

EVENT APPLICATION FORM

Submit your Event Application form to:
Murrumbidgee Council, PO Box 5 DARLINGTON POINT NSW 2706
Email: mail@murrumbidgee.nsw.gov.au or visit one of our [Council offices](#).
If you require assistance, please contact our Tourism and Events Officer on 1300 676 243

SECTION 1: EVENT APPLICANT DETAILS	
Organisation	
Event organiser name	
Postal address, suburb and postcode	
Telephone	
Email	
Event onsite supervisor <i>These may be used on the day of the event by Council staff.</i>	Name: _____ Mobile: _____
Contact for public enquiries <i>if different from the above</i>	Name: _____ Mobile: _____
Contact for First Aid Officer	Name: _____ Mobile: _____

SECTION 2: EVENT DETAILS			
Event Name			
Event start date and time <i>(public)</i>		Event finish date and time <i>(public)</i>	
Event set up date		Event pack up date	
Event set up time		Event pack up time	
Estimated number of participants	Total: _____	percent local: _____	percent non-local: _____
Estimated number of spectators	Total: _____	percent local: _____	percent non-local: _____
Entry costs <i>please tick</i>	Free <input type="checkbox"/>	Voluntary donation <input type="checkbox"/>	Admission/Fees \$ _____
Event website			
Event Facebook and social media tags/handles			
Describe the main purpose of the event/activity			

SECTION 3 : VENUE				
Please indicate the park/area/facility venue(s) required				
Venue(s)				
Are you installing fencing or temporary barriers?	YES	NO	If yes, please list type (egs; star pickets, free standing) and size	
Do you wish to access the venue's electrical outlets?	YES	NO	Please list external electrical equipment and their amperage requirements.	
Do you wish to access water outlets from the venue?	YES	NO	If yes, list what you will use the water for.	
Do you require ground preparation or other assistance from council?	YES	NO	If yes please specify.	

SECTION 4 : TRAFFIC AND PARKING					
<i>If you are proposing to close a road or change normal traffic conditions, you will be required to provide a Traffic Management Plan that should be developed by a qualified traffic management consultant. This can be developed by Council, fees will apply.</i>					
<i>Please also note that traffic management plans are required to be submitted to Council at least 4 months prior to the event date. Your organisations public liability insurance must also list Murrumbidgee Council, Transport NSW & NSW Police as interested parties.</i>					
a. Will the event require any road or street closure?	YES	NO	d. Will there be restricted access to, or require the use of footpaths or public car parks?	YES	NO
b. Will there be an increase in road congestion in the area?	YES	NO	e. Will there be parking beyond the immediate event site?	YES	NO
c. Will you be erecting any roadside signage? If yes, please ensure that public liability insurance covers signage.	YES	NO	f. Are you providing disabled parking at your event?	YES	NO

SECTION 5 : TEMPORARY STRUCTURES				
<i>Temporary structures may require a development application. All temporary structures must have their location indicated on the attached event site plan.</i>				
<i>A copy of public liability must be provided to Council for each external contractor/operator. All temporary structures must meet current Australian standards.</i>				
Will your event have: a. Seating stands for more than 20 persons? b. Tent or marquees with a floor area more than 100m ² c. Stage exceeding 150m ² in floor area? d. Other temporary structures installed?	YES	NO	If yes, please specify:	
Will your event have mechanical rides?			If yes, please specify:	
Will your event have jumping castles or other inflatables?			If yes, please specify;	
Will your event have animal involvement? For example; animal nursery, pony rides, reptile show.			If yes, please specify;	
Will there be onsite camping?			<i>Please indicate camping location(s) on site plan</i>	

SECTION 6 : PUBLIC HEALTH AND SAFETY

All vendor/operators must comply with all Government, Local Authority and Statutory Bodies and meet food handling and safety requirements.

All food vendors and bars must have their location indicated on the attached event site plan.

Will food or beverages be sold or served at the event?	YES	NO	If yes, please provide the vendor name(s) and contact number(s)		
Will alcohol be sold or served at the event?	YES	NO	If yes, please provide a copy of the liquor licence from NSW Liquor and Gaming.		
Will you be using existing bins at the venue for your event?	YES	NO	Do you require additional bins for your event? <i>Note: additional charges may apply if hiring from Council</i>	YES	NO
Do you wish to access toilets at the venue?	YES	NO	Will participants be able to recycle at your event?	YES	NO
Are you providing extra temporary toilets?	YES	NO	If yes please confirm <i>Note: additional toilets to be indicated on site plan</i>	Number of female cubicles: Number of male cubicles: Number of accessible cubicles:	
Will there be fireworks, firecrackers or pyrotechnics	YES	NO	If yes, please attach copy of operator's public liability, notification to RFS and operators Notification of Pyrotechnics Display issued by SafeWork NSW. <i>Launch site of fireworks to be indicated on site plan.</i>		
Will there be amplified noise, such as speakers or broadcast equipment?	YES	NO	Noise must not exceed 5 decibels above background noise when measured at the nearest affected residence.		
What is your contingency plan for bad weather?					

SECTION 7 : EVENTS IN THE MURRUMBIDGEE

Public Notification Describe how you intend to notify local residents, businesses, participants and spectators about your proposed event?					
Promotion Do you wish Council to promote this event through our channels? <i>Listing your event is free</i>	YES	NO	If yes, please email your poster/flyer to mail@murrumbidgee.nsw.gov.au		
Is there anything else you would like to tell Council about your event/activity?					

SECTION 8 : RISK MANAGEMENT & ATTACHMENTS

Please ensure the following attachments are included with your application. If documents are not available at time of submission, please consult with Council's Tourism and Events Officer

	YES	NO	N/A
Certificate of Currency <i>Public Liability Insurance minimum of \$20million</i> <i>Required for all events except private functions (eg birthday party)</i>			
Risk Management Plan <i>Required if you answered yes to section 4,5 or 6</i>			
Detailed Site Plan <i>Required if you answered yes to section 4,5 or 6</i>			
Traffic Management Plan <i>Required if you answered yes to section 4 a, b, c, d, or e</i>			
Liquor licence <i>Required if you answered yes in section 6</i>			
Other relevant or applicable information <i>As specified in section 3,4,5,6 or 7</i>			

SECTION 9 : AUTHORISATION & DECLARATION

I have completed the Event Application Form to the best of my knowledge, reviewed Murrumbidgee Council Hiring Facilities Conditions and Events Policy and agree to adhere to all of the reasonable requests made during the assessment and planning phase that may be stipulated by Council and other relevant agencies.

I am authorised to provide this release to Council on behalf of the nominated organisation/club/school/association.

Name	
Signature	
Date	

Make sure to collect a copy of Murrumbidgee Council's Event Guide full of handy information to assist with event administration and preparation.