

Event Application Form

This form is an application only and must be submitted in line with the timeframes detailed in the event application pack.

Bookings are not confirmed until written approval has been granted by City of Fremantle officers and payment of all fees and bonds have been received by the City.

Advertising and promotion of your event must not commence until written approvals have been issued.

To complete this application, you should refer to the City's event application pack to ensure that all of the necessary documents and information are supplied with this application. Without this information your event cannot not be assessed.

Applicant Details	
Name of organisation	
ABN	
Primary contact	Position held in organisation
Organisation address	
Website	
Contact phone number	
Primary contact email address	

Event Details	
Event name	
Event contact and mobile <i>Contact must be available on the day of the event</i>	
Event date	Event start and finish times
Set up date	Set up time
Clean up date	Clean up time

Venue

Please tick the requested venue/location.

- Bathers Beach Leighton Beach Wilson Park
 South Beach Pioneer Park Princess May Park
 Esplanade Reserve Other: _____

If any part of your event is to be held on Navigable Waters, you may require approval from the Department of Transport – Navigational Safety

Navigational.Safety@transport.wa.gov.au. You will be required to provide confirmation to the City that permission has been granted.

Site Plan

Please list the type of equipment and infrastructure you intend to install at the event. Please ensure a site map is attached to the application detailing placement of stages, marquees, stalls or other infrastructure.

Please refer to specific terms and conditions of hire in relation to placement of infrastructure.

Do you plan to fence off any areas for the event? YES/NO

Do you require vehicle access to drop off equipment during bump-in/ bump-out? YES/NO

If yes, how many vehicles?

Only essential vehicles can be driven onsite. Please refer to specific terms and conditions of hire in relation to vehicles on reserves.

Do you require reticulation to be marked on the reserve? YES/NO

Fees are applicable. Please note, the City does not mark out power services.

Event Details

Please provide a detailed description of the proposed event.

Proposed number of event patrons? _____

Will you be charging an entry fee for the event? YES/NO

Is your event open to the general public? YES/NO

Primary purpose of event (commercial/non-commercial/fundraiser)

If your event is a fundraiser, please provide details of the charity being supported.

If you are a not for profit organisation, please supply documentation to support this.

Have you applied for any grant funding? YES/NO

What entertainment will you be providing at the event? (number of stalls/product/entertainment-bands/activities/rides)

Food / Drink

Will food/soft drink be provided? YES/NO

If so will the food/soft drink be for sale? YES/NO

If yes, you are required to apply for a temporary food permit.

Will alcohol be sold or provided? YES/NO

Alcohol may not be sold or supplied on City of Fremantle reserves without prior approval from Council, and a liquor license.

Noise

Will your event feature amplified music? YES/NO

If yes, you may be required to apply to the City's environmental health team for a Regulation 18 non-complying event permit. If your event will require sound checks prior to the event commencing, please list the times: _____

Please refer to event application pack for APRA licence requirements.

Event Operations

Do you require toilets to be available? YES/NO

Toilets are not available at all reserves, you may be required to arrange toilets appropriate for the numbers of patrons attending your event.

Do you require power to be available? YES/NO

Not available at all reserves. You may be charged for consumption.

Do you require water to be available? YES/NO

Not available at all reserves. You may be charged for consumption.

Will you have free drinking water available (not bottled water)? YES/NO

An alternative to bottled water must be made available.

Are you providing first aid for the event? YES/NO

Have you organised security guards? YES/NO

If yes, please provide details on security arrangements.

Have you informed the local police? YES/NO

Have you organised extra waste and recycling bins? YES/NO

Please refer to event application pack for waste management requirements.

Will you be using pyrotechnics at the event? YES/NO

If yes, you will need to obtain City of Fremantle approval and are required to apply for a pyrotechnics permit from the Department of Mines and Petroleum. You will need to provide a copy of your permit to City officers before the event.

Will your event make use of laser lighting displays? YES/NO

If yes, the laser/s must comply with the provisions of Australian Standard AS 2211, 'Laser safety', and must be operated by a licensed Laser Safety Officer (LSO). For further information contact the Radiation Health Branch on 9346 2260 or radiation.health@health.wa.gov.au. The City will require copies of all applicable licenses and laser registrations. Also refer to the Code of Practice for the safe use of lasers in the entertainment industry.

Will you be filming with a drone or remotely piloted aircraft? YES/NO

If yes, you should be aware of the current legislation regarding drones/RPAs. Contact CASA to determine requirements and/or apply for appropriate licenses to

operate a drone/RPA in a public space. The City will require copies of any licenses issued before any filming by drone can take place. Further information can be found via the CASA website: www.casa.gov.au/aircraft/landing-page/flying-drones-australia

Traffic and Parking

Do you require the use of City parking bays? YES/NO

If yes, please detail the number of bays and locations you require. Fees are applicable.

Will you require public roads to be closed? YES/NO

If yes, a Traffic Management Plan, Application for Order of Road Closure and Application to Obstruct must be submitted with your event application. You will also need to provide evidence of your road closure approval from WAPOL.

Mayoral Attendance

Do you wish to request a program message or speech by the Mayor? YES/NO

Any requests for program messages or speeches are to be directed to mayor@fremantle.wa.gov.au (note this is subject to approval and availability). You will be required to submit requested key points for inclusion in any speech or program message at the time of making your request, which must be not less than 7 days prior to your deadline.

Submission

Event application forms are to be submitted in line with the submission timeframes detailed in the event application pack:

By email: events@fremantle.wa.gov.au

Contact: 9432 9944

By mail: Events Officer, City of Fremantle PO Box 807 Fremantle WA 6959

In person: Events Officer, 70 Parry Street Fremantle

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I/We have read, understood and agree to abide by the conditions of hire. I/We agree to indemnify City of Fremantle against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.

Signature of applicant _____ Date _____

On behalf of _____ Organisation

Please ensure you have attached a copy of your public liability insurance certificate of currency and ensure your postal address is correct.

In the event of any dispute or difference arising as to the interpretations of these conditions the decision of the City's Chief Executive Officer is final and conclusive.

By signing the event application form, the applicant states they have read and understood the Terms and Conditions of Hire and agree to comply with all conditions set out therein, further acknowledging the indemnification of the City.