

EVENT APPLICATION FORM

OFFICE USE ONLY

TRIM Reference	FILE18/637	ED /
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This Event Application Form is required if you are staging your event on part of/or on a Council road, footpath, or park. This form does not require completion if the event is being held within a designated event venue. All annual events must re-submit this form for each event date.

Applications must be submitted between 6 and 12 months prior to your event.

If you are planning to have an event on privately owned/operated land, please contact Council's Duty Planner on 02 6801 4000 to inquire regarding appropriate land use consents required.

If you are holding an event on a Council reserve, garden or park you must complete the booking form attached at the end of this application. Before completing this form, please refer to Dubbo Regional Council's Event Starter Guide.

SECTION ONE | EVENT DETAILS

Event Name	
Event Owner	
Contact Name	
Contact Number	
Contact Email	
Location of Event	
Date/s of Event	
Bump In/Out Date	
Event Start/End Time	
Why are you organising this event?	

SECTION TWO | ESTIMATED ATTENDANCE

LGA Residents	
Day Trippers (Outside LGA)	
Overnight Visitors (Outside LGA)	

EVENT APPLICATION FORM

SECTION THREE EVENT OWNER OBLIGATIONS			
PART 1	ELEMENT	YES/NO	
A	Have you completed the appropriate booking form for the venue of your event? If no, why?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B	Have you attached a Certificate of Currency for \$20M Public Liability noting Dubbo Regional Council as an indemnified party?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C	Have you completed a Risk Management Plan for your event? A Risk Management Plan is required to be submitted with this application form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D	It is expected that all events held in the Local Government Area are arranged and delivered in a safe and sustainable manner. Council may request a copy of plans as part of its assessment of your application. Conditional approval may be granted subject to the following plans being approved. Please indicate which plans you have in place for your event: <input type="checkbox"/> Running sheet including roles and responsibilities <input type="checkbox"/> Risk Management Plan incorporating Emergency Evacuation Procedure <input type="checkbox"/> Accessibility Plan <input type="checkbox"/> Waste Management Plan <input type="checkbox"/> Traffic Management Plan (where applicable)		
PART 2	ELEMENT	REF	YES/NO
A	Will the event be serving or supplying food?	2.6	<input type="checkbox"/> Yes <input type="checkbox"/> No
B	Will alcohol be served or supplied?	5.2	<input type="checkbox"/> Yes <input type="checkbox"/> No
C	Do you wish to use Council roads in full or in part? Will pedestrian or vehicle traffic overspill to roads or footpaths? If yes, you are required to complete and submit the RMS Special Event Application Form with this form.	4.4	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	If you require services or equipment to develop or enact a Traffic Control Plan, Council can provide a list of local suppliers. Traffic Control Plans will need to be submitted to Local Traffic Committee 6 months prior to your event being held.		
E	Will your event play amplified sound?	2.8	<input type="checkbox"/> Yes <input type="checkbox"/> No
F	Will there be fireworks or pyrotechnic displays?	5.5	<input type="checkbox"/> Yes <input type="checkbox"/> No
G	Is there plans to have an amusement ride at your event?	5.3	<input type="checkbox"/> Yes <input type="checkbox"/> No
H	How many people do you expect to attract to this market?		
I	Will temporary structures be erected for staging? If yes, please indicate the stage size.	2.11	<input type="checkbox"/> Yes <input type="checkbox"/> No
J	Will marquees be erected at the event? If yes, please indicate the total area.	2.11	<input type="checkbox"/> Yes <input type="checkbox"/> No
K	Have you determined number of toilets required to meet needs of people attending?	2.11	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION FOUR COUNCIL SUPPORT AND PROMOTION		
PART 1	LEVEL OF SUPPORT	WEBLINK
A	Event Organisers Toolbox including handy templates and resources.	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/support-for-your-event
B	Promotion of your event	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/promote-your-event
C	Event Funding Channels	https://www.dubbo.nsw.gov.au/Community-and-Groups/Grants-and-Funding/councils-financial-assistance-program
D	Advice and Assistance Contact Council's Events Unit (02) 6801 4000 regionalevents@dubbo.nsw.gov.au	
E	Check on the timing of your event to avoid a clash of dates: http://dubbo.com.au/events/calendar	

Please complete this application in reference to Council's Event Starter Guide and submit no less than 6 months in advance of your event to council@dubbo.nsw.gov.au

