

Event application form



This form is an application only and must be submitted at least four weeks prior to your event. For large events the City requires at **least three months' notice** and a meeting will be scheduled to discuss your event application and determine what further permits may be required.

This is an application form only. 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 events package 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		
Contact name		
Address		
ABN		
Telephone	(mob)	(wk)
Email		

Event details

Event name	
Event contact and mobile <i>Contact must be available on the day of the event</i>	
Event dates and times	
Bump In start date and time	
Pack Up end date and time	

Venue requested

- | | | |
|---|--|--|
| <input type="checkbox"/> Bathers Beach | <input type="checkbox"/> Kings Square | <input type="checkbox"/> Wilson Park |
| <input type="checkbox"/> South Beach | <input type="checkbox"/> Monument Hill Reserve | <input type="checkbox"/> Princess May Park |
| <input type="checkbox"/> Port Beach | <input type="checkbox"/> Leighton Beach | <input type="checkbox"/> Pioneer Park |
| <input type="checkbox"/> Esplanade Reserve – sector A B C D E (please circle) | | |
| <input type="checkbox"/> Other: _____ | | |

NOTE: Toilets/change rooms/power/water are not available at all reserves. Contact the City's Bookings Officer on 9432 9712 for further information.

For enquiries in relation to booking **Fremantle Round House**, contact the Round House Guides on 9336 6897.

Detailed description of event

How many people do you anticipate will be at your event?

Participants _____ Spectators _____

Entertainment (number of stalls/product/entertainment-bands/activities/rides)

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

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.

What equipment are you bringing to the event? A site map is required (showing placement of stages, marquees, stalls or other infrastructure)

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

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 that permission has been granted.

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

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 contact the City's Health Department on 9432 9856 or health@fremantle.wa.gov.au 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, or in any case without a liquor license.

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

Council approval may be required.

Will any music be performed or played at the event? YES/NO

Contact APRA on 9382 8299 to obtain a license.

Do you require toilets to be available? YES/NO

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.

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

Fees will be charged. Please note the City does not mark out power.

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 and all care taken to prevent damage. Please refer to specific terms and conditions of hire in relation to vehicles on reserves.

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: _____

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

If yes, you will be 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.

Do you intend to film the event with the use of a drone or remotely piloted aircraft? YES/NO

If yes, you should be aware that the legislation regarding drones/RPAs has recently changed. 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 [here](#).

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

Please contact Customer Service on 9432 9999 to book and pay for any bays required.

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

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

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

Have you organised security guards? YES/NO

Have you organised extra bins if necessary? YES/NO

Please contact Waste Management on 9432 9628 if you wish to hire bins from the City.

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.

Please supply any additional information or requirements for your event:

The following documentation is required to be submitted before any application will be assessed:

Required for all events -

- Public liability insurance certificate of currency
- Risk management plan
- Event application form
- Site map

Depending on the nature of your event, the following additional documentation may be required –

- Temporary food permit
- Traffic management plan
- Road closure permit
- Procession permit
- Pyrotechnics permit
- Laser operation registrations and/or licenses
- Licenses issued by CASA for the filming of events by drone
- Or any other such documentation or permits as advised by City officers

This is an application form only. Bookings are not confirmed until approval has been granted by City of Fremantle officers and payment of all fees has been received.

I/We have read, understood and agree to abide by the conditions of hire included with this application form. 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.

Signing to acknowledge understanding and agreeing to comply with these conditions on the application form is further acknowledgement of indemnifying the City.

Application form submission

<i>In person:</i> Bookings officer Fremantle Oval 70 Parry Street FREMANTLE WA 6160	<i>By mail:</i> Bookings officer City of Fremantle PO Box 807 FREMANTLE WA 6959	<i>Via email:</i> bookings@fremantle.wa.gov.au	<i>Contact:</i> Phone: 9432 9712 Fax: 9430 4634
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Terms and Conditions of Reserve Hire

Read these conditions carefully before completing the application form. These conditions of hire shall form part of your approval, should approval be granted.

