



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
Application fee to be paid upon submission of application

1. CONTACT DETAILS

Contact Person:				
Organisation:				
Address:				
Mobile Number:				
Email Address:				
ABN:		GST Registered:	Yes	No
Is your organisation incorporated?		Yes	No	
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	No	Ticket Price:	

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

Are you selling food at this event? <i>Note each vendor will need to fill in a Temporary Food Permit.</i>	Yes:	No:
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>	Yes:	No:
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>	Yes:	No:
Will there be any noise creating devices such as speakers, live bands, loud machinery etc.	Yes:	No:
Will there be fireworks / pyrotechnics?	Yes:	No:
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>		
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>	Yes:	No:
Do you have Public Liability Insurance?	Yes:	No:
Do you have a Certificate of Currency?	Yes:	No:
Do you have Emergency Evacuation Procedures in place?	Yes:	No:
How many toilets exist on the site?		
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.		
Acknowledged and understood:	Yes:	No:

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:

No:

Will your event promote recycling?

Yes:

No:

I will remove all of the rubbish using private arrangements

And/Or

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

8. ACCESSIBILITY REQUIREMENTS - For more information on creating accessible events, please contact Community Partnerships on 9273 6000

Designated accessible parking close by for people with disabilities, with clear signage?	Yes:	No:
Accessible public transport close by?	Yes:	No:
Provision of accessible public toilets?	Yes:	No:
Will accessible facilities be publicised?	Yes:	No:

9. EMERGENCY SERVICES AND SECURITY - For major Events, the City may seek advice from Emergency Service providers when assessing your application.

Please advise which Emergency Services have been notified of this Event			
Police:	Ambulance:	Fire Service:	
Will any Crowd Control be required?		Yes:	No:
<i>Please Note: it is the responsibility of the Event Organiser to arrange security / crowd control, first aid requirements and notifying local police.</i>			

10. EVENT APPLICATION FEE - To be paid upon submitting this application. If you're a Not For Profit, you may apply to have this fee waived. Ask for an application form.

Card Type:		Visa:		Mastercard:														
Name on Card:																		
Signature:																		
Card Number:																		
Expiry Date:																		
Postal Address:																		
Phone Number:																		