

Please complete this form if you are:

- a. Conducting a public event on a Council park, reserve, road or footpath (or part thereof); **OR**
- b. Conducting a public event on a Council sporting facility that is expecting to attract 500 or more people

IMPORTANT

During COVID-19 Council will not assess any applications for event activity without the provision of:

- A Risk Management Plan incorporating actions related to the COVID-19 Safety Checklist submitted to Services NSW

Before completing this form, please refer to the NSW Government Event Starter Guide at

<https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/>

SECTION 1 EVENT DETAILS	
Event Name	
Event Owner	
Event Date/s	
Event Time/s	
Contact Name	
Contact Number	
Contact Email	

SECTION 2 VENUE DETAILS	
Name of park, reserve, road or footpath If event is being held at various locations please list all locations.	
ACTION REQUIRED Please complete BOOKING FORM A.	
Name of sporting facility If event is being held at various locations please list all locations.	
ACTION REQUIRED Please complete BOOKING FORM B.	

SECTION 3 | ESTIMATED ATTENDANCE

LGA Residents		Number of days	
Day Trippers (Outside LGA)		Number of days	
Overnight Visitors (Outside LGA)		Number of nights	

SECTION 4 | EVENT OWNER OBLIGATIONS

PART 1	ELEMENT
A	If your application is approved you will be required to comply with the terms and conditions outlined in this document.
B	The event owner will incur any costs as a result of damage to underground utilities resulting from pegs or stakes used to support marquees and or signage.
C	If you are erecting a banner to promote your event please refer to the Temporary Event Signage Guidelines in the Event Organisers Toolbox.
D	As the event owner you are responsible for managing services and amenities to support the number of event attendees you are attracting. Please refer to the NSW Government Event Starter Guide located in the Event Organisers Toolbox for assistance.
E	If your event features any of the following, please refer to the ACTION REQUIRED section below. <ul style="list-style-type: none"> - Alcohol - Amusement rides - Fireworks or pyrotechnics - Amplified sound - Infrastructure eg staging - Food - Activity that impacts the road network eg marches, car rallies

ACTION REQUIRED

1. ALCOHOL // An application for a Liquor Licence must be submitted to Liquor & Gaming NSW at least 28 days prior to your event.
2. AMUSEMENT RIDES // An Amusement Device Application must be submitted to Dubbo Regional Council at least 21 days prior to your event.
3. FIREWORKS OR PYROTECHNICS // Please submit with your application a copy of the pyro technician's permit from Work Cover, a copy of the pyro technician's Certificate of Currency for \$20M Public Liability, and a copy of the pyro technician's Risk Management Plan.
4. AMPLIFIED SOUND // Event owners must abide by residential noise restrictions if applicable.
5. INFRASTRUCTURE // A Development Application may need to be submitted to Dubbo Regional Council if your event is staging large infrastructure for example staging. This will need to be submitted at least 3 months prior to your event.
6. FOOD // Please refer to Section 5 of this application.
7. ROAD NETWORK // Please refer to Section 6 of this application.

PART 2	ELEMENT
A	For activity to take place the event organiser needs \$20M Product & Public Liability noting Dubbo Regional Council as an indemnified party.
B	A copy of an organisation's Charity Certificate or Certificate of Incorporation is necessary for the organisation to access appropriate fees and charges.
C	Risk Management Plans must incorporate the event's Emergency Evacuation Procedure, emergency vehicle ingress and egress, and COVID Safety Checklist actions and responsible person/s.
D	If a Public Health Order is in place you will be required to meet any restrictions or conditions that may apply to your market. https://www.legislation.nsw.gov.au/information/covid19-legislation/gathering-and-movement
ACTION REQUIRED Please attach the following: <ol style="list-style-type: none"> 1. Certificate of Currency for \$20M Product and Public Liability 2. Charity Certificate or Certificate of Incorporation if applicable 3. Risk Management Plan 4. COVID-19 Safety Checklist 	

SECTION 5 FOOD VENDORS	
PART 1	ELEMENT
A	As the event owner you are responsible for ensuring that stallholders distributing/selling/preparing food at your event are aware of their obligations under the Food Act 2003 and the Australian food Standards Code to notify Local Council.
B	Each stallholder is required to be registered with their home base Council and notify the Council in which the event is being held of their attendance. Council also requires event owners to inform Council of which stallholders are attending their event. A template for notification of food vendors is available via the Event Organisers Toolbox at https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/event-organisers-toolbox
ACTION REQUIRED If you are engaging food vendors please attach to this application an excel spreadsheet that shows: Stallholder trading name, stallholder contact name, stall holder contact details (including phone, address, and email) as well as an indication of which Council this business is registered with.	

