



EVENT APPLICATION FORM

To allow for sufficient time, please submit this application at least **12 weeks prior to the event, unless it is large or high-risk (12 months)**.

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	<input type="checkbox"/>	Donnybrook Amphitheatre	<input type="checkbox"/>	Egan Park
	<input type="checkbox"/>	Donnybrook Memorial Hall	<input type="checkbox"/>	VC Mitchell Oval
	<input type="checkbox"/>	Kirup Hall	<input type="checkbox"/>	Kirup Oval
	<input type="checkbox"/>	Balingup Hall	<input type="checkbox"/>	Balingup Village Green
	<input type="checkbox"/>	Yabberup Hall	<input type="checkbox"/>	Ayres Gardens
	<input type="checkbox"/>	Newlands Hall	<input type="checkbox"/>	Balingup Oval
	<input type="checkbox"/>	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 _____

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 _____

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

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 19

COVID Safety Plan	Required for all events involving 0 – 500 persons. Refer wa.gov.au for a COVID Safety Plan template and guidelines.	
COVID Event Plan	Required for events involving more than 500 persons. Refer to wa.gov.au for a COVID Event Plan template and guidelines.	
Physical Distancing Achievable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hand Hygiene Station available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact Tracing Register in Place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Open Space

Do you require the reticulation to be marked? Yes No

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 and download the Temporary Camping Permit Application Form, fees apply)

Traffic Management

Do you require closure of any parking bays? Yes No

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 _____

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 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 by 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 _____

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

Event Application Checklist

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

- 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

Shire Offices
Corner of Bentley and Collins Streets
Donnybrook WA 6239

Phone 9780 4200

Mail

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Donnybrook WA 6239