



CITY OF VINCENT

# FESTIVAL & EVENTS

EVENT APPLICATION FORM

# EVENT APPLICATION FORM

Email your completed application and attachments (preferably as one PDF) to [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)  
Application fee to be paid upon submission of application

## 1. CONTACT DETAILS

Contact Person:					
Organisation:					
Address:					
Mobile Number:					
Email Address:					
ABN:		GST Registered:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is your organisation a Not for Profit entity?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Website:					

## 2. EVENT DETAILS

Event Name:					
Event Dates:	Start:		Finish:		
Event Times:	Start:		Finish:		
Bump In:	From:				
Bump Out:	From:				
Event Location:					
Estimated Attendance:		Estimated Attendance at any one time:			
Brief Description of Activities Planned:					
Is it a free event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ticket Price:		

### 3. HEALTH SERVICE REQUIREMENTS – For more information on Health Services, please contact 9273 6000

<p>Are you selling food at this event? <i>Note each vendor will need to fill in a Temporary Food Permit.</i></p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>Are you selling or consuming alcohol at this event? <i>Note you will need to provide a copy of Liquor License and plan of license area once confirmed</i></p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>Will there be any temporary structures or seating erected, such as fencing, marquees, staging, lighting etc.? You will be required to submit a site plan. <i>Note you may need to provide structural certification.</i></p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>Will there be any noise creating devices such as speakers, live bands, loud machinery etc.</p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>Will there be fireworks / pyrotechnics?</p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>Please provide details on anticipated sound level emission impact on the surrounding properties, and how you will notify these properties. <i>Note you may need to submit a noise management plan at a later date.</i></p>		
<p>Will there be any electrical equipment installed i.e. generator, power supply? <i>Note you will need to submit a Form 5 electrical compliance on the day.</i></p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>Do you have Public Liability Insurance?</p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>Do you have a Certificate of Currency?</p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>Do you have Emergency Evacuation Procedures in place?</p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>How many toilets exist on the site?</p>		
<p>All concerts and events approved by the City are to be 'smoke-free events' and must not endorse advertising from tobacco companies. The applicant/promoter must ensure that crowd controllers and event staff enforce a strict 'no smoking' policy within the boundaries of both indoor and outdoor concerts and events.</p>		
<p>Acknowledged and understood:</p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

#### 4. VENUE DETAILS

Where is the event proposed to take place?

Please list all proposed areas e.g.: street, car park, reserves that you wish to book:

Have you made an online tentative booking for all areas?

Yes:

No:

#### 5. PARKS OPERATIONS

Will your event require holes or trenches to be dug and/or tent pegs driven into the ground?

Yes:

No:

Do you require lighting for this event?

Yes:

No:

Will you require heavy vehicle, trailer or truck access to the park?

Yes:

No:

Are you planning to erect any signage relevant to the event?

Yes:

No:

#### 6. TRAFFIC OPERATIONS

Do you require road closures?

*Any road closure will require a traffic management plan by an accredited traffic management consultant.*

Yes:

No:

Will your event require temporary car parking?

*If 'Yes' please supply plan indicating location of temporary car parking and who will control parking*

Yes:

No:

Will your event require car park closures?

Yes:

No:

If 'Yes' supply details:

Yes:

No:

**7. RUBBISH REMOVAL** – It's the responsibility of the Event Organiser to ensure all rubbish is removed from the site immediately after the event. An additional charge may be incurred should the City be required to clean the site.

Will your event generate rubbish?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will your event promote recycling?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

No, I will remove all of the rubbish using private arrangements  
And/Or

Yes, I would like the City to supply additional bins for this event and I understand there is a fee for this service

If yes:

Contact number on the day	
Bin delivery address	
Special delivery Instructions	

Type of Event Food Vendors (Approx. No.)	Beverage Stall (Approx. No.)		Licensed Bar (Approx. No.)		Arts & Craft (Approx. No.)		Other (Please Specify)	
Please Tick/provide Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description and Bin Type	Disclosure	Cost
Event Bins Hire 1 x 240L Mobile Garbage Bin (MGB) 1 x 240L Mobile Recycling Bin (MRB) (including disposal)	You can receive recycling bins to pair with the MGBs (garbage bins) for the same price to reduce waste sent to landfill	\$110.00 per pair
Event Bins Hire 2 x 240L Mobile Recycling Bin (MRB) These are not to be used as defacto waste bins please see charge below.	This is in the case of an event with little waste but potential a large amount of recyclable material.	\$55 per pair
Contaminated Mobile Recycling Bins (MRB)	Disposal fee per bin (due to contamination)	\$56.00 per bin
Event Bins Bond for less than 10 pairs hired (refundable)	NOT refunded if bins are damaged, lost, overfull or contaminated	\$266.00 in total
Event Bins Bond for more than 10 pairs hired (refundable)	NOT refunded if bins are damaged, lost, overfull or contaminated	\$532.00 in total

Number of (MGBs) Garbage Bins required	Number of (MRBs) Recycling Bins required	Unsure of how many bins needed, please calculate	TOTAL COST (office use only)

