



RUNNING AN EVENT IN THE FORBES SHIRE

A quick and easy guide with all of the application forms needed to host your event.



EVENT APPLICATION

TELL US ABOUT YOUR EVENT

Thank you for your interest in holding an event in the Forbes Shire. Events add to our Shire's economy and contribute to maintaining our vibrant community. Forbes Shire Council is committed to supporting events in our Shire and delivering exceptional customer service. By completing this application we can ensure we understand the nature of your event and the services and support you may need from Council to successfully host your event.

It is critical that you plan early. A hastily planned event won't achieve what you want and could be wasted effort. Start planning early and make use of Council's Events Officer for advice.

This application will identify if your event will require planning and development approvals. Event organisers are encouraged to submit this application at their earliest convenience so that any approvals can be undertaken in a timely fashion, as the approval process can be quite lengthy. If approvals are necessary the Events Officer will facilitate a meeting with Council's Town Planners at a mutually convenient time.

Please note for all events Council requires a certificate of currency and policy schedule for public liability insurance and a risk assessment. Once your application has been submitted, Council's Events Officer will be in contact and can advise the next steps in organising your event in the Forbes Shire.

If you have any questions regarding this application or hosting an event in the Forbes Shire please contact Council's Events Officer on 02 6850 2300 or email events@forbes.nsw.gov.au

PART A



EVENT APPLICATION FORM

01. EVENT INFORMATION

Name of Event			
Type of Event			
Event is	Off Street	On Street Moving	On Street Non-moving
Date(s)			
Event Location			
Times			

02. APPLICANT INFORMATION

Event Applicant Name <i>(Eg. Business/Club/Group/Name)</i>		
Postal Address		
Phone		Mobile
Email		
Is this a community based club/group/organisation/association or sporting body?	Yes	No

03. EVENT COORDINATOR DETAILS

Event Coordinator Name <i>(must be an individual)</i>	
Position	
Postal Address	
Phone	Mobile
Email	

04. BILLING INFORMATION

Organisation Name	Contact Name
ABN/ACN <i>(if applicable)</i>	
Postal Address	
Phone	Mobile
Email	
<i>Please note, if you wish to hire Council equipment or venue you will be required to pay bond & hire fee prior to hire date.</i>	

05. VENUE

Please indicate the venue you wish to hire (if applicable)	<i>Please specify below</i>
Town Hall / Concourse	Sporting Field:
Youth & Community Centre	Park:
Committee Room	Other:
Council Chambers	Non-council / private venue:
Do you require the use of	Heating Cooling

06. ADDITIONAL EQUIPMENT

Please note additional fees apply. Please refer to adopted Council's Fees & Charges *(see page 12)*.

Chairs (Qty)	Gazebo (3m x 3m)	Amazing	FSC
Tables (Qty)	Gazebo (6m x 3m)	Amazing	FSC
Portable Stage	Movie Screen	Indoor	Outdoor
Sound System	BBQ		
Popcorn Machine (machine only)	Use of Electric Keyboard		
Red Umbrellas (Qty)	Use of Grand Piano		

07. EVENT OVERVIEW

Briefly describe your event

Event dates/times

When will you be setting up?	Date:	Time:
When does your event start?	Date:	Time:
When does your event finish?	Date:	Time:
When will you finish packing up?	Date:	Time:
Desired key collection details	Date:	Time:

Key collectors details if different from event coordinator

Contact Name Phone

Email

Event history

Has this event been held before? Yes No

If yes, when and where was it last held?

One-off event Regular event. If regular, please specify below

Day/s: Time:

Who will attend your event?

Estimated number of attendees?

Provide details if possible (*who will your spectators/participants be?*)

If your event is expecting 200 or more people a Development Application will be required. If the event is open to the public you will need to complete a Schedule 1 Form - Notice of Intent to hold a Public Assembly which will need to be submitted to Council's Events Officer along with this application.

Event entry

Is your event ticketed?	Yes	No	Will the event be enclosed or substantially enclosed by a fence, barrier or other feature?	Yes	No
			Is the event footprint/area larger than 500m ² ?	Yes	No

Details / Ticket Price:

Council Support

Do you want Council to promote your event in the *What's On* events guide? Yes No

Please provide link to the event website:

Do you have Social Media accounts? Yes No

Please list your social media tags / handles:

Please note Forbes Shire Council often shares events happening within the Shire on the FSC Facebook page, although we cannot guarantee this.

