

Special Event Application Form

Application Procedure		
Step 1	Complete the Special Event Application Form (<i>attached</i>)	
Step 2	Submit your application (<i>including any relevant attachments as outlined below</i>) at least eight weeks prior to your event to: <p style="text-align: center;"> Recreation and Community Development Shire of Murray PO Box 21 Pinjarra WA 6208 or mailbag@murray.wa.gov.au </p>	
Step 3	You may not proceed with your event until written confirmation of your approval has been received; this may take up to three weeks depending on the scale and size of your event.	
<p><i>Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions.</i></p> <p><i>Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer council approval for an event to an alternative venue, date or time without contacting Council.</i></p>		
Attachments	Yes/No	N/A
Public Liability Insurance Certificate of Currency		
Risk Management Plan		
Traffic Management Plan		
Permit to Consume Alcohol (<i>Shire of Murray Website – Information and Forms</i>)		
Liquor Licence		
Temporary Food Stall Permit (<i>Shire of Murray Website – Information and Forms</i>)		
Food Act Registration Form (<i>Shire of Murray Website – Information and Forms</i>)		
Structural Engineering Certifications		
Electrical Compliance Certifications		

We trust you find this guide useful and we look forward to receiving your application.

Booking Times (please include the <i>entire</i> time the facility is needed i.e. set up and clean up.)			
Date	Day	Start	Finish
Please attach your fixtures or a calendar of dates and times if you require the event over a period of days/months.			
Will you be providing Crowd Controllers at your event? (see condition of hire 40)	<input type="checkbox"/> No	<input type="checkbox"/> Yes (how many?)	First 100 guests = 2 crowd controllers; thereafter 1 additional crowd controller per 100 guests.
Do you regard your event as high risk? (21st party, concert etc) (See condition of hire 41)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Council determine your event as high risk, a 'High Risk' bond will be required.
Does your Organisation have Public Liability Insurance to Cover this event? (see condition of hire 8 & 35)	<input type="checkbox"/> No	<input type="checkbox"/> Yes (Please Attach)	You may be require to purchase Public Liability Insurance please contact the Shire's Risk Management Officer for more information.

Parks and Gardens <i>(Please see separate Conditions of Hire for information)</i>			
<p>Will you be erecting any temporary structures? (please note condition of hire 37)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Marquees <input type="checkbox"/> Tents <input type="checkbox"/> Stage <input type="checkbox"/> Stalls <input type="checkbox"/> Amusement Rides <input type="checkbox"/> Extra Lighting <input type="checkbox"/> Advertising Banners <input type="checkbox"/> Other	<p>If yes, please supply details. (size and number). The Shire of Murray requires an Engineering Certificate of structural compliance for structures over 55m²)</p>
<p>Do you need to bring a vehicle or vehicles onto the reserve? (see condition of hire 28)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Set up and pack up <input type="checkbox"/> Parking	<p>If yes, please provide number and type of vehicle/s</p> <p>If parking on the reserve, please provide the Council with a parking plan 1 month prior to your event.</p>
<p>Are there any animals involved in the event? (see condition of hire 9 &12)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Rides <input type="checkbox"/> Circus <input type="checkbox"/> On display <input type="checkbox"/> Other:	<p>If yes, please provide details.</p>

Environmental Health and Building (Please see separate Conditions of Hire for information)			
<p>Will your event have any noise that could disrupt nearby residents?</p> <p>(see conditions of hire 18, 19 & 20)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Public Address <input type="checkbox"/> Bands <input type="checkbox"/> Amusement rides <input type="checkbox"/> Other:	<p>If yes, please provide further details on expected noise levels and how you will reduce disruption to nearby residents?</p>
<p>Are you selling or storing food or drinks at the event?</p> <p>(please see condition of hire 22)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Caterer <input type="checkbox"/> Food van <input type="checkbox"/> Other:	<p>If yes, any organisation or persons selling food or drinks MUST present their certificate of Food Act Registration and an application for a Temporary Food Stall Permit (attached) and submit it to the Shire of Murray with booking (application fee is \$55 and \$30 per day). If your organisation does not have a Food Act Registration please contact the Shire of Murray Environmental Health Department on 9531 7777.</p>
<p>Do you wish to consume alcohol at the event?</p> <p>(see condition of hire 21)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Consuming	<p>If consuming alcohol, you are required to complete Form 4 – Permission to Consume Alcohol (attached).</p>
		<input type="checkbox"/> Selling	<p>If you are selling alcohol you MUST apply for a liquor licence with the Department of Racing Gaming and Liquor www.rgl.wa.gov.au.</p>
<p>Do you intend to hold a fireworks or pyrotechnics display at this event?</p> <p>(see condition of hire 24)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>If yes, you MUST discuss with Shire of Murray Staff.</p>
<p>Has the location of generators, speakers, PA systems been marked out on the Site Plan?</p> <p>(see condition of hire 38)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>Please provide any further details of all electrical work undertaken for the event:</p>
<p>Is your event accessible to people with disabilities?</p> <p>(see condition of hire 23)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>If yes, what provisions have been made for people with disabilities?</p>
<p>Please ensure ALL Marquees, Tents, and other structures are outlined on the attached Site Plan</p>			<p>5</p>

