

Event Application Package

This application form is to be used for events that are to be held within the Shire of Capel, either on Shire property or Private Property.





EVENT INFORMATION

ORGANISERS DETAILS (MUST BE OVER 18 YEARS OF AGE)

Event Name
 Application / Organisation
 Contact Person
 Date of Birth
 Postal Address
 Telephone **Home**
 Email Address

Drivers License Number
Mobile

APPLICATION PROCESSING FEE

Payment via Phone on 08 9727 0222
 Payment via invoice email

EXPECTED ATTENDANCE

Number of people expected
 Target Demographic

EVENT DETAILS

Date Start Time: Finish Time:
Including setup and pack-down.

Function Type Will you be organising an Acknowledgment of Country? Yes No
Sporting, Commercial, Entertainment

Entertainment Type Do you require the correct terminology for the Acknowledgment of Country? Yes No

Primary Purpose of Event Will you be organising a Welcome to Country? Yes No
E.G., Fundraiser for community group.

Is the event open to the public? Yes No Is there an entry fee? Yes No

Will alcohol be consumed? Yes No Will alcohol be Sold Supplied BYO

Is food to be sold? Yes No Is your food provider registered? Yes No

Will there be an impact on local roads? Yes No

Details of any road closures or use of roads for the event

Details of tents, marquees, stages to be used for the event





EVENT INFORMATION

COMMUNITY CENTRE OR HALL TO BE HIRED

GELORUP
 DALYELLUP
 CAPEL
 PEPPERMINT GROVE BEACH
 HUGH KILPATRICK, BOYANUP
 JACK AND MARY KITCHEN, BOYANUP

FACILITIES / PUBLIC OPEN SPACE REQUIRED

HALL ONLY
 PLAYGROUND / ACTIVITY ROOM
 MEETING ROOM
 ERLE SCOTT RESERVE
 PUBLIC OPEN SPACE
 OTHER LOCATION

EVENT FACILITIES

Power Supply Details: (Generators or Existing): _____
 Water Supply Details: (Scheme or Mobile Water): _____

TOILETS

	Unisex	Male	Urinal (Length)	Male HB	Female WC	Female HB	Disabled
What is a fixed toilet facility number? As provided at site.							
Will additional toilets be provided at the event?	Yes - Complete Item Below						
	No - Proceed to Item 8						
How many portable toilets will be provided?	Male	Urinals	Female	Unisex	Disabled		



EVENT INFORMATION

WASTE MANAGEMENT

What sustainable measures are you taking at your event?
E.G., Reducing single use plastic bags.
Refer to our Sustainable Events Guide,

TEMPORARY SIGN DETAILS

How many signs?

Proposed Location(s)

Type of sign

Dimensions

Date

Placement

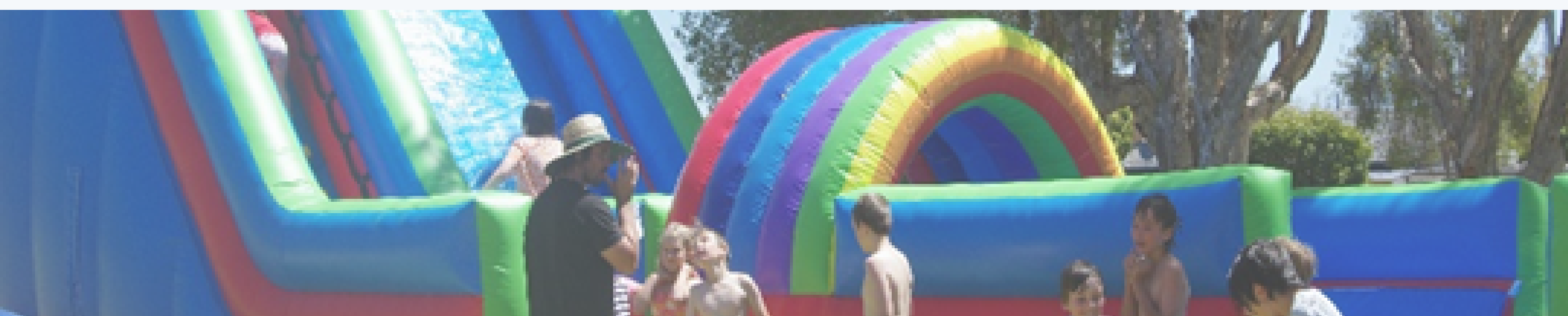
Removal

EVENT SITE PLAN

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable).

- Stage
- Seating
- Vehicle Access Points
- Food Stalls
- First Aid Post(s)
- Location of marquees, tents
- Electricity
- Emergency Exits
- Sale or consumption of alcohol areas
- Parking Area
- Fenced Off Area
- Location and number of additional toilet facilities
- Site Signage
- Lighting
- Location of Bins

EVENT SITE PLAN EXAMPLE



TERMS AND CONDITIONS



Insurance Note

- Incorporated Bodies, Sporting Clubs, and Associations of any kind need to have Public Liability Insurance cover of \$10 million or greater before using a Shire venue.
- Regular users (i.e. more than 12 bookings per year) are NOT covered by the Shire's Casual Hire Insurance.
- Casual Hires (other than those mentioned above, are covered under the Shire of Capel Casual Hires Insurance (\$10 Million).

