



TEMORA

The Friendly Shire

Event Application

Please download and read the Event Application Supporting Document that can be found on our website. The Supporting Document and other associated forms can all be found at: <http://www.temora.nsw.gov.au/Apply/Hold-an-Event>.

1. Event Details

Event Name: _____

Event start date and time: ___/___/_____

Recurring dates: _____

Event end date and time: ___/___/_____

Location of event: _____

What date and time do you require access to the venue before the event?

___/___/_____

What date and time do you require access to the venue after the event?

___/___/_____

Description of event: _____

Estimated number of staff/volunteers: _____

Estimated number of attendees: _____

2. Event Organiser

Event Organiser: _____

Organisation name: _____

Organisation type:

Not for Profit

Charity

355 Committee

Church or community group

Registered business



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Contact phone number: _____

Contact email address: _____

Organisation address: _____

Contact number on the day of the event: _____

3. Insurance

Insurance company: _____

Policy number: _____

Policy expiry date: ___/___/_____

Value of insurance: _____

Name of person/organisation insured: _____

**Please attach a copy of your insurance policy to this application

4. Event requirements

4. a) Does your event require road closures? Yes No

If yes, please complete a Temporary Road Closure Form available on the website.

Road closures also require a Notice of Intention to Hold a Public Assembly form to be completed and sent to the Highway Patrol, local Police, and Transport for NSW. Contact details for these three entities are listed on our website.

4. b) Is your event to be held on Council property?

- Parks Temora Memorial Town Hall Sporting fields
 Hoskins Street Temora Recreation Centre No

4. c) Do you require additional garbage bins? Yes No



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4. c) Do you require additional garbage collection?

Yes

No

4. c) Please outline the cleaning management strategy in place to ensure event site is clear of waste following the event

***If you require more room for your Waste Management Strategy, please attach it to this application form.*

4. d) Does your event require the inclusion of any structures?

Scaffolding

View stand

Tents

Marquees

Stalls

None required

4. e) Are you planning on using amusement rides or fireworks as part of your event?

Amusement rides

Fireworks

None

4. e) Please list the amusement rides, supplier and their telephone number:

Amusement Ride

Supplier

Phone number

***Please attach an extended list of amusement rides if there is not enough room on this form.*



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4. e) If you propose to have a fireworks display, please provide the details of the person obtaining the permit to detonate the fireworks

Name: _____

Address: _____

Telephone number: _____

Proposed time of display (start and finish times): _____

Please select the appropriate box for type of permit held:

Local display permit

Professional - general permit

4. f) Will access by machinery/vehicles on surfaces other than roadways be required?

Yes

No

4. f) Describe the nature, size, and number of vehicles, number of vehicle movements and the purpose of access:

4. g) Will food be sold at your event?

Yes

No

4. g) If you propose to sell food at your event, please provide details:

4. h) Will alcohol be sold at your event?

Yes

No

***Please provide a copy of the liquor licence.*



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4. i) Will a public address system be used at your event?

Yes

No

4. i) Please provide details, including start and finishing times, for amplified sound:

*** Please attach a Noise Management Plan*

4. j) Do you require the use of power (where possible)?

Yes

No

4. j) Select what kind of power source you require:

Single phase

10 amp

15 amp

3-phase

4 pin

5 pin

4. j) Will a generator or other power source be used?

Yes

No

4. j) Do you require access to Council's power supply (where available)?

Yes

No

4. j) Do you require Council's fixed lighting where available (fees may apply)?

Yes

No

4. j) Please indicate the times required for lighting: _____

4. k) Do you require extra amenities to be provided on site?

Yes

No

4. k) Please provide details regarding the number of additional toilet facilities intended to be placed on-site and the name of the provider of the service. _____



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4. l) Do you require access to Council's water supply (where available)?

Yes No

4. l) Please indicate the extent and purpose of the water supply (fees may apply):

4. m) Do you require outdoor advertising signs or banners?

Yes No

4. m) Please provide details of signs and/or banners: _____

4. m) Please provide details of the proposed location of the signs: _____

*** Please attach a site map of your event*

CHECKLIST

Have you included:

- Site map
- Insurance details
- Liquor Licence
- List of amusement ridea
- Waste Management Strategy

Have you notified emergency services of your event (Police, Fire Department, Ambulance)?

Yes No

Signature: _____

You now need to submit your application with Council who will assess the application. If you have further questions about your application, please call Council on 02 6980 1100.