

EVENT REGISTRATION FORM

Public events can provide a wide range of social, economic and cultural benefits to a community. This document is designed to assist you in commencing the process of organising a safe, enjoyable and successful event that can be promoted throughout the shire

Applications must be submitted to Council no later than six weeks prior to the event and significant events are to be submitted no later than four months prior to the event.

Please attach a copy of your public liability insurance with this form.

1. Event Details

Name of event:

Date and time:

Date of set up and clean up:

Event location: (Please Note: An application for hire form is requested if event to be held at a Council owned facility)

2. Event Organiser Details

Name of the organisation:

Name of the event organiser:

Address:

Phone:

Mobile:

Email:

3. Event Description

Please provide a brief description of your event:

Who is the target audience? (e.g. youth, people with a disability, seniors):

Estimated crowd numbers:

4. Use of Council Reserve

Which part of the reserve will you use? Please specify all locations in the reserve used _____

Acceptance of Conditions:

In making this application, I hereby acknowledge that I/we will ensure that the Council grounds and facilities are left in good condition and that all rubbish is removed.

For and on behalf of (Name of organisation/group): _____

Signature: _____

5. Temporary Structure

Will a temporary structure be erected? (e.g large marquee)	Yes	No	N/A
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If yes, will it be over 100m²?	Yes	No	N/A
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Will you require Council's portable grandstand seating?	Yes	No	N/A
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6. Food and Alcohol

Will food be sold or provided at this event?	Yes	No	N/A
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Will alcohol be sold, supplied, or consumed at this event?	Yes	No	N/A
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If yes, do you have a current liquor licence for this event?	Yes	No	N/A
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(If yes, please provide a copy)

7. Signs and Banner (Note: VicRoads or Council must give permission)

Would you like to erect signage on Council land?	Yes	No	N/A
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Would you like to erect signage on a VicRoads road?	Yes	No	N/A
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If yes to either question, have you got VicRoads or Council Local Laws approval for your proposed event signage?	Yes	No	N/A
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8. Traffic Management			
Will your event impact on traffic/pedestrians on public road reserves?	Yes	No	N/A
Will you be requiring a temporary road closure?	Yes	No	N/A
<i>Please download Temporary Road Closure form</i>			

9. Accessible Facilities			
Do you have accessible toilets for all?	Yes	No	N/A
Are you providing access for all?	Yes	No	N/A
Will you provide accessible parking at your event?	Yes	No	N/A

10. Public Toilets			
Will you be using public toilets?	Yes	No	N/A
Will you require an extra clean of these toilets?	Yes	No	N/A

11. Risk and Emergency Management		
It is recommended that you complete a risk management plan, as stated on page 17		
Has your organisation completed a Risk Management Plan?	YES	NO
Has your organisation completed an Emergency Management Plan?	YES	NO
Please contact an officer from each of the Emergency Service Organisations and record their details below. Contact details are provided on page 25.		
Emergency Service:	Name:	Date of contact:
Police		
Ambulance		
SES		
CFA		
Please Note: This Event Registration Form will then be sent to all emergency services by Council to ensure they are aware of all specific details.		