Do you require civic support? Yes No

Eg. Civic reception, Mayoral welcome/opening, Councillor attendance. (*Support is subject to availability and appropriate circumstance*).

Details:

08. RISK MANAGEMENT

As part of your Risk Management obligation, evidence of the following must be attached to the Event Application:

- A copy of your Public Liability Insurance and policy wording (Policy must be valid at the time of your event and provide indemnity for not less than \$20 million). Your Public Liability must name Forbes Shire Council as an interested party on the policy.
- Evidence of an assessment of the risks associated with staging your event.

EVENT SAFETY CHECKLIST

Items to consider when preparing the risk assessment for your event. (see page 25 for example)

Do you have appropriate insurance cover?	Have you met the needs of people with disabilities?
Have you obtained permission from the land/venue owner?	Will the site withstand adverse weather or is a back-up plan required?
Do you have an emergency evacuation plan including a muster point?	Will electrical cords and equipment be protected from rain/water?
Have you identified all emergency exits?	Will alcohol be sold/provided at the event? Have you obtained the appropriate liquor licence?
Do you know where all entrances and exits are on site?	Will adequate bins be placed around the site to control waste?
Can emergency services vehicles access and depart the site easily?	Are there enough toilet facilities at the site?
Do you have adequate first aid facilities?	Do you know how many people will be attending?
Do you have a fire control plan?	Will you require assistance for crowd control?
Has the site been inspected for dangerous objects?	Do you have crowd control plans?
Any Road Closures will require assessment by Forbes Traffic Advisory Committee	Are you sure this site is the most suitable location for your event?
Will your event impact traffic or roads around the event site?	Do you require road closures?
Do you require traffic management?	Will there be enough lighting for visibility?

09. EVENT INFRASTRUCTURE

Please provide an aerial view site plan of your event venue with the location of each item below that you are planning to include.

Are you installing fencing or temporary barriers?	Yes	No
If yes, please list type (star pickets, free standing etc), number and size. <i>(Include fencing locations on proposed site plan)</i>		
Are you installing marquees/gazebos?	Yes	No
If yes, list each marquee/gazebo size(s). <i>Include all marquee location(s) on your proposed site plan. Please note you cannot penetrate the ground with tent pegs on Council controlled land, marquees must be weighted. The use of pegs may be permitted with written permission from Council. Fees may apply for locating services such as irrigation & underground electricity.</i>		
Are you installing stage(s)?	Yes	No
If yes, please describe each stage size and height. <i>(Include stage locations on your proposed site plan)</i>		

Are you installing temporary grandstand style tiered seating?	Yes	No
If yes, please list type and size. <i>(Include seating locations on your proposed site plan)</i>		
Are you installing prefabricated building(s)?	Yes	No
Details:		
Will the event generate dust?	Yes	No
If yes, how will you minimise this?		
Will there be jumping castles/inflatable items?	Yes	No
If yes, describe each one, including details of trained operator (include operators public liability) <i>(Include inflatables locations on your proposed site plan)</i>		
Will there be mechanical rides/amusements?	Yes	No
If yes, describe each one, including details of trained operator (include operators public liability) <i>(Include ride locations on your proposed site plan)</i>		
Do you have a weather condition contingency plan?	Yes	No
Details:		
What signage will be used for your event?		
Details:		
What other infrastructure are you using?		
List type, size and number of additional infrastructure. <i>(Include all locations on your proposed site plan)</i>		

10. TRAFFIC MANAGEMENT

Could your event impact the normal use of roads in and around your event site?	Yes	No
If yes, show on your Site Map, and on separate Traffic Control Plan or Traffic Management Plan:		
<ul style="list-style-type: none"> • Please list the roads and/or car parking bays may be impacted or closed • Show the direction/course/usage of the roads including any start/finish areas • Show where you suggest the public and participants park • Show where you suggest the contractors and event staff park during the event 		
<p><i>Please note: If you are proposing to close a road or change normal traffic conditions, you will be required to provide a traffic management plan that should be developed by a qualified traffic management consultant. This can be developed by Council, fees will apply. Please also note that traffic management plans are required to be submitted to Council at least six months prior to the event date to allow time for approval by the Traffic Advisory Committee.</i></p>		