APPLICATION TO BOOK A DUBBO REGIONAL COUNCIL PARK OR GARDEN FOR AN EVENT



To book an event at a Dubbo Regional Council Park or Garden, please read and complete the following application form and submit to: Dubbo Regional Council, PO Box 81, DUBBO NSW 2830, email council@dubbo.nsw.gov.au or fax 02 6801 4259

DETAILS OF PROPOSED USE			
CONTACT DETAILS			
Name			
Organisation			
Postal Address			
Contact Number		Facsimile	
Email			
BOOKING DETAILS			
Event			
Estimated attendance			
Date/s			
Start time		Finish time	
Please indicate if additional day/s and times for set up/pack up are required			
BILLING INFORMATION (must be completed)			
Name			
Organisation			
ABN		Contact Number	
Postal Address			
Email			
Park or Garden			
Facilities	<input type="radio"/> Amenities		
Required Supporting Documentation	<input type="radio"/> Public Liability Insurance Certificate of Currency (minimum \$20 000 000) must accompany this booking application NB. If the policy expires prior to the event occurring it is the responsibility of the user to provide the valid Certificate of Currency or cancellation of the event will occur. <input type="radio"/> Risk Management Plan (template available from Council)		
Requirements – additional costs may be incurred for use of	<input type="radio"/> Keys (to be picked up from the Council’s Administration Building) <input type="radio"/> Power <input type="radio"/> Cleaning amenities <input type="radio"/> Underground services (Irrigation/electrical) mark up <input type="radio"/> Additional bins/rubbish collection		

	<ul style="list-style-type: none"> ○ Litter Control ○ Traffic Management Plan (Further information and application forms available from Council's Traffic Engineer. Please allow at least 60 days for processing of an application). ○ Other (barriers, portable grandstands, port a loos etc): <hr/> <hr/> <hr/>
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CONDITIONS OF USE

General Conditions

1. Council requires user groups to provide Public Liability Insurance Policy by way of a Certificate of Currency (minimum \$20,000,000) at least seven days prior to an event.
2. Event organisers are responsible for conducting their own risk assessment of Council's Parks and Gardens and submit a risk management plan to Council at least seven days prior to the event.
3. Booking dates and times are to be strictly adhered to.
4. Parks and gardens are a public space and therefore exclusiveness to an area booked for an event is not guaranteed.
5. Parks and gardens are to be used in the condition they appear (e.g. mowing and maintenance is not carried out for specifically for weddings but rather on a scheduled roster).
6. 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.
7. Council parks and gardens are an alcohol free zone between 9pm and 9am daily, responsible consumption is required.
8. Electric barbeques are available at specific parks free of charge.
9. Council encourages user group to utilise equipment which doesn't require power as only certain parks and garden have power available.
10. It is the responsibility of user groups to have all appliances and electrical cords used on Council grounds tested and tagged in accordance with current Australian standards and regulatory requirements.
11. All marquees and signage erected must receive written approval from council as the marking of underground services may be required at some parks, gardens and sporting facilities and incurs additional charges.
12. Bikes and skateboards are not permitted.
13. No unauthorised vehicles are to be driven or parked on any park, garden or non-defined vehicle area without written approval from Council.
14. For the use of jumping castles in council parks and gardens the provider must have \$20,000,000 public liability insurance to comply and any injury or incident will be the responsibility of the user. Group. Also no pegs are to be used, only weights due to underground services.
15. If user groups wish to engage external vendors/services such as food vans it is the responsibility of the user group to ensure the vendor has the appropriate insurances, risk management plans and adheres to the terms and conditions of use for parks and gardens.
16. 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.
17. 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.
18. Signage for Temporary Events must comply with the following in accordance with the relevant legislation*:
 - a) One banner and one sign with a total combined area of less than 6m² is permitted offsite.
 - b) Off-site signage must:
 - not be placed in residential areas,
 - not be placed on any public land or assets,
 - not be permanently fixed,
 - not incorporate any illumination, bill posters or bunting,
 - have land owner/occupier consent.
 - c) All signage must not be displayed earlier than 14 days before the event and must be removed within 2 days after the event.

Failure to comply with the above may result in regulatory action and fines being issued.
 *relevant legislation - Protection of the Environment Operations Act 1998 and State Environmental Planning Policy (Exempt and Complying Development Codes) 2008".

I agree to the terms and conditions of use for Council's Parks and Gardens being met and fulfilled.

Signed: _____ Date: _____

(by typing your name in the signature section you are committing to adhere to Council's terms and conditions)