

Shire of Carnarvon

# APPLICATION FORM FOR EVENTS HELD ON COUNCIL RESERVES

NOTE TO ALL APPLICANTS:  
PLEASE BE ADVISED THAT ALL  
DETAILS ARE TO BE PROVIDED.  
ONLY COMPLETED APPLICATIONS  
WILL BE CONSIDERED.



## FOR OFFICE USE ONLY

Booking Fee \$ _____	Paid: _____	
Bond Fee (if applicable) \$ _____	Paid: _____	<b>Bond Refund Authority</b>
Cleaners : _____		Inspected By: _____
Parks Supervisor : _____		Date: _____
Building Surveyor : _____		Total Refund: _____
Environmental Health Officer: _____		Part Refund: _____
Invoiced: _____		

## ORGANISER DETAILS:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_ Email \_\_\_\_\_  
Mobile Contact \_\_\_\_\_ (to be used during event)

## TYPE AND DETAILS OF EVENT:

Commercial/Charity \_\_\_\_\_  
Name of Event \_\_\_\_\_  
Description of Event (*please describe*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date of Event \_\_\_\_\_  
Times of Event \_\_\_\_\_

## LOCATION OF EVENT (PLEASE TICK WHICH RESERVE/FACILITIES ARE REQUIRED)

### Festival Grounds (Soccer Oval)

Soccer Oval   
Pavilion/Kitchen   
Netball Courts

### Festival Grounds (Premier Oval)

Premier Oval   
Pavilion   
Meeting Room/Kitchen   
Changeroom/s

### Town Oval

Town Oval   
Changeroom/s

### Other Reserves/Parks

Town Beach Gazebo   
Baxter Park   
Northwater (Park)   
Northwater (Footbridge)

Estimated Number of Participants \_\_\_\_\_  
 Will there be fireworks during the event (\*\*) \_\_\_\_\_  
 Marquees/Tents to be erected \_\_\_\_\_  
 Live Entertainment (*please describe*) \_\_\_\_\_  
 Food Available (\*\*) (*please indicate # of stalls*) \_\_\_\_\_

(\*\*) Separate approval required

**ALCOHOL (SEPARATE APPROVAL REQUIRED)**

Liquor sold or consumed (yes/no) \_\_\_\_\_  
 Licensee Name \_\_\_\_\_  
 Licensee Address \_\_\_\_\_  
 Licensee Contact Phone \_\_\_\_\_ During Event \_\_\_\_\_

**REQUIREMENTS CHECKLIST (please tick if required)**

- Toilets
- Bins  (*please advise if extra bins required and if so how many?.....*)
- Lighting

**THE FOLLOWING DETAILS ARE TO BE PROVIDED BY THE ORGANISER  
 (PLEASE NOTE THAT THE FOLLOWING DETAILS ARE TO BE PROVIDED PRIOR TO CONSIDERATION OF THE EVENT)**

- Copy of Public Liability Insurance Certificate of Currency
- First Aid
- Notification to Police, Fire Brigade and Ambulance
- Site Plan – detailing layout of proposed event (includes all tents, vehicles etc.)
- Structural Engineers Certificate of Compliance for all Temporary Structures
- Noise Control Procedure
- Details of Site Cleaning and Rubbish Removal
- Evacuation Plan
- Crowd Control & Security

**FEES AND CHARGES**

**Hire Fees**  
 These will be made available to the applicant on application.

**CONDITIONS OF USE**

I..... being the Organiser of the above Event, understand that should damage occur to the venue/reserve or extra cleaning be required as a result of the event, that I will be invoiced for the extra charges incurred, or in the case of a Bond, the extra charges deducted from the Bond payment.

Signed .....

Dated .....