

Event Application Form

Event Organiser details	
Name:	
Phone:	
Email:	
Name of the event?	
When is the event?	Date(s): Times: <input type="checkbox"/> Annual event or <input type="checkbox"/> 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?	Address: <input type="checkbox"/> Public land <input type="checkbox"/> Private land <input type="checkbox"/> Not sure
Name of the organisation running the event?	
How many people are expected to attend the event?	
Public Liability Insurance is required when holding any event. What sort of insurance do you currently have in place? <small>*All policies must list Murrindindi Shire Council as an interested party</small>	<input type="checkbox"/> Have current Public Liability Insurance <input type="checkbox"/> Not currently covered <input type="checkbox"/> Covered as a Section 86 committee
Will the event have any of the following? a. a marquee larger than 100m ² b. a stage larger than 150m ² c. a seating stand capable of seating more than 20 people? d. fencing around the event area? e. an admission fee being charged?	<input type="checkbox"/> Yes <input type="checkbox"/> No Size: ___m x ___m <input type="checkbox"/> Yes <input type="checkbox"/> No Size: ___m x ___m <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any alcohol available at the event? If yes, will it be consumed at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> 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? <small>*A traffic management plan will be required</small>	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No Area: <input type="checkbox"/> Yes <input type="checkbox"/> No
Will patrons at the event use public toilets? <small>*Additional cleaning / supplies required for events may incur a cost.</small> Will portable toilets be provided at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? <input type="checkbox"/> Male <input type="checkbox"/> Female
Events with more than 500 attendees <u>must</u> submit a waste management plan. Council can provide up to 5 recycling and 5 garbage bins free of charge in support of the event if you implement recycling. <small>*Additional bins are charged at \$17 for garbage or recycling.</small>	Bins required: Garbage: <input type="checkbox"/> Recycle: <input type="checkbox"/>
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