

Please Tick

	YES	NO
Will alcohol be sold or consumed on site? BYO or Sales?		
Will food/ beverages be available? (food stalls/vans)		
Will tents, marquees or stages be used?		
Will the surface of the earth be disturbed in any way other than inserting tent pegs?		
Are you proposing to erect any signage on road verge? Location _____ Size _____ m ² Number of days? ____		
Do you want to hire the Shire Community Signage Kit?		
Do you want to place signage on the Shire Community Event Noticeboard? When: From _____ Until _____		
Are you intending to have a fire, wood fired BBQ or Fireworks?		
Will there be any use of roads for parking, racing or parades?		
Have you previously completed an event traffic management plan for this event? When: _____		
Is there suitable parking available at the venue?		
Will you be using mobile phone / internet coverage during this event?		
Are temporary camping & caravan sites required?		
Do you have access to First aid for the event?		
Will your event continue after sundown?		

Event Facilities

Will electricity be used?

Yes	No
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What electricity/power source will you be using?

Existing	Temporary
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If Temporary, specify type: _____

What water supply will you be using?

Scheme	Other
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If other, specify source: _____

What / How many Toilets will be supplied? (insert numbers)

Existing		Temporary	
Male Closets		Male Closets	
Male Hand Wash Basins		Male Hand Wash Basins	
Urinals		Urinals	
Male Disabled Access		Male Disabled Access	
Female Closets		Female Closets	
Female Hand Wash Basins		Female Hand Wash Basins	
Female Disabled Access		Female Disabled Access	
Unisex Closets		Unisex Closets	
Unisex Hand Wash Basins		Unisex Hand Wash Basins	
Unisex Disabled Access		Unisex Disabled Access	

Temporary Structures

Please provide details of all temporary structures (e.g. Sunshade 5m x 5m, Marquee 20m x 10m)

Publicity of event

Would you like your event listed on the Shire website? Yes No

If yes, please complete the details below:

Dates of website inclusion: _____

Title: _____

Event Contact Details (*these details will be published on the internet for public information*)

Phone / Website Address / Email Address:

Entry Cost: _____

Suggested Website Notice: _____

Do you have a flyer that we can have an electronic copy of? Yes No

If yes, please email it to bronwyn.hodgson@donnybrook.wa.gov.au

Please note: The Shire of Donnybrook-Balingup reserves the right to vary details for publishing on the Shire website. Other information for the listing may also be used from this application (venue, date/s, time/s etc).

Please complete this form and return to communitydevelopment@donnybrook.wa.gov.au

IMPORTANT: Please keep the Shire informed of any changes of times, dates & cancellation etc for your event.

Signature _____ **Date** _____
 (Person taking event responsibility)