11. SERVICES

Do you wish to access electrical outlets at the venue?	Yes	No
If yes, list each piece of electrical equipment you will use and their amperage requirements. <i>(Include power outlet site location/s on your proposed site plan)</i>		
Emergency Management		
Will you have First Aid Officers and equipment onsite?	Yes	No
Details:		
Do you have an Evacuation Plan? <i>(Include on proposed site plan)</i>	Yes	No
Details:		
Do you wish to access water outlets at the venue?	Yes	No
If yes, list what you will use the water for, and which water points/taps you wish to access. <i>(Include water outlet site location(s) on your proposed site plan)</i>		

12. WASTE MANAGEMENT / TOILETS

Do you wish to access public toilets at the venue?	Yes	No
Details:		
Do you require additional cleaning of the toilets during your event? <i>(Fees apply)</i>	Yes	No
Details:		
If you require additional toilets, how many and where will you locate these portable facilities? <i>(Toilets to be sourced by event coordinator. (Include all toilet location(s) on your proposed site plan)</i>		
Have you considered disabled access and amenities?	Yes	No
Details:		
Do you wish to access existing bins at the venue?	Yes	No
If yes, consider if they are adequate for the expected level of waste.		
If no, how will you manage the waste?		
Will you require additional bins?	Yes	No
If yes, how many? <i>(Fees apply)</i>		

13. FOOD AND BEVERAGE

Will food be available at the event?	Yes	No
If yes, complete details below, please attach a separate sheet if additional vendors: <i>(Include all vendor public liability and location(s) on proposed site plan)</i>		

Vendor Business Name:	Vendor Business Name:
Type of food offered:	Type of food offered:
Vendor contact phone:	Vendor contact phone:
Vendor contact email:	Vendor contact email:

Vendor Business Name:	Vendor Business Name:
Type of food offered:	Type of food offered:
Vendor contact phone:	Vendor contact phone:
Vendor contact email:	Vendor contact email:

Will alcohol be available at the event?	Yes	No
If yes, please answer the following questions.		
Name and contact details of party holding the liquor licence <i>(Council will require a copy of the liquor licence)</i>		
If alcohol is to be served at the event and the venue is an alcohol free zone, please include a letter to the General Manager requesting that the zone be lifted for the duration of the event.		
Will the alcohol be sold?	Yes	No
How many individual alcohol outlets will there be?		
What types of alcohol will be available?		
What Risk Management strategies do you have in place regarding alcohol?		
Details:		

14. ENTERTAINMENT MANAGEMENT

Will there be animals involved in your event?	Yes	No
If yes, list nature of animal involvement and details of trained operator (include operators public liability) <i>(Include location(s) on proposed site plan)</i>		
Will there be fireworks or other pyrotechnics?	Yes	No
If yes, list type of fireworks and details of trained operator (include operators public liability and Notification of Pyrotechnics Display issued by SafeWork NSW) <i>(Include the fireworks launch site and fall out area on your proposed site plan)</i>		
Will there be amplified sound such as music, announcements or presentations?	Yes	No

If yes, list the following:

Nature of amplified sound (music, announcements, etc)

Duration of amplified sound (occasional announcements, ongoing music etc)

Will you need to hire Council's Sound System? (Fees apply)

Yes

No

Details:

15. DRONE USAGE

If you are planning to use a drone at your event, Civil Aviation Safety Authority must be contacted for approvals, this approval should be added to your Events Application to inform Council.

Drone usage requires a licence and CASA approval, must be included in your Risk Assessment (flight plan included) and be noted on your Public Liability.

16. ADDITIONAL INFORMATION

Is there any other information you would like to tell us about your event?

17. ATTACHMENT CHECKLIST

Public Liability

Risk Assessment

Traffic Management Plan

Signed User Agreement

Schedule 1 Form

Site Plan (*Plans DO NOT need to be to scale but should include dimensions and distances where possible*). Council can supply an aerial image for you to use or can assist with site plans if required

Council's Events Officer will contact you to book a site meeting if you are using a Council venue.

