

EVENT APPLICATION

To check venue availability, please contact the Town of Mosman Park on 9383 6600 prior to completing this form.

Please note that submission of an application form does not automatically imply approval.

Applicant Details	
Applicant's name/name of organisation:	
ABN:	
Is the organisation not-for-profit? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide evidence of the organisation's not-for-profit status by way of the organisation's Articles of Association, Constitution, tax certificate or a statutory declaration.	
Contact person at organisation:	
Postal address:	
Phone:	Mobile:
Email:	
Will this event be open to the public? No <input type="checkbox"/> complete sections 1, 2 & 4 Yes <input type="checkbox"/> complete all sections	
Section 1 – Event Details	
Event name:	
Description of event:	
Event Location/Address/Reserve Name:	
<input type="checkbox"/> Site plan attached indicating layout of the event	
Will you need access to Town toilet facilities? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you need access to clubrooms? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date(s) of event:	
Event start time:	Event finish time:
Event set-up start time:	Event pack-up finish time:
Expected number of attendees at one time:	
Expected number of attendees over entire event:	
Section 2 – Public and Private Events	
Waste Management	
How many bins will be available for the event:	
Will you be sourcing bins from an external provider? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details:	

Fireworks	
Will there be fireworks at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Please note: If a permit to discharge fireworks is approved by the Department of Mines, Industry Regulation and Safety, then the Event Organiser must ensure that the details of the permit are forwarded to the Town at least 7 days prior to the event.</i>	
Use of Parks and Reserves	
Will your event require any holes dug or tent pegs driven into the ground?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	
Will you require the overnight watering schedule to be turned off?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be line marking on grassed areas?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify the name of the product: Please specify line marking area on site plan.	
Will you need access to the reserve for vehicles, trucks or heavy machinery?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details (i.e. estimated number of vehicles on the reserve)	
Parking & Traffic Management	
Please provide details for the parking arrangements in place for this event:	
Are there any accessible parking (disabled) bays available?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many?	
Will there be parking wardens to assist patrons?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will a road closure or any variation to traffic arrangements be required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please attach Application for an Order for a Road Closure including a Traffic Management Plan. <i>Please note the Application for an Order for a Road Closure can be found on the WA Police website.</i>	
Do you require a Traffic Management Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please attach a copy. <i>Please note: A Traffic Management Plan is required for any event or activity that has the potential to create a traffic or pedestrian hazard within the road or road reserve including the verge area.</i>	
Section 3 – Public Events Only	
Insurance	
Public Liability Insurance of at least \$10 million is a compulsory requirement for public events. Please provide evidence of current liability insurance coverage with this application.	

Electrical Installations

Will you be undertaking any other electrical work in the set-up of the event?

Yes No

If yes, a **Form 5 – Certificate Of Electrical Compliance** must be completed by a licensed electrician after the electrical work is completed and returned to the Town's Senior Environmental Health Officer within 7 days of the event.

Food

Will there be food and drinks sold or provided at the event?

Yes No

If yes, a **Notification of a Temporary Food Premises** must be completed for each stall selling or providing food. A site plan of the food stall/marquee, a copy of the stallholder's public liability insurance and copy of the Food Business Registration Certificate (if applicable) must be submitted along with the application. Fees may apply.

Toilet Facilities

Please indicate the number of toilet facilities to be provided:

Male toilets:

Urinals:

Hand basins:

Female toilets:

Hand basins:

Disabled toilets:

Hand basins:

Will there be adequate lighting for toilets and surrounds?

Yes No

Please provide details on the servicing/cleaning the toilet facilities:

First Aid

Number of qualified first aid attendants at the event:

Will the first aid be through an accredited agency i.e. St Johns Ambulance?

Yes No

If yes, please provide agency name and phone number:

Fire Safety

What fire safety arrangements have been made for the event? Please describe the quantity, location and type of fire extinguishers.

Security

Please provide details on the security/event liaison arrangements planned for this event i.e. number, licensed security personnel:

Emergency Evacuation & Risk Management	
Is an Emergency Evacuation/Management Plan required for this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is a Risk Management Plan required for this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please ensure both plans are attached to this application if required.	
Complaints Procedure	
Please provide details of complaints procedure (including details for noise complaints) below or in a separate attachment.	
Have you received complaints in the past regarding this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of how you will avoid these issues.	
Section 4	
Declaration	
<ol style="list-style-type: none"> 1. All information provided is true and correct. 2. I have read, understood and agree to abide by the Town of Mosman Park's "Terms and Conditions of Use for Public Open Space" & Public Event Guidelines. 3. In signing this form, I indemnify the Town of Mosman Park against all claims resulting from any damage, theft, death or injury in connection with my booking, except to the extent that damage, death or injury are due to any negligent act or omission by the Town of Mosman Park. 4. I will ensure that any alterations or cancellations are received in writing no less than 14 days prior to the proposed booking. 	
Name: _____	
Signature: _____ Date: _____	
For a list of current fees, please refer to the Schedule of Fees and Charges. The Town will contact you upon approval of your event for payment.	