Rangers and Technical Services Please see separate Conditions of Hire for information			
<p>Does your event require road closure or partial closure</p> <p>(see condition of hire 20)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes <p>Council approval is required one month prior to the event.</p> <p>Please Note: Council does not provide barricading or signage for road closures.</p>	<p>If yes, please provide a detailed <i>Traffic Management Plan</i> including road closure points and other relevant information. Council will not authorise road closures or partial road closures without a <i>Traffic Management Plan</i>.</p>
<p>Could your event possibly disrupt nearby residents in any way?</p> <p>(see condition of hire 18, 19 & 20)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Traffic Flow <input type="checkbox"/> Access to parking	<p>If yes, please provide further details as to how you will reduce disruption to nearby residents:</p>
<p>If you answered yes to either of the 2 questions above, you are required to notify affected owners/tenants prior to the event by means of correspondence.</p>			
<p>Do you require extra bins for your event?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<p>If yes, Please contact Technical Services on 9531 7777.</p>
<p>Do you require the use of the Shire's power supply for your event?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes <p>How many days/hours?</p>	<p>If yes, what is the power specifically required for? Please list equipment.</p>
<p>Will you be using your own generator?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

Site Plan

A detailed layout of the event is to be included with your application form.

Please ensure the following is indicated on the map (if applicable):

- Stage
- Food Stalls
- Electricity cables
- Parking Areas
- Site Signage
- Seating
- First Aid Post(s)
- Emergency Exits
- Fenced off Areas
- Vehicle Access Points
- Location of marquees, tents
- Sale or consumption of alcohol areas
- Location of additional toilet facilities.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a detailed site plan for their event. The box is currently blank.

Risk Management Plan

As an event organiser, you have a responsibility to ensure that your event is safe and you should undertake a documented risk assessment for all of your proposed activities. It is important to remember that as the event organiser it will be you who will be liable should an incident occur and it can be proven that the incident occurred as a result of your actions.

Assessing all the risks may appear to be an onerous task but it is a very useful mechanism for determining event requirements. You will also be able to refer to the assessments for future events and therefore only have to do it once.

Risk	Strategies in place	Use example
1. e.g. Rubbish	Extra bins have been ordered to cater for. Person/s will be collect rubbish over the course of the event.	Yes / No
2. e.g. Electrical Hazards	All electrical leads to be tagged and covered or suspended out of reach.	Yes / No
3. e.g. Trip Hazards	All trip hazards are to be identified and signed, barricaded or marked.	Yes / No
4. e.g. Fire Hazards	Flammable (rubbish) shall not be allowed to accumulate.e No smoking is permitted inside buildings. Fire extinguishers and blankets will be strategically placed throughout even.t	Yes / No
5.		
6.		
7.		
8.		
9.		
10.		

Conditions

Please see separate form Conditions of Hire

“The Shire of Murray endeavours to provide universally accessible and inclusive services and facilities for all people within the community.”

Declaration

I agree that the above information provided is correct, and I have read and understood the Shire of Murray’s “Conditions of Hire”. My signature below also indemnifies Council from any claim whatsoever arising out of my hire of the Shire of Murray reserve/facility.

Name of Hirer: _____

Signature of Hirer: _____ Date: ____ / ____ / ____

**The Shire of Murray supports the inclusion of all people to participate in community life.
This includes people with disabilities that may wish to access your event.**

If you would like more information to assist you in creating an event that is accessible to people with disabilities

Please return to

Shire of Murray

PO Box 21

Pinjarra WA 6208

mailbag@murray.wa.gov.au

Fax 9531 1981