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# 2

## Event Booklet: Medium - Large Event Application

## Event Application

The application form should be completed in full (do not leave any fields blank) and submitted **no later than 90 days** before the event.

### Applicant Details

Event organiser: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Organisation details:                      Not-for-profit     Commercial     Individual

Postal address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Event Details

Name of event: \_\_\_\_\_

Date/s: \_\_\_\_\_

Event start & end time: \_\_\_\_\_

Location/s: \_\_\_\_\_

Do you need to book a Shire facility? (e.g. Sound Shell, Oval etc.)    Yes     No

If yes, which venue: \_\_\_\_\_

Does the event require approval from other agencies? (e.g. DPAW, Private etc.)

Yes     No

If yes, who: \_\_\_\_\_

Set-up, pack down date & time: \_\_\_\_\_

Description and message of the event: \_\_\_\_\_

\_\_\_\_\_

Including volunteers, participants, audiences etc, provide detail:

- Maximum number of people expected at any given time: \_\_\_\_\_
- Expected number of people for entire event: \_\_\_\_\_

Is the event open to the general public or ticketed? \_\_\_\_\_

### Food & Beverage

Will food be sold, served or given away during any part of the event?    Yes     No

If yes, provide details: \_\_\_\_\_

Will alcohol be sold, consumed or given away at the event?                      Yes     No

If yes, state how many patrons permitted in the licenced area: \_\_\_\_\_

## Entertainment

Is live or recorded music used at any point during the event? Yes  No   
If yes, provide details: \_\_\_\_\_

Are animals permitted at or included in any part of the event? Yes  No   
If yes, provide details: \_\_\_\_\_

Are speakers and/or amplified voices part of the event? Yes  No   
If yes, provide details: \_\_\_\_\_

Are there any amusement/s at the event? Yes  No   
If yes, provide details: \_\_\_\_\_

Will the event include fireworks? Yes  No   
If yes, provide details of the nominated pyrotechnic contractor:  
Company, contact name and number: \_\_\_\_\_



*Please be aware the nominated fireworks contractor needs to obtain a Fireworks Event Permit which is available from the Department of Mines & Petroleum website.*

## Waste Management and Sustainability

Is the event relying on public toilets for the event? Yes  No   
If yes, where are they located? \_\_\_\_\_

Will additional temporary toilets be provided at the event? Yes  No   
If yes, how many?  
Male: \_\_\_\_\_ Female: \_\_\_\_\_ Accessible: \_\_\_\_\_

How will toilets be maintained during, and cleaned after the event? \_\_\_\_\_  
\_\_\_\_\_

Do you require Shire assistance with waste management? Yes  No   
How will waste be managed during the event? \_\_\_\_\_  
\_\_\_\_\_

## Event Utilities

How will the event supply free drinkable water? \_\_\_\_\_

Would the event like to borrow the mobile hydration station? Yes  No

Do you require the use of Shire power at the event venue? Yes  No   
Which venue/s? \_\_\_\_\_

## Temporary Structures

Are marquees/gazebos/tents being erected at the event? Yes  No

If yes, state amount and size: \_\_\_\_\_

Are stages of any kind used at the event? Yes  No

If yes, state style, amount, height and size: \_\_\_\_\_

Are temporary fences or barriers used for the event? Yes  No

If yes, provide details: \_\_\_\_\_

Are large inflatable items such as arches, used for the event? Yes  No

If yes, state size and location: \_\_\_\_\_

## Camping

Can attendees (incl. competitors) camp at the event site? Yes  No

If yes, who is permitted? How many people, for how many nights?

## Traffic, Parking & Crowd Management

Are any roads, verges, or footpaths used or crossed for the event? Yes  No

If yes, provide details: \_\_\_\_\_

Does the event require any form of road closure? Yes  No

If yes, provide details: \_\_\_\_\_



*If a road closure is requested, attach a completed 'Application for an order for a road closure' form available at [www.police.wa.gov.au](http://www.police.wa.gov.au).*

How will event participants be managed? (i.e. crowd control, parking marshals etc):

\_\_\_\_\_

## Event Promotion

Event website: \_\_\_\_\_

Social Media: \_\_\_\_\_

Would you like the Shire to promote the event via -

• Online event calendar Yes  No

• Antenno app Yes  No

• Fixed event banner frames Yes  No

• Digital Variable Message Board Yes  No

## Site Plan

Site plans are a requirement for all outdoor events. It is recommended that satellite images are used, such as Google maps, as a base for outdoor events. Please contact the Event Officer at the Shire if you need help.

## Event Risk Rating

All events have risk. Event organisers need to assess the risk of their event to ensure it is safe for participants, attendees and the organisers. To assess the risk of the event, complete the following quiz by choosing the appropriate value from each category.

