
##### Event Application Form

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| **Event Organiser details**Name: Phone: Email: **Contact for Public Event enquiries:**Name: Phone: Email:  |
| Name of the event?  |  |
| When is the event? | Date(s): Times: Annual event or One off event? |
| Please provide a brief description of the event and the proposed activities.e.g. festival, market, car rally, sporting event, etc. |  |
| Where will the event be held?**Please provide a site map showing proposed event layout.** | Address: Public land Private land Not sure |
| Name of the organisation running the event? |  |
| How many people are expected to attend the event? |  |
| All events require Public Liability Insurance to be in place and a copy of **Certificate of currency must be provided listing Murrindindi Shire Council as an ‘interested party’**. |  Have current Public Liability Insurance  Not currently coveredCovered as a Section 86 committee |
| Will the event have any of the following?a. a marquee larger than 100m2 b. a stage larger than 150m2c. a seating stand capable of seating more than 20 people?d. fencing around the event area?e. an admission fee being charged? |  Yes No Size: \_\_\_m x \_\_\_m1. Yes No Size: \_\_\_m x \_\_\_m

 Yes No  Yes No Yes No |
| Will there be food and/or beverages available to purchase at the event or included in any ticket price?Will there be food and/or beverages provided for free at the event? | Yes No If yes, food/beverage traders must register with *Streatrader* at[www.streatrader.health.vic.gov.au](http://www.streatrader.health.vic.gov.au)  Yes No Council recommends that all food/beverage traders still register with *Streatrader.*  |
| Will there be any alcohol available at the event?If yes, will it be consumed at the event? | Yes No Yes No |
| Will the event require a road closure, diversion or be likely to cause disruption to parking or pedestrian safety? If yes, what roads will be affected?\*A traffic management plan may be required | Yes No Times:Roads:Town: |
| Will footpaths or public spaces be used for the sale of goods and/or services? If yes, please list the area.Will raffle tickets be sold at the event? | Yes NoArea: Yes No |
| Will patrons at the event use public toilets? \*Additional cleaning / supplies required for events may incur a cost.Will portable toilets be provided at the event? | Yes No  Yes No If yes, how many?  Male Female  |
| Council will provide up to 5 recycling and 5 garbage bins free of charge in support of the event. \*Additional bins are charged at $17 for garbage or recycling.Please advise the total number of bins you require for the event.  | Garbage: Recycle:e.g. Garbage x 6 (= 5 free + 1 fee charged) |
| For further enquiries, please contact the Tourism & Events Team at tourism&events@murrindindi.vic.gov.au or call 5772 0333. | **Please submit the completed form to:** tourism&events@murrindindi.vic.gov.au |

Council will email the Event organiser within 10 working days with a list of requirements for the event.