

This form can be saved onto your computer, completed electronically, and then emailed to the City of Bunbury

Please note that an event is not approved until the City of Bunbury 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 completed for all events that will either be open to the general public, or any events as advised by the Events team.

Applicant Details

Organisation (if applicable) _____

Applicants Name _____

Address _____

Email _____

(permits will be emailed, unless no email address is supplied, then the permit will be posted)

Phone _____ Mobile Phone _____

Have you read the Event Planning Guidelines? Yes No

(this can be found online in the Events section)

Event Details

Event Name _____

Venue Requested

<input type="checkbox"/> Bicentennial Square	<input type="checkbox"/> Graham Bricknell Music Shell
<input type="checkbox"/> Queens Garden	<input type="checkbox"/> Koombana Foreshore
<input type="checkbox"/> Koombana North	<input type="checkbox"/> Jetty Baths
<input type="checkbox"/> Big Swamp Playground	<input type="checkbox"/> Payne Park
<input type="checkbox"/> Hay Park	<input type="checkbox"/> Luciana Park
<input type="checkbox"/> Pat Usher Foreshore	<input type="checkbox"/> Bunbury Recreation Ground
<input type="checkbox"/> Other _____	

Have you checked that this venue and date is available by contacting the Events Team? Yes No

(this booking does not guarantee exclusive use of the requested venue unless you intend on fencing your intended area). If no, please contact the Events Team on 9792 7000 to check venue availability prior to completing this application form.

Setting up date(s) _____ and time(s) from _____ to _____

Event date(s) _____ and time (s) from _____ to _____

Pack down date(s) _____ and time (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 general 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 (eg fundraising sausage sizzles, etc). Any particular requirements with regard to food vendors for your event will be detailed in your permit.

Please detail if alcohol will be available at the event? _____

(eg sold or consumed)

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 (fees apply). The form can be found at www.bunbury.wa.gov.au and emailed to records@bunbury.wa.gov.au.

If you intend on 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 (eg 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 other infrastructure you will be installing for use at the event

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

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%.

Total Attendance	Male Facilities			Female Facilities		Accessible Toilets
	WC's	Urinal Metres	Hand Basin	WC's	Hand Basin	
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 – 10,000	11	15m	9	50	10	

Please advise the number of additional toilets you will be providing (if applicable) _____

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

Power is only available at Bicentennial Square, Graham Bricknell Music Shell, and Koombana Foreshore. 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 _____

Open Space

Do you require the reticulation to be turned off? Yes No
(applicable only to events being held – including set up and pack down – between the hours of 8pm and 7am)
Fees apply

Do you require the reticulation to be marked? Yes No
(applicable only to infrastructure piercing the ground with tent pegs exceeding 200mm)
Fees apply

Do you require any bollards to be removed? Yes No
Fees apply
 Please include further details

Traffic Management

Do you require closure of any parking bays?

Yes

No

Fees apply

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 alternative pedestrian pathways.

Will any public roads be closed? 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 City of Bunbury's Events Trailer? Yes No

If yes, please visit www.bunbury.wa.gov.au and download the Events Trailer Application Form

Fees apply

Waste Management

It is recommended that you provide one 240L bin per 100 people at your event.

Do you require additional litter bins from City of Bunbury? Yes No

(minimum order of 6 x 240L bins, additional bins can be ordered. One bin is recommended per 100 people)

Fees apply

Please advise the number of bins required and 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, 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 _____

Additional Information

Please provide any further information you believe relevant to your application, which has not already been stated

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 is 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 Alcohol
Food Stalls	Fencing	Areas
Market Stalls	Additional Toilets	

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"
- Detailed Site Plan attached
- Public Liability Insurance attached

If applicable

- Risk Management Plan attached (mandatory if 1000+ people are expected to attend)
- Traffic Management Plan attached
- Liquor Licence from Department of Racing, Gaming & Liquor attached
- Pyrotechnics Permit attached

Declaration

I/We have read, understood and agree to abide by the Conditions of Hire. I/We agree to indemnify the City of Bunbury 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 City of Bunbury, I/we agree to hold the City of Bunbury 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 above and release the City of Bunbury from all liability and costs incurred arising from or incident to the event.

Applicant Name _____ Date _____

On behalf of (Organisation Name) _____

The recommended format of completing and submitting this form is by saving it onto your computer, completing it electronically, and emailing it to records@bunbury.wa.gov.au. If you do not have an email account, it can be printed out and either submitted in person or by mail.

In Person

Events Bookings Officer
4 Stephen Street
Bunbury WA 6230

Mail

Events Bookings Officer
City of Bunbury
PO Box 21
Bunbury WA 6230

Phone 9792 7000