SECTION 6 ROAD NETWORK	
PART 1	ELEMENT
A	A Special Event Transport Management Plan is required if you are staging an event on a road, or you expect that the off road event will have an impact (parking, traffic congestion) on the road network. Download a copy of the Special Event Transport Management Plan from the Event Organisers Toolbox at https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/event-organisers-toolbox
B	A Special Event Transport Management Plan will need to be referenced in your Risk Management Plan including what actions you are taking to mitigate risk based on your impact on the road network. These actions will be reviewed by Council, Transport for NSW and Police.
ACTION REQUIRED If applicable please submit a Special Event Transport Management Plan to Dubbo Regional Council at least 4 months prior to your event.	

SECTION 7 COUNCIL SUPPORT AND PROMOTION	
PART 1	LEVEL OF SUPPORT
A	Event Organisers Toolbox including handy templates and resources. https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/event-organisers-toolbox
B	Promotion of your event https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/promote-your-event
C	Contact Council's Regional Events Branch for advice and assistance (02) 6801 4000 regionalevents@dubbo.nsw.gov.au
D	Check on the timing of your event to avoid a clash of dates: http://dubbo.com.au/Events/calendar

This form is required to be submitted at least 6 months prior to your event to regionalevents@dubbo.nsw.gov.au

Do not submit this form without attaching:

BOOKING FORM A | Park, reserve, road or footpath

OR

BOOKING FORM B | Sporting facility

Following receipt of this application, a meeting will be arranged to scope the event to ensure that Council is aware of your requirements. This will also assist Council in providing optimum support to help you arrange and deliver a successful event in the Dubbo Region.

BOOKING FORM A |

PARK, RESERVE, ROAD, OR FOOTPATH

LOCATION			
Name/location of park or reserve			
Name/location of road or footpath			
TIMING			
Event date/s			
Start time			
Finish time			
For access to the location, please enter bump in and bump out details below.			
Bump in date		Bump in time	
Bump out date		Bump out time	
STRUCTURES AND AMENITIES			
Structures	Will you be using pegs that are more than 200mm in length? If so, Council is required to mark underground services (power/water/gas) to avoid risk to persons and property.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Amenities If you need access to amenities located in the vicinity of your event, please indicate location of amenities.			
SERVICES REQUIRED Fees and Charges Apply			
	Y/N	QTY	DETAILS
Additional bins			
Waste collection			
Access to power			
Additional toilet clean			
Other			

BILLING INFORMATION

Applicant name	
Organisation	
ABN	
Postal address	
Email	
Contact phone	

AGREEMENT | TERMS AND CONDITIONS

I have read and agree to the terms and conditions applicable to this booking (refer below)

TERMS AND CONDITIONS

1. Booking dates and times are to be strictly adhered to.
2. The activity being conducted is permitted only at the area stated within the application
3. Parks and gardens are a public space and therefore exclusiveness to an area booked for an event is not guaranteed.
4. Parks and gardens are to be used in the condition they appear (e.g. mowing and maintenance is not carried out for specifically for events but rather on a scheduled roster).
5. Parks and gardens are to be left clean and tidy after use. Failure to comply with this regulation will result in the user group being invoiced for the 'actual costs' of litter control.
6. Council parks and gardens are an alcohol free zone between 9pm and 9am daily, responsible consumption is required.
7. Electric barbeques are available at specific parks free of charge.
8. Council encourages user group to utilise equipment which doesn't require power as only certain parks and garden have power available.
9. No unauthorised vehicles are to be driven or parked on any park, garden or non-defined vehicle area without written approval from Council.
10. Any unsafe parks or gardens should not be used and reported to Council immediately on 6801 4000. Calls are logged using this service, and allocated to staff so the appropriate inspections and work can be carried out to ensure faults are fixed.
11. The user group hiring parks and gardens are responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.
12. The use of glass bottles at all parks and reserves is prohibited. It is the responsibility of event organisers to ensure this regulation is enforced.
13. No smoking is permitted around children's playgrounds. It is the responsibility of event organisers to ensure this regulation is enforced.
14. Food items must be displayed no less than 750mm above the ground and protected from contamination via coverings, packaging, sneeze guard, etc.
15. Food items transported or stored must be kept no less than 150mm above footpath level and protected from contamination via coverings, packaging, etc.
16. Activity held on footpaths that spare space with commercial businesses must provide a site plan to ensure all activity meets the following criteria:
 - o Goods and services cannot be sold within 100m of an existing permanent commercial premise selling the same goods or services.
 - o Activity cannot impede or obstruct public spaces and/or restrict pedestrian access to public spaces and businesses. Approval in writing from businesses effected by activity will be required.
 - o Activity is to be undertaken a distance of 1.8m away from any kerbside to facilitate pedestrian access. The restricted access also excludes all structures or ropes/weights to secure structures.

