

Intention to Hold an Event Form

RETURN FORM TO
Horsham and Grampians Visitor Information Centre
O'Callaghan Parade, Horsham
P.O. Box 511 Horsham Vic. 3402 Ph. 03 5382 1832

Email form to: tourism@hrcc.vic.gov.au



Amended January 2020

This form must be completed if you are planning or organising an event in the Horsham Rural City Council Municipality.

YOU ARE REQUIRED TO LODGE THIS FORM A MINIMUM OF 12 WEEKS BEFORE YOUR EVENT.

Large or major events requiring a Planning Permit, etc may require a minimum of six months notification period.

Name of Event _____
Name of Organisation _____ ABN (if applicable) _____

Is the event organised and controlled by a non for profit community-based organisation? Yes / No

Contact Name _____

Address _____

Telephone _____ Mobile _____ Fax _____

Email Mandatory _____ Website _____

Location (s) of Event – Street / Road / Reserve (Do you have a confirmed venue / space booking for your event YES / NO)

Name (s): _____

Locality (s): _____

Proposed Date / s of Event Monthly Quarterly Annually Single Event

Event start date ___/___/___ Event end date ___/___/___ Event start setting up time _____ Event packing up time _____

Expected Audience Numbers _____ **Expected Event Participant Numbers** _____

Is entry to the event **Free** Yes / No or **Ticketed** Yes / No Cost \$

Brief Description and type of Event – describe the event and its main purpose:

Emergency Contacts

Will the event possibly require the service of the following emergency services?

If YES, you must contact each individual organisation listed below and advise them of your event.

Police 03 5382 9200 Yes No Ambulance 03 9090 5909 or email events@ambulance.vic.gov.au Yes No
Hospital 03 5381 9111 Yes No CFA 03 5382 6672 Yes No

DECLARATION & SIGNATURE BY INDIVIDUAL OR ON BEHALF OF ORGANISATION

Date Submitted _____ Event Organiser's Signature _____

I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation. By signing this document I will make a commitment to control the risks that have been identified in the risk assessment that I have provided to the council and I will implement the risk treatments.

Please note when finalised this form will be shared with other agencies such as the Emergency Services listed above.

IMPORTANT: If your event is held on public or Council owned land you are required to provide your Emergency Management Plan, which will be forwarded to the CFA, and your public liability insurance certificate for \$20 million.

Do you require any of the following promotional support? If so there may be a cost associated.

- Would you like assistance from Council to promote your event? Yes
- Do you require City entrance event signage? These will be at the event organisers cost. Yes
- Do you require promotional information packs? Yes
- Installation of Firebrace and Hamilton street banners / flags Yes
- (These are at the event organisers expense)

Do you require any of the following? If so there may be a cost associated.

- Access to power Yes
- Access to water – potable (drinking water) Yes
- Access to water – non potable: Yes
- Access through locked gates/ bollards Yes
- Access to public toilets Yes
- Provision of public toilets cleaning service Yes
- Site prepared cleaned / grass mowed Yes
- Will the event require security fencing barriers Yes
- Provision of Council waste receptacles (garbage bins) Yes
- Provision of **free** recycling trailer Yes
- Traffic signage Yes
- Road closure - signs Yes
- Reserved Parking Bays Yes
- Temporary footpath or street signs, Yes

Please note if declared highways are involved separate permission is required from VicRoads Horsham contactable on 03 5381 9400

Will your event have:

- Live or amplified music? Yes
- Rides or fairground attractions? Yes
- Other entertainment such as jumping castle? Yes
- Fireworks? Yes
- Animals? Yes
- Will food be sold at the event? Yes
- Will the event install portable toilets? Yes
- Will alcohol be served or sold or brought to the event? Yes
- Are there any road closures or changes to traffic conditions likely for your event? Yes
- Will there be camping provided on site? Yes
- Will the event be held on private land? Yes
- Any individual marquees, tents, and or prefabricated buildings greater then 100m2? Yes
- Any temporary stages or platforms, greater then 150m2? Yes
- Any temporary seatings stands for more than 20 people? Yes
- Does the event place have an area less than 500m2 (Eg. 20m x 25m) Yes
- Is the event catering for 5000 or more persons at any one time. Yes
- Will there be any structural building works or installations of signage? Yes
- Will a component of the event be held on a lake or river? Yes