General conditions

- All bookings are subject to the applicant being responsible for compliance with legislative requirements including City policies, local laws and regulations.
- No City managed public spaces or venues can be booked for public events more than 12 months in advance unless otherwise agreed to by contract with the City (a process that requires Council approval).
- The City reserves the right to decline an event application based on any of the following:
 - The event does not align with the City's strategic objectives
 - The event does not promote Fremantle in a progressive and/or positive light
 - The City reserves the right to refuse hire to any individual, group or organisation.
- Compliance with the City's hiring policy, schedule of fees and charges form part of these conditions.
- All bookings are subject to the City's local laws and regulations.
- The City reserves the right to refuse, cancel and/or withhold the hiring of any park, reserve or associated building should special circumstances warrant such action. Should a confirmed booking be cancelled all monies paid to the City will be refunded in such instances. A minimum period of three weeks' notice shall be provided where this is necessary.
- The right to refuse the hiring of any park, reserve or associated building extends to the City's interpretation of what is deemed appropriate or otherwise in each circumstance. For example, any activity which may cause anti-social behaviour or complaint from properties in the vicinity would not be supported.
- Hire times are to incorporate any time required for pre-event deliveries and/or set up arrangements and must be indicated on the application form.
- A risk management plan is required for all events, which should be compiled in accordance with the principles and practices of the international standard in risk management – ISO 31000:2009.

Fees and Payments

- The applicable hire fees are payable to the City as per the terms listed on any tax invoice supplied by the City or in any case, not later than 14 days prior to the event commencing bump-in.

- A bond will be charged, part or all of which may be used for repair or restoration work to City assets (such as reticulation, fences and turf) necessitated by the applicant's activities or to cover the cost of extra services, which City officers may have to supply.
- For applicants who book the Esplanade Reserve, a non-refundable ground restoration fee may be charged. This entire amount will be used to restore the grounds after heavy usage.
- All fees and charges for reserve bookings are inclusive of a 10% GST (except bonds which are GST exempt), unless legislation provides otherwise, and will be detailed on a Tax Invoice, where this is requested.
- All bond refunds are returned via cheque, subject to submission of a bond refund form.
- **Allow 4 weeks following submission of your bond refund form for your bond refund to be processed.**
- Credit card payments incur a 0.5% surcharge
- All bookings which fall outside of the current financial year are charged at the rates as approved by the City in that financial year schedule of fees and charges – not at the rates at time of booking.

Subsidised use

- Subsidised use is available to organisers of events that are either organised by or sponsored through the City of Fremantle. Organisations can apply for subsidised hire fees which may result in a reduction of hire fees providing they meet the eligibility criteria.
- To be considered for waiver or reduction of the hire fees, all requests must be lodged in writing at the time of the booking. Only hire fees can be waived.
- Full terms and conditions for subsidised use are available in the City's subsidised use application form.

Cancellation

- Cancellation of a confirmed booking is required to be submitted in writing to the City's bookings officer.
- Booking fees are not refundable.
- Cancellation within seven days of the event date will result in forfeiture of the total hire fees paid.

Care of the Reserve

- Vehicles are not to be driven on reserves under any circumstances without prior approval from City officers. Access to the reserve should be restricted to essential delivery vehicles or approved Event vehicles only.

- No parking is permitted at any time on the Venue and under no circumstances underneath the canopy of any trees.
- Traffic movements on the reserve are to be kept to a minimum and must adhere to agreed paths of travel. Under no circumstances should vehicles be driven underneath the canopy of any trees.
- Any permission granted for vehicle access may be revoked in adverse weather conditions where turf or ground conditions are likely to be compromised.
- Nothing can be tied to or attached to any part of a tree on any City reserve.
- No tree or plant is to be pruned, cut or modified in any way on any City reserve.
- No structures are to be erected underneath the canopy of any trees.
- Any infrastructure installed on the reserve must be weighted and not staked. Staking is not permitted on City of Fremantle reserves. Should any damage be caused to the City's reticulation system or tree roots, repair costs shall be deducted from the bond paid. Reticulation can be marked out at an additional cost.
- No cooking oils, fats, hot water or ice are permitted to be discarded on any turf, beach or garden bed areas on any City reserve. Any such oils, fats, water or ice must be discarded off site.
- No fires are permitted on any City reserve.
- No balloons, bean bags or any other items comprised of polystyrene are permitted to be used for any purpose or handed out at the Event.
- The applicant is liable for all damages to the reserve.

Damage

- Any person found to be damaging any equipment or part of any reserve will be requested to vacate the reserve.
- All breakages, for example glass, must be cleaned up immediately. If necessary, the event should cease until broken glass is removed (this is for the safety of the public).
- Any damage caused due to the applicant's use of any reserve shall be deducted from the bond paid at the City's absolute discretion.
- Any faults or damage to the reserve or equipment should be reported to the bookings officer (Mon to Fri between 9.00 am to 5.00 pm) on 9432 9712 prior to or after usage.