USER AGREEMENT

Please read these Conditions of Hire carefully and sign.

STANDARD CONDITIONS OF HIRE

1. Each user must sign the agreement and comply with the conditions of hire and any additional special conditions that are determined by Council.
2. All fees will be paid prior to the event / activity unless Council approves an invoice to be issued.
3. The hirer agrees to use only that part of the facility nominated in the agreement form for which a fee will be charged.
4. Hirers must ensure they obtain the necessary permits for their activities Eg. Liquor Licence and for their own protection ensure that;
 - a) They are familiar with the Harm Minimisation and Responsible Service of Alcohol clauses covered by the Liquor Act 2007 and the Liquor Regulation 2008. It is an offence for alcohol to be served to minors (people under 18 years of age). Refer to Liquor & Gaming NSW 1300 024 720 www.liquorandgaming.nsw.gov.au
 - b) If alcohol is being sold (this includes a free drink with an entry fee or fee for a meal that includes alcohol) a current limited liquor licence must held.
 - c) Any additional services or contractors engaged by the Hirer must have appropriate public liability insurance cover (minimum of \$20 million) and a function licence if required.
 - d) Council must be informed of any event in which additional services, entertainment etc will be conducted at a Council facility. The hirer must contact Council if in any doubt as to the requirements.
5. It is the responsibility of the hirer/user to ensure that all people participating in the activity conduct the activity in an appropriate and responsible manner in accordance with any rules governing the activity and do not create a health or safety risk to themselves or other persons using or visiting the facility.
6. The user/hirer must report to Council all major/critical/serious incidents involving a person on Council property or Council assets as soon as possible to the Events Officer.
7. All hirers/users must maintain a public liability insurance policy for a minimum of \$20 million as coverage for all actions, costs, claims, damages, charges and expenses which may be brought, made or claimed against the hirer in relation to the activity. Any hirer/user that has employees engaged in activities at the facility must provide a copy of their Worker's Compensation Policy as required by law. Copies of these insurances must be provided to Council prior to any use of the facility. Any organisation that engages volunteers should have volunteer insurance of sufficient coverage.
8. **NO ADDITIONAL KEYS CAN BE CUT BY THE HIRER.** A hirer or person nominated by the hirer may collect the key(s) and sign out/in the nominated key(s) during office hours (8:30am-5.00pm) at Council's administration office.
9. All music played must be kept to a level that avoids disruption to nearby residential areas. The facility must be vacated by the time listed for the event and at the end of the hire agreement.
10. The person or group signing this agreement shall be held responsible for the cleanliness of the facility. Failure to leave the facility in a clean and safe condition will result in the hirer paying for a cost of cleaning the facility or losing bond paid.
11. Council will not be liable for the damage or loss of equipment brought and / or left on the premises. Each hirer must have their own contents insurance if cover for items is required.
12. The emergency exits and walkways must be kept clear at all times.
13. When leaving the facility please ensure the building is secure, windows and doors etc are locked and heating and cooling systems have been switched off.
14. Council or any of its officers may refuse any booking or cancel a booking without providing any reason to the hirer and shall in no way be liable for any loss or damage suffered by the hirer or any firm or corporation supplying any article or service to the hirer.
15. The hirer must also acknowledge that venues such as the Town Hall are the local Emergency Management Centre during times of natural disaster such as flood. If this occurs the Town Hall will be unavailable for hire at potentially short notice.
16. Council requires all regular venue users and event contractors to supply copies of their public liability insurance policy (\$20 million) and schedule, along with a signed copy of the user agreement each financial year.

17. SIGNATURE OF APPLICANT

Name	Date
Signature	

FEES AND CHARGES

TOWN HALL HIRE CHARGES PRIVATE & BUSINESS USE	Amount (\$)
1st Hour	84.00
2nd (and subsequent hours)	58.00
Full Day	473.00
Damage	At cost

TOWN HALL HIRE CHARGES COMMUNITY GROUPS	Amount (\$)
1st Hour	48.00
2nd (and subsequent hours)	36.00
Full Day	274.00
Damage	At Cost

EQUIPMENT HIRE (internal) Not to leave the Town Hall	Amount (\$)
Grand Piano	132.00
Pipe Organ	132.00
Loss or Damage (replacement)	At Cost

