

EVENT APPLICATION FORM
To allow for sufficient time, please submit this application at least **8 weeks prior to the event**.

Please note that an event is not approved until the Shire of Donnybrook Balingup is satisfied that event organisers have met all conditions of the application, and approval has been granted in writing in the form of a permit. This application form must be complete for all events that will either be open to the public, or any events as advised by the Events team.

**Applicant Details**

Organisation (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you read the Event Planning Guidelines? Yes No

**Event Details**

Event Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue Requested Donnybrook Amphitheatre Egan Park

 Donnybrook Memorial Hall VC Mitchell Oval

 Kirup Hall Kirup Oval

 Balingup Hall Balingup Village Green

 Yabberup Hall Ayres Gardens

 Newlands Hall Balingup Oval

 Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you checked that this venue and date is available by contacting the Shire? Yes No
(Note for Parks and Gardens - this booking does not guarantee exclusive use of the requested venue unless you intend on fencing your intended area)

Setting up date (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and times (s) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

Event date (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and time (s) from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

Pack down date (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and times (s) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event (Fair, Exhibition, Concert etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total anticipated event attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number of participants/competitors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of your event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is entry to your event free to the public? Yes No

Is this a ticketed event that the public can attend? Yes No

If yes to either of the above, a contact number must be provided for public enquiries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health Requirements**

Will food or beverages be available at the event? Yes No

If yes, please consider existing food or beverage vendors who currently trade at your event location prior to engaging additional food vendors. Should there be existing vendors nearby, your event permit may stipulate that temporary food operators must not directly compete with the type of food for sale at these premises. Please note all commercial food vendors are required to be registered as a food business with their local council.

Separate conditions apply to not-for-profit/community group food vendors (e.g. fundraising sausage sizzles, etc.). Any requirements regarding food vendors for your event will be details in your permit.

Please detail if alcohol will be available at the event? No Sold Supplied BYO

If alcohol is to be sold, have you obtained the appropriate Liquor Licence? Yes No

**If you intend to consume alcohol on a park or reserve, you will need to fill out and submit a Consent to Consume Liquor form. The form can be found at www.shireofdonnybrook-balingup.com.au and emailed to records@donnybrook.wa.gov.au.**

**If you intend selling alcohol, you will need to obtain the appropriate Liquor Licence from the Department of Racing, Gaming & Liquor who can be contacted on (08) 9425 1888.**

Please tick any of the below which apply to your event, and provide further information about each including number/sizes/suppliers/how items will be secured or erected, etc.:

 Will there be animals at the event such as petting zoos, horse rides, camel rides etc.?

 Will there be fireworks or other pyrotechnics?

Have you arranged security or crowd controllers?

Will there be amplified sound such as recorded or live music, busking, PA announcements, etc.?
 If amplified sound, duration of amplified sound (e.g. occasional, regular, constant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you installing tents or marquees?

Are you installing stalls or stages?

Are you installing temporary fencing or barriers?

Are you installing lighting towers?

Will there be bouncy castles or inflatables?

Will there be amusements/rides?

List any further infrastructure you will installing for use at the event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Further information for any of the above marked as application to your event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TOILETS**

As a guidance, the table below shows toilet figures for events where alcohol is available. If alcohol is not available, then reduce the requirements in the table below by 50%.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Average Hrly Attendance** | **Male****WC’s** | **Urinal Metres** | **Male Hand Basins** | **Female****WC’s** | **Female Hand Basins** | **Accessible Toilets** |
| 0 – 1000 | 2 | 1.5m | 1 | 5 | 1 | 1 |
| 1000 – 2000 | 3 | 3m | 2 | 10 | 2 |  |
| 2000 – 3000 | 4 | 4.5m | 3 | 15 | 3 |  |
| 3000 – 4000 | 5 | 6m | 4 | 20 | 4 |  |
| 4000 - 5000 | 6 | 7.5m | 5 | 25 | 5 |  |
| 5000 - 6000 | 7 | 9m | 5 | 30 | 6 | 2 |
| 6000 - 7000 | 8 | 10.5m | 6 | 35 | 7 |  |
| 7000 – 8000 | 9 | 12m | 7 | 40 | 8 |  |
| 8000 - 9000 | 10 | 13.5m | 8 | 45 | 9 |  |
| 9000 - 10000 | 11 | 15m | 9 | 50 | 10 |  |

Please advise the number of additional toilets you will be provided (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please advise the number of accessible (toilet for people with disabilities) toilets you will be providing \_\_\_\_\_\_\_\_\_\_\_\_\_