Preparation for the event

- All litter is the responsibility of the applicant; removal of litter undertaken by City officers shall be deducted from the bond paid. Permanent bins on the reserve are for pedestrian rubbish only. If the bins are used for commercial rubbish, the applicant is liable to a penalty. Extra bins can be hired from the City at additional cost. Contact the City's waste management supervisor on 9432 9628 to make arrangements for supply of additional bins.
- Any event wishing to use amplified music on a reserve must contact the City's environmental health services team for approval at least three months before the event. This may require approval from Council.
- City reserves are all public open space and no applicant shall erect a fence around an event or charge an admission fee unless authorised by City officers or Council as required. Permission needs to be sought from the City at least three months prior to the event.
- If you plan to sell food you must apply to the City's environmental health services team on 9432 9856 or health@fremantle.wa.gov.au for a temporary food permit no less than fourteen working days before the event.
- Depending on the number of patrons attending your event, you may be required to provide additional toilet facilities. City officers will advise of requirements in advance of your event.

At the event

- The use of confetti, polystyrene filled products and/or balloons are prohibited on all City of Fremantle reserves.
- City staff have the authority to act on the City's behalf during a function and are to be permitted access at any time.
- If a City officer is required to attend to any matter outside of normal working hours the applicant will be charged the cost of the call out (minimum four hours). Staff are only on call for emergency building maintenance issues.
- Authorisation to hold an event on the reserve does not give the applicant exclusive use of, or the right to restrict public access to any reserve unless specifically authorised by the City.
- The operation of lasers will require the laser/s to comply with the provisions of Australian Standard AS 2211, 'Laser safety', and must be operated by a licensed Laser Safety Officer (LSO). The City will require copies of all applicable licenses and laser registrations.
- The operation of drones or RPAs (remotely piloted aircraft) for filming purposes must be done with appropriate licenses issued by CASA. The City will require copies of any licenses issued before any filming by drone can take place.

Security

- The City does not provide a duty caretaker or security officer. If a security presence is required, it is the responsibility of the applicant to make appropriate arrangements and cover all associated costs. Security is a condition of hire for all large events. A copy of your booking confirmation outlining security services must be forwarded to the City's bookings officer prior to the event.

Protection of people and property

- To comply with the requirements of the hire conditions, the applicant is to:
 - take all measures necessary to protect people and property;
 - prevent nuisance and unreasonable noise and disturbance.
- The applicant is to take out and maintain insurance cover for:
 - public liability to the value of at least **\$10,000,000.00**. If an applicant does not have public liability insurance cover it may be available through WA's Community Groups Insurance Facility. Forms can be found on the Local Community Insurance Services (LCIS) website www.localcommunityinsurance.com.au
 - workers' compensation to the full extent of liability under the Workers' Compensation Act (if applicable).
- A copy of your insurance certificates of currency (for the specific event and indemnifying the City as listed below) must be provided to the City's bookings officer prior to your event.
- The applicant shall indemnify the City against:
 - loss of or damage to property of the City, including existing property
 - claims by any person against the City in respect of personal injury or death or loss of or damage to any property arising out of or as a consequence of the actions of the applicant.

Copyright and public performance of music

- The applicant is responsible for any infringement of copyright in connection with the performance of any musical, literary or dramatic works on any City reserve.
- If performances will take place on the reserve, you may be required to obtain an Australasian Performing Right Association (APRA) and Phonographic Performance Company of Australia (PPCA) live performance licenses. Contact APRA (08) 9382 8299 and PPCA on (02) 9267 7877.

Reserve hire schedule of fees and charges 2018/2019

Reserve Hire			
Non-refundable booking fee		\$101.50	
Reserve light use – charges per sector			
Non-commercial		Commercial	
Per hour	\$46.70	Per hour	\$97.50
Half day	\$97.50	Half day	\$263.90
Full day	\$187.80	Full day	\$527.80
Ground restoration		Charges may be incurred post event dependent on condition of grounds and need for turf replacement	
Bonds		\$500.00 to \$25,000.00 dependent on scale of event, use and environmental sensitivity	
Reserve high impact use – charges per sector			
Half day		\$974.40	
Full day		\$1,811.80	
Ground restoration		Ground restoration fees apply to all high-impact events. Minimum upfront charge of \$3,000.00 to \$20,000.00 applies depending on scale and expected impact of event. Additional charges may be incurred post event dependent on condition of grounds.	
Bonds		\$500 to \$50,000 dependent on scale of event, use and environmental sensitivity	
Other			
Officer call-out fee		\$101.50 per hour, minimum 3 hours	
Noise Application & Monitoring Fees (no later than 60 days before event)		\$1,000.00 (late fees apply)	