Declaration

- Applicant MUST read the declaration below and agree to the terms, fees, and conditions of the hire prior to the application being accepted by Council.

Facility/Public Open Space

- We have read and understood the terms and conditions relevant to hiring facilities or using public open spaces provided by the Shire of Capel, and hereby agree to comply with the Local Government Property Local Law.
- We agree to indemnify the Shire against all actions, claims, demands, and costs arising out of or in connection with the hire of this facility and agree to pay for any damages caused to the facility during the hire period.
- We understand that we must obtain a Shire Liquor Permit for any consumption of alcohol at ANY Shire facility, and if required, accompany this permit with a Liquor Licence from the Department of Racing, Game, and Liquor.
- We agree to comply with any lawful directions which may be given by the Shire Officers, and that the Shire reserves the right to grant or refuse hire applications or cancel a booking and return the hire fees and bond at its discretion and shall be the final authority in this request.
- All parking rules must be obeyed. Anyone found in breach of the Parking and Parking Facilities Local Laws will be fined by the Rangers.
- If you are hiring a marquee, pony rides, bouncy castles or similar then a copy of the hire company's Certificate of Indemnity Insurance must accompany this application.
- Applicants must read the declaration below and agree to the terms and conditions of hire prior to the application being accepted by the Shire of Capel.
- Any rubbish generated from the event is to be disposed of in the bins the Applicant provides (through Cleanaway) and the site cleared of waste after your event
- I/We understand existing public bins are not applicable for use for my event.
- No open fires to be lit on a shire reserve without express approval by the Shire of Capel

Event

- I/We as the event organiser, applying for approval to host an event in the Shire of Capel, acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the Shire's conditions of hire and local laws. I will indemnify the Shire against any action, suit, or proceeding caused by my failure to observe all statutory and other requirements or because of my negligence or willful actions. I will ensure that the appropriate liability and other insurances are in place for the activities to be conducted.
- I/We understand that the "Events Application Package" is a guide and has been compiled according to several statutory requirements. There could be other requirements that exist outside of the package and that as the event organiser I am responsible.

Declaration

Signature of Applicant(s) _____ Date _____



EVENT CHECKLIST

If answered yes to any of the below, please fill out the corresponding form linked and submit with the application. Any additional supporting evidence please attach to the event application prior to submission

ACTIVITY	YES / NOT APPLICABLE	SUPPORTING DOCUMENTS AND LINKS
WASTE MANAGEMENT	YES NOT APPLICABLE	Additional Bin(s) to be supplied in accordance with the waste management matrix outlined in the Community Event guide Bin booking can be made via BunburyCSU@cleanaway.com.au
ACCESSIBILITY ASSESSMENT	YES NOT APPLICABLE	Accessibility Guide
COVID 19	YES NOT APPLICABLE	Covid Event Check List- anticipated participation 500 - 1000 Covid Event Plan - anticipated participation 1000+ Event Registration – anticipated participation 500+
PUBLIC LIABILITY INSURANCE	YES NOT APPLICABLE	Attach certificate of Public Liability for the event Attach certificate of Currency for the event.
SALES OF ANY GOODS / WARES	YES NOT APPLICABLE	Trading In Public Places Application need to be completed.
FOOD VENDORS	YES NOT APPLICABLE	Food Vendors Certificate of currency included along with Completed Food Vendor Form
TOILET FACILITIES	YES NOT APPLICABLE	Toilets are to be supplied in accordance with the table provided in Community Event Guide .
SALES OF ALCOHOL	YES NOT APPLICABLE	Approval obtained from, Department Racing Gaming Liquor Local Government Shire of Capel .
ALCOHOL CONSUMPTION	YES NOT APPLICABLE	Alcohol Consumption form included
RISK MANAGEMENT PLAN	YES NOT APPLICABLE	This is encouraged for all events. Required for event which will attract more than 1000 people. To be completed in accordance with AS4360 and submitted to the Shire.
TENTS / MARQUEES	YES NOT APPLICABLE	Engineering Certificate attached for marquee larger than 5m. Sandbag weights are the preferred method to secure structure. Any other methods must be approved by the Shire
EMERGENCY SERVICES	YES NOT APPLICABLE	Emergency Services contact if highlighted in your permit
PARKING	YES NOT APPLICABLE	Parking areas are established and highlighted on the site map.
TRAFFIC MANAGEMENT	YES NOT APPLICABLE	Traffic management to be developed by a qualified contractor. Plans to be submitted to both the Shire of Capel and Main Roads
AMUSEMENT RIDES AND STRUCTURES	YES NOT APPLICABLE	Work safe registration and public liability both attached Operators inspection logbook and additional information is required to be sighted by organiser.
PUBLIC OPEN SPACE	YES NOT APPLICABLE	Shire facility hire to be booked through SpacetoCo
TEMPORARY ADVERTISING SIGNAGE	YES NOT APPLICABLE	Temporary sign approval obtained from the Shire with sign design, locations and details submitted. For signs on the main road, applicants must obtain approval from Main Roads
EVENT SITE PLAN	MANDATORY	Attach copy to back of document. It is also a suggestion that local Police, Fire Services, SES and any other relevant emergency service(s) first aid and security personnel and participants
TEMPORARY FOOD TRADING APPLICATION	YES NOT APPLICABLE	