



# **RUNNING AN EVENT IN THE FORBES SHIRE**



# EVENTS FORM

## 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 communities. Forbes Shire Council is committed to supporting events in our Shire and delivering exceptional customer service. By completing this form we can ensure we understand the nature of your event as the services and support you may need from Council to successfully hold your event.

This form will identify if your event may require planning and development approvals. Event organisers are encouraged to submit this form 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 policy schedule for public liability insurance and a risk assessment. Once your forms have 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 form 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](mailto:events@forbes.nsw.gov.au)

# PART A



# EVENT APPLICATION FORM

## 01. EVENT INFORMATION

|                |
|----------------|
| Name of Event  |
| Type of Event  |
| Date(s)        |
| Event Location |
| Times          |

## 0.2 APPLICATION INFORMATION

|   |       |    |
|---|-------|----|
| Event Applicant Name <i>(E.g Business/Club/Group Name)</i>                      |       |    |
| ABN/ACN <i>(If applicable)</i>  |       |    |
| Postal Address  |       |    |
| Phone   | Email |    |
| Is this a community based Club/Group/Organisation/Association or Sporting body? | Yes   | No |

## 0.3 EVENT COORDINATOR DETAILS

|                        |        |
|------------------------|--------|
| Event Coordinator Name |        |
| Position               |        |
| Address                |        |
| Phone                  | Mobile |
| Email                  |        |

## 0.4 BILLING INFORMATION

|   |        |
|---|--------|
| Organisation Name   | ABN    |
| Contact Name  |        |
| Postal Address  |        |
| Email   | Mobile |
| <i>Please note you will be required to pay bond &amp; hire fee prior to hire.</i> |        |

## 0.5 VENUE

|  |                             |
|--|-----------------------------|
| Please indicate the venue you wish to hire |                             |
| Town Hall                                  | Sporting Field:             |
| Concourse                                  | Park:                       |
| Youth & Community Centre                   | Other:                      |
| Committee Room                             | Non-council / private venue |
| Council Chambers                           |                             |

## 0.6 ADDITIONAL EQUIPMENT

Please note additional fees apply. Please refer to Fees & Charges under Resources

|                                |                     |         |         |
|--------------------------------|---------------------|---------|---------|
| Chairs (Qty)                   | Gazebo (3m x 3m)    | Amazing | FSC     |
| Tables (Qty)                   | Gazebo (6m x 3m)    | Amazing | FSC     |
| Portable stage                 | Movie Screen        | Indoor  | Outdoor |
| PA                             | Grand Piano         |         |         |
| Heating Cooling                | Electrical Keyboard |         |         |
| Popcorn machine (machine only) | BBQ                 |         |         |
| Umbrellas (Qty)                |                     |         |         |

## 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: |
| 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?                   |       |
| Regular event or one-off event? If regular, please specify |       |
| Day/s:   | Time: |

### Who will attend your event?

|   |  |
|---|--|
| Estimated number of attendees?  |  |
| Provide details if possible (spectators/participants)   |  |
| <i>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 Notice of Intent to hold a Public Assembly form which will need to be submitted to the Police and provide Council a copy of Police Authorisation.</i> |  |

### Event entry

|          |     |    |  |     |    |
|----------|-----|----|--|-----|----|
| Free     | Yes | No | Will the event be enclosed or substantially enclosed by a fence, barrier or other feature? | Yes | No |
| Details: |     |    | Is the event footprint/area larger than 500m <sup>2</sup> ?                                | Yes | No |

### Council Support

|  |     |    |
|--|-----|----|
| Do you want Council to promote your event? | Yes | No |
| <i>What's On</i> events guide?             |     |    |
| Do you have Social Media accounts?         | Yes | No |
| Please list your social media tags:        |     |    |
| Please provide link to the event website:  |     |    |

### Civic Support?

|  |    |
|--|----|
| Yes  | No |
| E.g Civic reception, Mayoral welcome/opening, Councillor involvement. Support is subject to availability and appropriate circumstance. |    |

## 08. RISK MANAGEMENT

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

- A copy of your Public Liability Insurance (Policy must be valid at the time of your event and provide indemnity for not less than \$20,000,000.
- Evidence of an assessment of the risks associated with staging your event.

