

EVENT APPLICATION

EVENT ORGANISER

Organisation:

Contact Person:

Position:

Address:

Postcode:

Postal Address:

Postcode:

Tel: (BH)

(Mob)

Email:

EVENT DETAILS

Event Name:

Contact person during event:

Mobile:

Date/s of Event (max 3 day event):

Hours of Event: (max 7am-11pm)

From (time):

To (time):

Bump in date/s (max 5 days prior):

From (date):

To (date):

Bump out date/s (max 3 days post):

From (date):

To (date):

Participants:

Spectators:

Ticketed event?

No Yes

Ticket price/s \$

SITE MEETINGS

An on-site meeting must be held with Burswood Park's Operations Manager and Event Officer ninety (90) days and thirty (30) days prior to the event date to discuss the event site plan and itinerary of the event. Smaller events should only require one (1) meeting.

STAKEHOLDER ENGAGEMENT

Large events should also include at least one (1) meeting with the Burswood Peninsula stakeholders, at least six (6) weeks prior to the event date. Stakeholders MAY include:

- Town of Victoria Park
- Optus Stadium
- WA Recreational Water Sports Association
- WA Marathon Club
- Crown Perth
- Main Roads
- Public Transport Authority
- Department of Biodiversity, Conservation and Attractions
- Matagarup Bridge
- City of Perth
- City of South Perth

Agenda items should include, but are not limited to, site plans, ingress/egress, car parking, traffic management, noise management, plus anything specific to your event. Burswood Park Board Administration Office meeting room can be booked for this meeting.

EVENT ELEMENTS (tick all applicable and refer to event guidelines for details)

Town of Victoria Park:	<input type="checkbox"/> Application attached	<input type="checkbox"/> Approval attached
Environmental Health Officer (name)		
Alcohol served:	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Provided
	<input type="checkbox"/> Yes - Sold	
Liquor License status:	<input type="checkbox"/> Application attached	<input type="checkbox"/> Approval attached
Food/drink vendors:	<input type="checkbox"/> No	<input type="checkbox"/> Yes – how many?
	<input type="checkbox"/> Trucks #	<input type="checkbox"/> Marquees #
Temporary structures:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Marquees	How many	Size
Supplier		Phone
<input type="checkbox"/> Stage	How many	Size
Supplier		Phone
<input type="checkbox"/> Fencing	Type	Height
Supplier		Phone
Type of tie downs	<input type="checkbox"/> Weights	Water OR Ballast
	<input type="checkbox"/> Pegs/stakes*	
*Services locator		Phone
Vehicle access required on reserve for bump in/out:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#	Length	Weight
PA/sound amplification:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
		Type
Music:	<input type="checkbox"/> Live bands	<input type="checkbox"/> DJs
		<input type="checkbox"/> Music Licensing
Animals:	<input type="checkbox"/> Petting zoo	<input type="checkbox"/> Pony rides
		<input type="checkbox"/> Other
Amusements/ rides:	#	Type
Inflatables:	#	Type
Road closure/traffic management:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor		Phone
Main Roads notified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PTA notified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parking:	<input type="checkbox"/> VIP	Where:
	<input type="checkbox"/> Patrons	Where:
Off-site	<input type="checkbox"/> Application attached	
Pyrotechnics/fireworks:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval status:	<input type="checkbox"/> Application attached	<input type="checkbox"/> Approval attached
Supplier		Phone
Swan River usage:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Purpose:		
Approval status:	<input type="checkbox"/> Application attached	<input type="checkbox"/> Approval attached
Dual Use Paths:	<input type="checkbox"/> Plan to use	<input type="checkbox"/> Plan to close – detour required
Matagarup Bridge:	<input type="checkbox"/> Plan to use	<input type="checkbox"/> Application attached
		<input type="checkbox"/> Approval attached
Portable toilets:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supplier		Phone

First Aid:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor		Phone
Security/crowd control:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor		Phone
Police required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact		Phone
Temporary electrical installations:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Generators >20 KVA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supplier		Phone
Temporary signage:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Banner	#	Size
<input type="checkbox"/> Corflute	#	Size
<input type="checkbox"/> Flags	#	Size
<input type="checkbox"/> Other		
Drone filming:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor		Phone
Waste management:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supplier		Phone
Do you have a Disability and Access Inclusion Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

INDEMNIFICATION

I, (name) _____, as the event organiser, apply for approval to host an event at Burswood Park. I acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or park during the specified hire/use period and will ensure compliance with the Burswood Park Board conditions of use and local laws. I indemnify the Burswood Park Board against any action, suit or proceeding caused by my failure to observe all statutory and other requirements, or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Burswood Park Board Events Package is a guide only and has been compiled with a number of statutory requirements. There could be other requirements that exist outside the package and that, as event organiser, I am responsible for ensuring compliance with all requirements.

Print name: _____

Organisation: _____

Signature: _____

Date: _____

SUPPORTING DOCUMENTATION CHECKLIST (where not applicable, please cross out)

With this application	<input type="checkbox"/> Event Organiser Public Liability Insurance	Insurance
	<input type="checkbox"/> Site plan – proposed	Draft
	<input type="checkbox"/> Event Management Plan	Plan
	<input type="checkbox"/> Risk Management Plan	Draft
	<input type="checkbox"/> Town of Victoria Park	Application
	<input type="checkbox"/> Liquor license	Application
	<input type="checkbox"/> Fireworks	Application
	<input type="checkbox"/> Swan River usage	Application
	<input type="checkbox"/> Matagarup Bridge usage	Application
	<input type="checkbox"/> Parking (off-site)	Application
	<input type="checkbox"/> Contact details of all suppliers	
4 weeks before event	<input type="checkbox"/> License agreement	Signed
	<input type="checkbox"/> Town of Victoria Park	Approval
	<input type="checkbox"/> Bump in/out schedule - proposed	Draft
	<input type="checkbox"/> Liquor license	Approval
	<input type="checkbox"/> Fireworks	Approval
	<input type="checkbox"/> Swan River usage	Approval
	<input type="checkbox"/> Matagarup Bridge usage	Approval
	<input type="checkbox"/> Noise Management – Reg 16/18	Approval
	<input type="checkbox"/> Site plan - updated	Draft
	<input type="checkbox"/> Traffic Management Plan	Final
	<input type="checkbox"/> Transport Plan	Final
	<input type="checkbox"/> Parking Plan	Final
	<input type="checkbox"/> Emergency Management/Evacuation Plan	Final
	<input type="checkbox"/> Noise Management Plan	Final
	<input type="checkbox"/> Crowd Control Plan	Final
	<input type="checkbox"/> Medical Plan	Final
	<input type="checkbox"/> Toilets	Final
	<input type="checkbox"/> Waste Management	Final
	<input type="checkbox"/> Promotional Plan	Final
	<input type="checkbox"/> Proofs for promotion strategy	Proofs
2 weeks prior	<input type="checkbox"/> Signage for park	Supplied
	<input type="checkbox"/> Bump in/out schedule - final	Final
	<input type="checkbox"/> Risk Management Plan - final	Final
	<input type="checkbox"/> Amusement rides – PL insurance, Worksafe certs	Approval
1 week prior	<input type="checkbox"/> Site plan – final, incl. all infrastructure	Final
	<input type="checkbox"/> Temporary Food permits	Approval
	<input type="checkbox"/> Site contacts	Provided
	<input type="checkbox"/> Temporary Structure Engineering Certification	Post install
	<input type="checkbox"/> Form 5, Certificate of Electrical Compliance	Post install