Risk Factor	Value	Event
<b>Event Nature*</b>		
*For events with multiple natures, please apply only the highest value		
Politician / dignitary visit	1	
Classical / folk / theatrical performance	1	
Athletics / sport (spectator event)	1	
Fetes / fundraisers	1	
Parades / carnivals / circuses	2	
Fireworks displays	2	
Children's event – fair, playground, carnival etc.	2	
Food and wine shows / expos	3	
Concerts – unlicensed or family concert (where alcohol	3	
Agricultural show / horse racing / greyhound racing	3	
Marathons / triathlons / fun runs	5	
Aviation displays	5	
Motor sports and displays	5	
Concerts – licensed, alcohol/drugs possible or likely, animated	7	
Marine / waterway events	7	
Music festivals, large celebrations, licensed parties / raves	7	
Electronic dance music (EDM) festival	10	
Obstacle course / extreme sporting event	12	
	<b>Score</b>	
<b>Venue</b>		
Outdoor, defined boundaries	3	
Indoor (incl. marquee)	5	
Outdoor, widespread, street festival , cross country etc.	7	
	<b>Score</b>	

Risk Factor	Value	Event
<b>Expected Numbers (at any one time)</b>		
<500	1	
500 - 1,000	2	
1,000 – 3,000	3	
3,000 – 5,000	5	
5,000 – 10,000	8	
10,000 – 20,000	12	
20,000 +	17	
	<b>Score</b>	
<b>Audience Profile</b>		
All ages, family groups	1	
Predominantly adults (18 – 70) (calm, orderly, compliant)	2	
Predominantly young people (15-30) (animated, excitable)	5	
Predominantly elderly	5	
Conflict / rival factions / protesters / non-compliant crowd	10	
	<b>Score</b>	
<b>Time From Hospital*</b>		
*Does not include nursing post or first aid post		
<10 minutes	1	
11 – 45 minutes	4	
46 – 90 minutes	8	
91+ minutes	14	
	<b>Score</b>	

**Event Risk Score**

**Is alcohol available at the event? (Sold / Provided / BYO)**

- No alcohol is part of the event 0
- Yes, alcohol is part of the event Double Event Risk Score

**Total Event Risk Score**

Risk Rating	Score	Action
Low Risk	0 - 20	Complete the Low Risk Event Management Plan on the next page.
Medium Risk	21 -28	Do not complete Low Risk Event Management Plan on the next page. Instead,
High Risk	29+	complete an independent Risk Management Plan.

## Low Risk Event Management Plan

**Only complete this section if the risk rating score from above was 20 or under.**  
Detail below how risk has been addressed.

Risk Area	Action Taken
First Aid	(e.g. First Aid Kits have been checked and stocked. If applicable, people with first aid qualifications have been recruited to attend the event)
Weather	(e.g. Fire hazards have been identified, and reasonable steps have been taken to reduce the risk of fire)
Food Safety	(e.g. Food handlers have demonstrated food safety knowledge, and their food businesses are registered with their relevant local government authority)
Hazards	(e.g. Potential slip, trip and fall hazards have been identified and strategies implemented to minimise the risk)
Emergency Management	(e.g. An evacuation plan and procedure are in place. The contact details of all relevant emergency services are available in case of an emergency)
Communications	(e.g. A contact list has been developed and circulated to all event staff before the event)
Alcohol	(e.g. Responsible service of alcohol is followed at all times. Conditions stipulated by Department Racing, Gaming & Liquor are being followed at all times. Bar staff hold relevant approvals)
Insurance	(e.g. Relevant insurance has been taken out and in place for the event)

## Submit Event Documents

Event applications should be submitted with as much supporting documentation as possible. Applications cannot be assessed on the application form alone. Please endeavour to supply any of the applicable documents below when submitting the application.

Types of Supporting Documentation
Comprehensive site plan
Risk management plan
Emergency management plan
Traffic management plan
Certificate of currency
A listing of all event vendors
Temporary food stall application
Temporary camping permit
Waste management document
Occasional liquor licence
The fireworks application
Event notification letter to emergency services and/or residents affected by the event
OneMusic licence

## Event Organiser Acknowledgement

As the event organiser, I acknowledge that the information in my application is true and correct. I accept the Shire of Manjimup may require a briefing meeting before the event and/or a debriefing meeting after the event. I accept that the event is not approved until the Shire of Manjimup is satisfied with all aspects of my application, and it is my responsibility to adhere to any conditions set by the Shire or the State Government. I accept that the Shire of Manjimup has fees for events as set in the **Fees and Charges** Schedule as stated in the current Shire of Manjimup budget. Upon receipt of an invoice from the Shire of Manjimup, I agree payment must be received at least seven days before the event. I understand that I am responsible for ensuring the event complies with all statutory, local laws and other requirements. I indemnify the Shire of Manjimup against any action, suit or proceeding caused by my failure to observe all statutory and local laws or other requirements or as a result of my negligence or willful actions. I will ensure that appropriate public liability and other insurances are in place before any activities relating to the event commencing and continuing through until all activities associated with the event have been completed.

<b>Applicant Name:</b>	
<b>Signature:</b>	<b>Date:</b>