

# Shire of Mundaring - Events Questionnaire

## Instructions

Complete the information in the fields provided.

To answer the Yes / No questions please place the cursor on the required box and left click your mouse to check the box.

The answers you provide will guide the Shire as to the relevant information sheets required to assist you in attaining the appropriate approvals and notifications to run your event.

If you have any supporting documentation, please send this in with this questionnaire.

## Contact Details

Name of Organisation:

Name of Event Organiser:

Contact Numbers Key Contact: Tel:

Mobile:

E-mail Address Key Contact:

Postal Address:

## Event Details

Name of Event:

Location of Event (ie. oval, park, hall):

Day / Dates of Event:

Event Times: Start:

Finish:

Duration:

Expected Numbers: Overall:

Peak / Any One Time:

## Event History

Have you hosted this event before: Yes      No

If Yes, how many times?

What is the frequency of the event?

## Access and Inclusion

Have you made allowances for your event to be accessible to all ages and abilities?

Yes      No

## Alcohol

Will there be alcohol consumed at your event? Yes No

Will alcohol be sold at your event? Yes No

## Amusement Rides and Attractions

Will the event feature any amusement rides and / or activities operated by third parties?

Yes No

## Booking a Venue

Are you using a Shire of Mundaring venue? Yes No

## Camping Facilities

Will your event feature options for people to sleep overnight where camping facilities are required? Yes No

## Copyright

Will the event feature live musical performances or broadcasts of protected sound recordings? Yes No

## Crowd Control and Security

Do you anticipate requiring security to manage crowds or protecting goods and equipment? Yes No

## Fireworks and Pyrotechnics

Will there be a fireworks display or pyrotechnics of any kind at your event?

Yes No

## First Aid Services

Will you be organising first aid services? Yes No

## Food

Will the event feature food vendors? Yes No

## Gambling

Will there be any gambling activities occurring at any time throughout the event?

Yes          No

## Insurance

Do you have public liability insurance to the value of at least \$10 million?

Yes          No

If you answered "Yes" please attach a copy of your Certificate of Currency.

## Marquees & Stages

Will your event require the construction of temporary structures such as marquees or stages? Yes          No

## Noise

Will your event feature amplified music or noise that is likely to impact on neighbouring residences? Yes          No

## Parks and Gardens

Will your event require any holes dug or stakes or pegs driven into the ground?

Yes          No

Will your event entail heavy trucks or machinery being brought onto Shire parks or reserves? Yes          No

## Planning Approval

Is your event being held on a private property which may vary the way your land is zoned?

Yes          No

Are you holding an event for commercial gain on a private property?

Yes          No

## Risk Management and Emergency Evacuation

Do you have an Emergency Evacuation Plan prepared for your event?

Yes          No

If you answered "Yes" please attach a copy of your Emergency Evacuation Plan.

Do you have a Risk Management Plan prepared for your event?

Yes            No

If you answered "Yes" please attach a copy of your Risk Management Plan.

## Road Closure

Do you envisage needing to have road traffic re-directed or road closures?

Yes            No

## Sale of Non Food Items

Will the event feature arts and craft stallholders? Yes            No

## Signage

Will you require any directional signage or promotional signage placed on roads, public land or private? Yes            No

## Toilets

Do you anticipate utilising any Shire toilets? Yes            No

Will you be making arrangements for the hire of portable toilets? Yes            No

## Traffic Management and Parking

Will you require large scale parking facilities at your event? Yes            No

## Waste and Litter

Will you require the use of Shire bins? Yes            No

Are you planning to bring in additional bins? Yes            No

Have you made allowance for recycling measures? Yes            No

## Working with Children Checks

Will there be any event staff or volunteers working at your event who regularly work with children or work in connection with a child care service and require a Working with Children Check? Yes            No

## Additional Information

Please provide any other information you feel may be relevant and not covered in the above questions or attach it to the questionnaire.