EQUIPMENT HIRE (external)	Amount (\$)
Movie Screen (Indoor - including set up & pack down)	322.00
Movie Screen (Outdoor - including set up & pack down)	322.00
Giant Games	20.00
Large Round Tables	20.00
Portable Dance Floor (5.5m x 5.5m) per day	500.00
White Folding Chairs	5.00
Gazebo (3m x 3m) Branded	11.00
Gazebo (6m x 3m) Branded	27.00
Gazebo (3m x 3m) Branded (set up & pack down by Council)	99.65
Gazebo (6m x 3m) Branded (set up & pack down by Council)	108.00
1.8m Tables (each)	4.00
Table Cloths (White or Black) each	4.00
Chairs (each)	1.20
Chair Covers (White or Black) each	3.00
Chairs Sashes (Red, Purple or Blue) each	1.50
Red Umbrellas (each)	27.00
Portable Sound System (per hour)	111.00
Portable Stage (including set up & pack down <i>within town limits</i>)	315.00
<i>Two Seater Paddle Boats (life jackets included, own Pick Up) per hour</i>	40.00
Loss or Damage (replacement)	At Cost
Replacement of broken glassware	At Cost

YOUTH & COMMUNITY CENTRE PRIVATE & BUSINESS USE	Amount (\$)
Per Hour	26.00
Half Day	59.00
Full Day	103.00
Damage	At Cost

YOUTH & COMMUNITY CENTRE COMMUNITY GROUPS	Amount (\$)
Per Hour	8.50
Half Day	27.00
Full Day	45.00
Damage	At Cost

DEPOSITS/BONDS	Amount (\$)
Bond for use of any of the external equipment that may leave the Town Hall	250.00
Town Hall / Concourse Bond	243.00
Youth & Community Centre Bond	238.00
Damage	At Cost

ADDITIONAL CHARGES	Amount (\$)
Additional cleaning (per hour)	95.00
Hall set-up/pack-up	120.00

TRAFFIC CONTROL PLANS	Amount (\$)
Review & modify existing Traffic Control Plan	59.00
Develop basic Traffic Control Plan	121.00
Develop complex Traffic Control Plan	362.00
Develop Traffic Management Plan (including TCP)	605.00

SPECIAL EVENTS WASTE	Amount (\$)
Supply, empty & remove bins 240L (red or yellow) per bin	26.00
Each additional bin empty - weekday	4.00
Each additional bin empty - weekend or public holiday	16.00

NOTE: Hire for period in excess of a weekend (2 days) to be charged at the daily rate less 20%.

GUIDELINES

The tables provide guidelines that may help with your event planning.

APPROVALS

APPLICATION / APPROVAL TYPE	MINIMUM TIME FRAME BEFORE EVENT
Approval to install and operate amusement device (i.e. Section 68 approval)	10 working days
Temporary food permit	10 working days
Filming proposal	10 working days
Alcohol / Liquor Licence	30 working days
Development Application	6 weeks
Temporary suspension of an existing alcohol free zone	12 weeks
Road closure / Traffic Management Plan	6 months

WASTE MANAGEMENT

WASTE MANAGEMENT (per 100 attendees)	
General Waste	6 x 240L, if food and drinks are served/sold
Recycling	Depending on event, may be appropriate

PUBLIC TOILETS

NO ALCOHOL			ALCOHOL	
People	Male	Female	Male	Female
0 - 500	3	6	11	13
500 - 1000	6	9	15	16

FIRST AID

PATRONS	FIRST AIDERS	FIRST AID POSTS
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2

Forbes Shire Council's Events Officer is available to assist: (02) 6850 2300 or events@forbes.nsw.gov.au

EVENT EVALUATION

When your event is over and your guests have gone home, it's important that as a team you take five minutes to look at how your event went. Council's Events Officer can help. An event evaluation can be as simple and easy as jotting down a few ideas in the two lists below.

WHAT WERE YOU TRYING TO ACHIEVE?

What worked?	What did not?

This is a great learning tool for when you go to plan and host your next event.

If you have any questions regarding this application or hosting an event in the Forbes Shire please contact Council's Events Officer on 02 6850 2300 or email events@forbes.nsw.gov.au



FORBES SHIRE COUNCIL

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