.au | Strathbogie Shire Council | Strathbogie Shire Council |
| 1800 065 993 | PO Box 177 | 109A Binney Street, Euroa |
|  | Euroa VIC 3666 | Mon – Fri 9:00am – 5:00pm |