**POWER**

Power is only available at the Donnybrook Amphitheatre, Balingup Oval and Balingup Village Green (power is available at all indoor venues). If your event is to be held at one of these locations, and you require access to power, please list all electrical equipment being used, including amperage requirements. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you require a temporary power supply, specify type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| COVID Safety Plan | Required for all events involving 0 – 500 persons.Refer [wa.gov.au](http://www.wa.gov.au) for a COVID Safety Plan template and guidelines.  |
| COVID Event PlanPhysical Distancing Achievable?Hand Hygiene Statin available?Contact Tracing Register in Place? | Required for events involving more than 500 persons.Refer to [wa.gov.au](http://www.wa.gov.au) for a COVID Event Plan template and guidelines. |
|  Yes |  No |
|  Yes |  No |
|  Yes |  No |

**COVID 19**

Do you require the reticulation to be marked? Yes No

**Open Space**

Do you intend having a fire or wood fired BBQ Yes No
Depending on the time of year there may be a requirement for a Permit to Burn application to be made, contact the Shires Ranger service for assistance.

Are temporary camping or caravanning sites required? Yes No
If yes, please visit [www.donnybrook-balingup.wa.gov.au](http://www.donnybrook-balingup.wa.gov.au) and download the Temporary Camping Permit Application Form, fees apply)

Do you require closure of any parking bays? Yes No

**Traffic Management**

Are there enough parking bays for event attendees? Yes No

Do you require an open space area to be used as a temporary parking location? Yes No
If yes, please submit a map showing parking plan which includes a map identifying where vehicles are entering, exiting, where vehicles are permitted and prohibited, and where traffic wardens will be stationed. A pedestrian plan will also be required showing alternate pedestrian pathways.

Will any public roads be closed? Yes No
If yes, please provide further details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If roads are to be closed, have you attached your Traffic Management Plan? Yes No
(Mandatory if you have answered Yes to any of the above questions)

Do you require use of the Shires Event Signage kit? Yes No
If yes, please visit [www.donnybrook-balingup.wa.gov.au](http://www.donnybrook-balingup.wa.gov.au) and download the Events Signage Kit application form

It is recommended that you provide one 240L bin per 100 people at your event.
Do you require extra bins? Yes No
(please note fees may apply)

**Waste Management**

How many? \_\_\_\_\_\_\_\_\_\_\_\_\_ (max 20) Date of Delivery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accessibility**

We encourage all event organisers to consider how accessible and inclusive their event is to all members of the community. This includes but is not limited to ramp access, accessible toilets, clear and easy to understand signage, path access for wheelchairs, viewing areas for people in wheelchairs, accessible parking options, fair ticketing options and food and drink services being easily accessed or reached. More information can be found be visiting this link:
<http://www.disability.wa.gov.au/understanding-disability1/understanding-disability/accessibility/services_events/>

Please explain how you plan to make your event accessible and inclusive to all members of the community \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Site Plan**

An aerial view of the event Site Plan showing the location of each item below is required for assessment of your application. Your Event Application form will not be assessed until this provided. It is recommended that a map from Google or similar is used, with any below items clearly marked on the map.

 Stage Parking Areas Emergency Exits
 Inflatables/Bouncy Castles First Aid Posts Marquees or Tents
 Seating Vehicle Access Points Sale or Consumption of
 Food Stalls Fencing Alcohol Areas
 Market Stalls Additional Toilets Camping areas

*Mandatory requirements* ***(your application will not be processed if the below are not provided)***

**Event Application Checklist**

All questions have been answered, and further information supplied when you have answered “yes”

 Public Liability Insurance attached

*If applicable*

 Risk Management Plan attached

 Traffic Management Plan attached

 Liquor Licence from Department of Racing, Gaming & Liquor attached

 Permission to drink alcohol on Shire Property

 Pyrotechnics Permit attached

Detailed site plan attached

**Declaration**

I/We have read, understood and agree to abide by the Conditions of Hire. I/We agree to indemnify the Shire of Donnybrook Balingup against all actions, claims, demands or costs arising out of connection with the hire of the facility. In consideration for the use of facilities owned by the Shire of Donnybrook Balingup, I/We agree to hold the Shire of Donnybrook Balingup harmless for any damages, acts or incidents that occur as a result of the above event held by me/us. Further, I/We assume all liability for specific losses arising from the event listed about and release the Shire of Donnybrook Balingup from all liability and costs arising from or incident to the event.

Applicant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of (Organisation Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit the completed form by email to communitydevelopment@donnybrook.wa.gov.au or alternatively

**In Person** **Mail**
Shire Offices PO Box 94
Corner of Bentley and Collins Streets Donnybrook WA 6239
Donnybrook WA 6239

**Phone** 9780 4200