





# Application for Public Event

Please ensure you complete both **Part One** and **Part Two** of this Application.

ORGANISER'S DETAILS – Part One		
1	Organisation Name: ABN:	
2	Name of contact person:	
3	Street address:	
4	Postal address:	
5	Telephone:	
6	Facsimile:	
7	Mobile phone:	
8	Email:	
9	Web:	
10	Details of similar events organised:	
11	Contact person during the event:	
12	Mobile contact during event:	
13	Copies attached:	<input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Public Liability Insurance

EVENT DETAILS – Part Two		
14	Event name:	
15	Event location:	
16	Event description:	
17	Time, date and duration of event:	
18	Main purpose and attractions:	
19	Target audience (age, interests etc):	
20	Estimated attendance at any one time:	
21	Estimated total patron attendance:	
22	Details of event infrastructure – stages and or marquee types, other temporary buildings:	
23	Details of any infrastructure or practices to be implemented to preserve patron health or safety <i>(if applicable)</i> :	
24	Numbers and types of toilet facilities:	
25	First Aid supplier, and number of First Aid attendants:	
26	Details of rubbish removal and site cleaning:	
27	Number of crowd controllers proposed and name of company supplying crowd controllers (if applicable):	
28	Parking management plan <i>(if applicable)</i> :	 Attached <i>(if applicable)</i>
29	Venue prohibited items:	
30	Availability of alcohol:	<input type="checkbox"/> Alcohol free event <input type="checkbox"/> BYO alcohol <input type="checkbox"/> Alcohol supplied - liquor licence required
31	Name and contact details of licensee <i>(if applicable)</i> :	
32	Critical event timelines:	
34	Date on site commencement:	
33	Site Plan to include toilets, entry and exit points, food stalls, water, bar areas, car parking, first aid post, entertainment, fire equipment:	 Attached
34	Emergency Evacuation Plan:	 Attached
35	Risk Management Plan <i>(if applicable)</i> :	 Attached <i>(if applicable)</i>
36	Date event approval required by:	