

TOWN OF CLAREMONT

EVENT APPLICATION



PLEASE NOTE

It is recommended that applications for approval be submitted at least **12 weeks** prior to the proposed event. Applications submitted less than 12 weeks may not be approved. It is also advisable to apply 60 days prior to the date of required confirmation of the event.

Please complete **ALL** sections to avoid delays in processing.

Please return completed form to:-

Town of Claremont

Administration Officer, Regulatory Services

PO Box 54 CLAREMONT WA 6910

Event details:			
Organisation <i>(If Applicable)</i>	_____		
Name of Event or Activity	_____		
Brief description of activities planned.	_____		
Have you got permission from the owner/lessor?	Yes	No	If yes, please supply supporting documentation
Date/s of event/activity	Start Date: _____	End Date: _____	
Time of event/activity	Start Time: _____	End Time: _____	
Age Group:		Expected Number of Attendees:	_____

Contact Details:			
Contact Person:	_____	Position:	_____
Address <i>(including postcode)</i> :	_____		P/Code _____
Home Number:	_____	Work: _____	Fax: _____
Mobile No:	_____	Email:	_____
Alternate Contact Name:	_____		
	Phone Number/s:	_____	

Venue details:			
L1	Do you wish to hire a Park or Building?	Park <input type="checkbox"/>	Building <input type="checkbox"/>
L2	Name of Park or Building where Event is to take place <i>(Please include a copy of the street directory Map if necessary)</i>	_____	
L3	Is this Facility a Town of Claremont facility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
L4	Have you made a tentative booking? <i>(Note: if event is not approved, booking will be cancelled).</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
L5	Will you be charging entry for this event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
L6	Have you organised an Event of this Type before? <i>(Please Provide Details)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
L7	Do you require access to: <i>(Note: \$50 key bond applies)</i>	Clubrooms <input type="checkbox"/>	Power <input type="checkbox"/>
			Toilets <input type="checkbox"/>

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Change rooms

Lights

Park

Health Services		For clarification on Health issues, please contact 9285 4300	
D1	Are you selling or providing food at this event?	Yes / No <i>(Please circle)</i>	Selling? <input type="checkbox"/> Free of Charge? <input type="checkbox"/>
D2	Are you selling or consuming alcohol at this event? (please provide copy of liquor licence and plan of licence area.)	Yes / No <i>(Please circle)</i>	Selling? <input type="checkbox"/> Consuming? <input type="checkbox"/>
D3	Are you setting up any structures within the hired area? (e.g. Stage, Seating)	Yes / No <i>(Please circle)</i>	You will be required to submit a site plan. This will also have to include the type of any materials and dimensions. Has this been submitted? Yes / No <i>(please circle)</i>
D4	Will there be any noise creating devices ie. Speakers, live bands, loud machinery etc? If yes provide details.	Yes / No <i>(Please circle)</i>	
D5	Do you require a Reg 18 noise exemption?	Yes/No <i>(Please circle)</i>	If Yes, have you made application and paid the \$500 fee? Yes/No <i>(please circle)</i>
D6	Will there be any electrical equipment installed ie: generator, power supply	Yes / No <i>(Please circle)</i>	If Yes, Form 5 will need to be completed. Has this been submitted? Yes / No <i>(please circle)</i>
D7	The Town recommends that you hold Public Liability Insurance for this event. Do you have Public Liability Insurance?	Yes / No <i>(Please circle)</i>	You will need to enclose a certificate of currency. Is this enclosed? Yes / No <i>(please circle)</i>
D8	Do you have Emergency Evacuation Procedures in place?	Yes / No <i>(Please circle)</i>	<i>(Please provide details)</i>
D9	How many Toilets exist on the site?		Is the site sewerred or on septic tank? Sewered Septic

Parks/Reserves		<u>If yes for any P1 – P5, please contact Infrastructure on 9285 4300</u>	
P1	Will there be any temporary structures or seating erected on the grounds ie: fencing, marquees, staging, lighting etc	Yes / No <i>(Please circle)</i>	You will be required to submit a ground plan showing the type of material and dimensions. Has this been submitted? Yes / No <i>(please circle)</i>
P2	Will your event require any holes or tent pegs driven into the ground?	Yes / No <i>(Please circle)</i>	Provide details of depth of holes / length of pegs
P3	Do you require lighting for this event?	Yes / No <i>(Please circle)</i>	If yes, provide details of lights power requirements.
P4	Are you line marking any grounds?	Yes / No <i>(Please circle)</i>	If yes, only turf line marking paint is to be used.
P5	Are you having any heavy vehicles or trucks being driven onto the ground?	Yes / No <i>(Please circle)</i>	If yes, please Provide details of size/weight of vehicles and extent of access required (duration and location).

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Rangers

R1	Will any crowd control be required?	Yes / No (Please circle)	Have the Police been notified?	Yes / No (please circle)
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Please note it is the responsibility of the event organiser to arrange security/crowd control if required.

Traffic

T1	Will your event require temporary car parking? Please supply plan indicating location of temporary car park and who will control the parking)	Yes / No (Please circle)	Plan supplied?	Yes / No (please circle)
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T2	Will your event require directional road signage. If so please provide a traffic management plan.	Yes / No (Please circle)		
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T3	Will your event require traffic police?	Yes / No (Please circle)	Police contacted	Yes / No (please circle)
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T4	Will your event use public roads for any purpose?	Yes/No (Please Circle)		
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T5	Do you require a road closure?	Yes/No (Please Circle)	Please give details. Details provided?	Yes / No (please circle)
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T6	If yes please tick if you require	Full Road Closure	<input type="checkbox"/>
		Half Road Closure	<input type="checkbox"/>
		Temporary Suspension	<input type="checkbox"/>
		Procession	<input type="checkbox"/>
		Not Sure	<input type="checkbox"/>

Any road closure will require a traffic management plan by an accredited traffic management consultant

Waste Services

It is the responsibility of the event organiser to ensure all rubbish is removed from the site immediately after the event. An additional charge may be incurred should the Town be required to clean the site.

W1	Will your event generate rubbish?	Yes/No (Please Circle)	If yes, I will remove all of the rubbish using private arrangements	Yes/No (Please Circle)
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I have/have not tentatively booked the times above and am aware of the fees that will apply to this booking. I understand I cannot access the facility outside the times that have been approved.

I am over the age of 18 and hereby acknowledge having read a copy of the 'Conditions of Hire' form as attached and agree to abide by the conditions therein. I acknowledge that the costs incurred due to breakage, damages or not leaving the premises in a clean and tidy condition will be taken from my bond and any additional costs shall be rendered by myself or the organisation named above. Please make cheques payable to the "Town of Claremont".

Signature: _____

Date: _____

Office Use Only

Tentatively Booked?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Receiving Administration Officer _____	
Event Approval Recommended		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Our Ref # _____	Date Received _____
<i>Department</i>	<i>Sent</i>	<i>Date</i>	<i>Rec'd Advice</i>	<i>Received Date</i>	
Ranger Services	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	
Parks Operations	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	
Health Services	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	
Traffic	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	
Waste Services	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	
Approval granted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approval Sent _____		