



**APPLICATION FOR EVENT OR ORGANISED
GATHERING ON SHIRE GROUNDS**

Event Title: _____

Organisation: _____

Contact Person: _____

Contact Number: _____ Contact Email: _____

Postal Address: _____

Date of Proposed Event: _____ Time: _____

Venue Access Time: _____ Venue Vacate Time: _____

Proposed Venue: _____

Type of Organisation? Commercial Government Community Group Not-For-Profit

Please provide a detailed description of your event:

Please attach a copy of your certificate of currency when submitting this form

At your event/ gathering	Yes	No	Details
Will the event be open to the public			
What is the anticipated attendance?			
Will there be an entry fee charged?			
Is the event covered by public liability insurance?			
Will first aid be available?			
If so, who will be supplying first aid?			
Will alcohol be consumed on Shire land?			
Will alcohol be sold at the event?			

PLEASE NOTE: It is an offence in Western Australia for persons of any age to drink in public, such as on the street or park. A liquor licence from the Department of Racing, Gaming and Liquor WA must be obtained if liquor is to be sold at the event and a copy must be provided to the Shire of Katanning **no later than 7 days prior to the booking date.**

At your event/ gathering	Yes	No	Details
Will any food be sold or included in an entry fee at the event? If so, please provide details of food & food businesses			
<p>PLEASE NOTE: The sale of food to the public from temporary food stalls, premises or vehicles within the Shire of Katanning requires that a business be currently registered, or a Notification of Food Business must be submitted to the Shire at least 14 days prior to the event. Please ensure that all food stalls are issued with a Food Business Registration or “Exempt Advice” from the Shire for the date/s and duration of the event. Currently Registered Food businesses are to submit a copy of registration and a certificate of currency for insurance in the minimum sum of \$20M.</p>			
Will your event include temporary structures? (i.e. marquees, temporary fencing, stage, bouncy castle or structures of any kind.)			
<p>If yes, please attach structural information and include the location and proposed use on the site plan (these will be subject to approval)</p> <p>PLEASE NOTE: The preferred method for stabilising of marquees, bouncy castles etc. is sandbags. No pegs, stakes etc are to be used without prior approval from the Shire of Katanning.</p>			
Is there access for people with disabilities?			
Have you arranged clean up?			
Have you considered rubbish management?			
Will security be present?			
Have you notified the police of your activities?			
Will toilets be available or public toilets nearby?			
Will there be road closures required? If yes, please contact the Shire to arrange a traffic management plan.			
Will you be providing your own power/generator? (Please note, all power producing equipment must be fitted with a residual current device and be accompanied by a fire extinguisher.)			
Will you be requesting any assistance from the Shire?			
Are there any other activities that have not been mentioned? (Fireworks, drone activity, open fire, petting zoo etc).			

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED ON THE FOLLOWING TERMS AND CONDITIONS PAGE.

An event is not approved until the Shire of Katanning is satisfied that event organiser’s compliance with all conditions of the application, and approval has been granted in writing.

TERMS AND CONDITIONS

- (a) Please note that these spaces are public areas so there may be members of the public in the area and in the surrounding area. The Shire of Katanning will ensure no other function is booked at the same time.
- (b) It is the hirer's responsibility to inspect the area prior to use and report any damages.
- (c) The use of equipment is subject to Shire of Katanning approval prior to the event date.
- (d) The area is to be left in a clean and tidy condition:
- All rubbish is to be collected and disposed of in rubbish bins or taken away by the hirer.
 - Lights and electrical appliances are to be switched off (if applicable).
- (e) All surfaces including footpaths are to be protected and left in a clean condition. Protective matting, tarps etc are to be used to avoid food/ oil stains on these surfaces.
- (f) All costs for losses, damage or extra cleaning required will be the responsibility of the hirer.
- (g) No pegs, stakes etc are to be used without prior approval from the Shire of Katanning. The preferred method for stabilising of marquees, bouncy castles etc. is sandbags.
- (h) The Shire has a NO SMOKING POLICY within 5 metres of all building entrances and openings.
- (i) It is the responsibility of the hirer to ensure that no person behaves in a disorderly manner which causes a nuisance or annoyance. The hirer is to ensure that guests behave in a decent manner at all times, both inside and outside the facility.
- (j) In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the Shire. However, every care and precaution will be taken in this regard.
- (k) Upon acceptance of the hire, the hirer undertakes to hold the Shire of Katanning indemnified against all claims, losses, actions, damages, cost (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of the venue.
- Personal injury (including death or disease) to the hirer or any invitee of third party unless and then only to the extent that the hirer provides said injury was due to the negligence of the city: loss of or damage to any property owned by the hire, the city or any third party.
 - Breach or non-compliance with any statute, regulation or local law of any public, municipal or other authority.
- (l) It may be necessary for maintenance work to be carried out on grounds and venues during your booking time. You will be contacted and advised of the nature of work and proposed timeframe. Every effort will be made to find an alternative venue for the hirer however no guarantee can be given.
- (m) If alcohol is to be consumed or sold, prior approval must be obtained from the Shire of Katanning and a liquor license must be obtained from the Department of Racing, Gaming and Liquor WA **no later than 14 days prior to the booking date**. A copy of this permit must be sent to the Shire of Katanning **no later than 7 days prior to the booking date**.
- (n) Bookings may be declined at the discretion of the Shire of Katanning.
- (o) IF A BREACH OF THE TERMS AND CONDITIONS OF HIRE IS MADE THE HIRER WILL AUTOMATICALLY FORFEIT THE FULL BOND.**

I have read and understood the information provided and acknowledge that the information and completed actions in my application are true and correct:

Name: _____

Signature: _____ **Date:** _____

On completion of this form, please return to the Shire of Katanning:

52 Austral Terrace

KATANNING

or

Email: admin@katanning.wa.gov.au