

# Community Event Application



## EVENT ORGANISER DETAILS

Name of event: \_\_\_\_\_  
Applicant/organisation name: \_\_\_\_\_  
Type of organisation (eg. school, not for profit, private business): \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

## PROPOSED EVENT DETAILS

Date/duration: \_\_\_\_\_  
Setup date & time: From \_\_\_/\_\_\_/20\_\_\_ : \_\_\_ am/pm To \_\_\_/\_\_\_/20\_\_\_ : \_\_\_ am/pm  
Clean up date & time: From \_\_\_/\_\_\_/20\_\_\_ : \_\_\_ am/pm To \_\_\_/\_\_\_/20\_\_\_ : \_\_\_ am/pm  
Time open to public: \_\_\_\_\_ Closed to public: \_\_\_\_\_  
Event venue (name of venue, reserve or road): \_\_\_\_\_  
Will the event venue be: a) Indoor  b) Outdoor  c) Both   
Have you booked this venue: Yes  No   
Purpose of event: \_\_\_\_\_  
Event description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Cost of attendance: (will you charge people to be part of the event) \_\_\_\_\_

## CATERING

Will there be any sale or serving of food or drink items? Yes<sup>1</sup>  No   
Will there be any sale or serving of alcohol?<sup>1</sup> Yes<sup>2</sup>  No   
*You may need a temporary food stall application*      <sup>2</sup> *You may need a permit*

## NOISE

Will you be using amplification? Yes<sup>1</sup>  No   
What noise sources are anticipated from the event? Pre-recorded  Concert   
Live music/band  Acoustic  PA System  Other  \_\_\_\_\_

<sup>1</sup>A noise notification letter will be required. A noise management plan may also be required.

## ATTENDEES

Expected attendance numbers<sup>1</sup>: \_\_\_\_\_  
Expected maximum attendance at any one time: \_\_\_\_\_

<sup>1</sup>Please consider whether public toilets are available at your venue. You may need to provide portable toilets.

**DONATION / SPONSORSHIP**

Will you be requesting sponsorship, a donation or waiving of fees from the City?

Yes<sup>1</sup>  No

<sup>1</sup>Please complete the request form at the back of this guide.

**ROAD CLOSURE**

Which roads are affected by your event? \_\_\_\_\_

Will you require road closure? Yes<sup>1,2</sup>  No

Which roads? \_\_\_\_\_

Extent of road to be closed: Full carriageway  Half carriageway

Reason for road closure: \_\_\_\_\_

Dates and times of proposed closure: \_\_\_\_\_

<sup>1</sup> A resident notification letter may be required

<sup>2</sup> A traffic management plan may be required

**PARKING**

Is the event expected to attract more than 200 people? Yes<sup>1</sup>  No

<sup>1</sup> You will need to submit a parking plan

**ELECTRICAL**

A licenced electrical contractor must certify any electrical installations and complete the Certificate of Electrical Compliance and Certificate of Testing for Portable Electrical Equipment.

**ELECTRICAL POWER:**

You will need to establish if the existing power facilities are suitable.

Will you be arranging an electricity supply? Yes  No

How will you power the venue? Grid power  Generator

**LIGHTING:**

Night events must adequately light up all areas accessible to the public and provide an emergency lighting system in the event of a main source failure.

Will you require lighting for your event? Yes  No

Will the main lighting be dimmed or turned off during event? Yes  No

(e.g. stage show, movie etc)

**TENTS / MARQUEES:**

Will you be erecting tents or marquees? Yes  No

Number of marquees: \_\_\_\_\_ Total area covered (m<sup>2</sup>): \_\_\_\_\_

Is the floor size of any structure over 54m<sup>2</sup>? Yes  No

**OTHER:**

Will you be erecting any: Stages  Lighting bars  Speaker stands

Area of stage/s (m<sup>2</sup>): \_\_\_\_\_

Will you be erecting any spectator stands Yes  No

Number of tiers/seats: \_\_\_\_\_

### WASTE SERVICES

Consideration must be given at all times to how waste generated by the event will be managed by the Event organiser/s. Depending on the details of your event, you may be required to submit a Waste Management Plan. Please note, if waste is left at City Venues following an event the cost of removal and clean-up will be passed on to the Event Holder.

### ENTRIES & EXITS

Will entry be controlled via fencing, gates or being indoors? Yes  No

### AMUSEMENT ACTIVITIES

Are you planning amusements for your event? *i.e. inflatables or rides* Yes<sup>1</sup>  No

<sup>1</sup> Certification is required and needs to be obtained from the service provider

### FIREWORKS

Are you planning a fireworks display? Yes<sup>1</sup>  No

<sup>1</sup> These must be operated by a licensed contractor with approval from the Department of Mines & Petroleum

### ON-SITE LIVING

Will there be on-site living/camping during your event? Yes  No

### PUBLICITY, SIGNAGE AND BANNERS

Any signage must comply with the City's Temporary Advertising Signs Policy. Signage must be robust and of good quality.

Do you wish to erect signage or banners within the City to promote your event? Yes  No

Type of signage or banners: \_\_\_\_\_

Do you wish to attach signage or anything else to a City building? Yes  No

If yes please provide details: \_\_\_\_\_

### INSURANCE

If you are inviting members of the public to your event, you must obtain minimum \$10m Public Liability Insurance.

Have you investigated public liability and duty of care issues and obtained appropriate insurance? Yes<sup>1</sup>  No<sup>2</sup>

<sup>1</sup> A copy of the Certificate of Currency must be attached.

<sup>2</sup> Your event will not be approved until the City receives a Certificate of Currency.

### SITE PLAN

Have you prepared a site plan for the event? Yes<sup>1</sup>  No<sup>2</sup>

<sup>1</sup> A copy of the site plan must be attached.

<sup>2</sup> Your event will not be approved until the City receives a site plan.

## DECLARATION

I / We, \_\_\_\_\_, as the event organiser seeking approval to host an event within the City of Kalamunda, acknowledge that the information submitted in this application is true and correct.

I/We accept full responsibility for any damages incurred to the premises, land under the care and control of Council or reserves including reticulation and sprinklers, water mains, electricity, toilets and change rooms, fences and fixtures as a result of our activities during the specified hire period and will ensure compliance with the City's conditions of hire and local laws.

I/We will indemnify the City against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or willful actions.

I/We will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I/We understand that the City of Kalamunda Community Event Guide and Application Form have been compiled according to statutory requirements. There may be additional requirements that exist and, as the event applicant/organiser, I am/we are responsible to ensure that I/we comply with all requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Events run for profit and commercial purposes will be subject to an application fee.  
Please contact the City of Kalamunda for current fees and charges.**

**PLEASE RETURN THIS COMPLETED APPLICATION TO THE EVENTS TEAM AT:**

**City of Kalamunda  
2 Railway Road, Kalamunda WA 6076  
PO Box 42, Kalamunda WA 6926  
P: 9257 9953  
F: 9293 2715  
E: [events@kalamunda.wa.gov.au](mailto:events@kalamunda.wa.gov.au)  
W: [www.kalamunda.wa.gov.au/events](http://www.kalamunda.wa.gov.au/events)**

### DISCLAIMER

The information contained within this Community Event Guide and Event Application Form has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant to ensure all relevant approvals and information are obtained in relation to each particular event.