

##### 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 covered  Covered as a Section 86 committee |
| Will the event have any of the following?  a. a marquee larger than 100m2  b. a stage larger than 150m2  c. 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 \_\_\_m   1. 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 No  Area:  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](mailto:tourism&events@murrindindi.vic.gov.au)  or call 5772 0333. | **Please submit the completed form to:** [tourism&events@murrindindi.vic.gov.au](mailto:tourism&events@murrindindi.vic.gov.au) |

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