BOOKING FORM B |

SPORTING FACILITY

LOCATION			
Please select all precincts and fields that apply to your booking.	Apex Oval	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4
	Victoria Park	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3
	Lady Cutler Ovals	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4
	Barden Park	<input type="checkbox"/> Field 1	
Other (please specify)			
TIMING			
Event date/s			
Start time			
Finish time			
Start time		Finish time	
For access to the location, please enter bump in and bump out details below.			
Bump in date		Bump in time	
Bump out date		Bump out time	
SERVICES			
Each of the above precincts offer a variety of amenities and facilities. Please provide preliminary advice regarding what spaces/assistance you require. Council will arrange a meeting to confirm arrangements and support required.			
AMENITIES AND FACILITIES	SERVICES	STRUCTURES	
<input type="checkbox"/> Toilets <input type="checkbox"/> Canteen <input type="checkbox"/> Sports lighting <input type="checkbox"/> Change rooms <input type="checkbox"/> Officials room <input type="checkbox"/> Clubhouse/function room	<input type="checkbox"/> Additional bins <input type="checkbox"/> Additional clean of toilets <input type="checkbox"/> Litter control <input type="checkbox"/> Line marking <input type="checkbox"/> Wicket preparation <input type="checkbox"/> Equipment (nets/pads/posts etc) Other (please specify)	Will you be using pegs that are more than 200mm in length? If so, Council is required to mark underground services (power/water/gas) to avoid risk to persons and property. <input type="checkbox"/> Yes <input type="checkbox"/> No	
BILLING INFORMATION			
Applicant name			
Organisation			
ABN			
Postal address			
Email			
Contact phone			

AGREEMENT | TERMS AND CONDITIONS

I have read and agree to the terms and conditions applicable to this booking (refer below)

TERMS AND CONDITIONS

1. Booking dates and times are to be strictly adhered to. Council must be notified of any updates, changes or cancellations to event or contact details as soon as possible.
2. User groups area responsible for inspecting all sporting facilities including playing surface and structures such as goal posts, in-ground sprinklers to ensure the safety of the grounds prior to use. Any unsafe playing surfaces or structures should be reported to Council as soon as practicable.
3. In the event of wet weather, Council's Recreation Coordinator (or a representative) will liaise with the event organisers to determine the fitness for use of any ground.
 - a. If grounds are open for use by Council then event organisers are to undertake an inspection of and make a decision on the grounds fitness for use.
4. No unauthorised vehicles are to be driven on any field or non-defined vehicle areas without written approval from Council.
5. No parking of vehicles is permitted on any grass area without written approval from Council.
6. Grounds are to be left in a clean and tidy condition after each use. Failure to comply with this regulation will result in the event organiser being invoiced for the 'actual costs' of litter control.
7. No smoking is permitted within the facility, grandstand or perimeter fence. It is the responsibility of the event organiser to ensure that all spectators attending abide by this regulation.
8. Council ensure the toilets are clean and toilet paper replenished during scheduled cleans. It is the responsibility of event organisers to pre-arrange with Council additional cleans (actual cost invoiced to the event owner) or provide their own additional toilet paper if required, as well as hand wash and paper towel, should they wish to do so.
9. Amenities blocks are to be left in a clean and tidy condition. All taps should be turned off, lights turned off and doors locked.
10. Upon use of a canteen the event organiser must leave the canteen clean and tidy to Council standards ready for the next user group. In the case where the canteen needs to be cleaned by Council's contract cleaner the event organiser will be invoiced 'actual costs' per clean required.
11. No BBQs are to be cooked in designated areas where possible and nor on concrete or asphalt areas without a protective splashback material under the BBQ and against the building. If cleaning of such surfaces is required then 'actual costs' will be invoiced to the event organiser.
12. The use or sale of glass bottles at all grounds is prohibited. It is the responsibility of event organiser to ensure that all spectators attending matches abide by this regulation.
13. Prior to the event, Council requires copies of licensing arrangement under which alcohol is sold.
14. Event organisers are to ensure sporting facilities are locked including amenities, canteens, canteen roller doors, gates etc after each day and that all equipment including microphones, scoreboard controls etc are placed in the appropriate position.
15. Event organisers are to ensure the security system is turned on and off correctly. Failure to do so requires a security call out to check out the alarm fault. The event organiser will be invoiced \$100 per call out.

Faults, Damages and Reporting

1. Any unsafe facilities/grounds should not be used and reported to Council immediately on 6801 4000. Calls are logged using this service, and allocated to staff so the appropriate inspections and work can be carried out to ensure faults are fixed.
2. If an event organiser reports a fault during their event and it turns out to be caused by the event organiser's negligence or misuse, then the user group will be invoiced for the 'actual costs' for fixing the fault. For example a typical problem is the overloading of circuits which requires an electrical contractor call out.
3. The event organiser hiring facilities/grounds is responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.