## 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.<br><i>Include fencing locations on proposed site plan.</i>   |     |    |
| Are you installing marquees?   | Yes | No |
| If yes, list each marquee size(s).<br><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.</i> |     |    |
| Are you installing stage(s)?   | Yes | No |
| If yes, please describe each stage size and height.<br><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.<br><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.<br><i>(Include inflatables locations on your proposed site plan.)</i>  |     |    |

|  |     |    |
|--|-----|----|
| Will there be mechanical rides?  | Yes | No |
| If yes, describe each one, including details of trained operator<br>(Include ride locations on your proposed site plan.) |     |    |
|  |     |    |
| 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.<br>(Include all locations on your proposed site plan.)          |     |    |
|  |     |    |

## 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, or separate Traffic Management Map   |     |    |
| <ul style="list-style-type: none"> <li>• What roads and/or car parking bays may be impacted or closed</li> <li>• Show the direction/course/usage of the roads including any start/finish areas</li> <li>• Show where you suggest the public and participants park</li> <li>• Show where you suggest contractors and event staff park</li> </ul> |     |    |
| <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.</i>  |     |    |

## 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.<br>(Include power outlet site location/s on your proposed site plan.) |     |    |
|   |     |    |
| <b>Emergency Management</b>   |     |    |
| Will you have First Aid?  | Yes | No |
| Details:  |     |    |
|   |     |    |
| Do you have an Evacuation Plan?<br>(Include on proposed site plan.)   | 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.<br><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:  |     |    |
| If you require additional toilets, how many and where will you locate your 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?  | 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, if so how many? <i>(Fees apply)</i>   | Yes | No |
|   |     |    |

## 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 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<br><i>(Council will require a copy of the liquor licence.)</i>                            |     |    |
| If 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?   |     |    |

#### 14. ENTERTAINMENT MANAGEMENT

|  |     |    |
|--|-----|----|
| Will there be animals?   | Yes | No |
| If yes, list nature of animal involvement and details of trained operator<br><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<br><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 PA system?   | Yes | No |
| Details:   |     |    |

#### 15. ADDITIONAL INFORMATION

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

## 16. ATTACHMENT CHECKLIST

|                  |                 |                         |                       |
|------------------|-----------------|-------------------------|-----------------------|
| Public Liability | Risk Assessment | Traffic Management Plan | Signed User Agreement |
|------------------|-----------------|-------------------------|-----------------------|

**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) Be 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 minor (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 dollars) 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 twenty million dollars (\$20,000,000) as coverage for all actions, costs, claims, damaged, charges and expenses whatsoever 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 the council administration centre.
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.
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 this item 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, doors etc are locked.
14. Council or any of its officers may refuse any booking or to 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 (\$20M) 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<br>PRIVATE & BUSINESS USE | Amount (\$) |
|--|-------------|
| 1st Hour   | 86.70       |
| 2nd (and subsequent hours)                       | 65.15       |
| Full Day   | 499.10      |
| Damage   | At cost     |

| TOWN HALL HIRE CHARGES –<br>COMMUNITY USE | Amount (\$) |
|---|-------------|
| 1st Hour                                  | 43.60       |
| 2nd (and subsequent hours)                | 32.55       |
| Full Day                                  | 249.55      |
| Damage                                    | At Cost     |

| EQUIPMENT  | Amount (\$)   |
|--|---------------|
| Movie Screen (Indoor)  | 300.00        |
| Movie Screen (Outdoor)   | 300.00        |
| Popcorn Machine  | 61.60         |
| Beach Chairs (each)  | 10.00         |
| Grand Piano ( <i>not to leave Town Hall</i> )                      | 120.15        |
| Pipe Organ ( <i>not to leave Town Hall</i> )                       | 120.15        |
| BBQ  | 10.00         |
| Electric Key Board   | 50.00         |
| Gazebo (3m x 3m) Amazing   | 10.00         |
| Gazebo (3m x 3m) FSC   | 10.00         |
| Gazebo (6m x 3m) Amazing   | 10.00         |
| Gazebo (6m x 3m) FSC   | 10.00         |
| Tables   | 6.00          |
| Chairs   | 0.65          |
| Umbrellas  | 25.00         |
| Portable sound system  | 100.50 / hour |
| Portable stage set up & pack down<br>( <i>within town limits</i> ) | 960.00        |
| Damage   | At Cost       |

| DEPOSITS/BONDS   |         |
|--|---------|
| Bond for use of any of the above items that may leave the Town Hall (exceptions apply to use of piano or organ by Council staff/ contractor musicians) | 250.00  |
| Town Hall  | 238.00  |
| Concourse  | 119.00  |
| Loss or Damage (replacement)   | At Cost |

| YOUTH & COMMUNITY CENTRE<br>PRIVATE & BUSINESS USE | Amount (\$) |
|--|-------------|
| Per Hour   | 20.50       |
| Half Day   | 54.65       |
| Full Day   | 95.50       |
| Bond   | 244.45      |
| Damage   | At Cost     |

| YOUTH & COMMUNITY CENTRE<br>COMMUNITY GROUPS | Amount (\$) |
|--|-------------|
| Per Hour                                     | 7.25        |
| Half Day                                     | 25.10       |
| Full Day                                     | 41.00       |
| Bond   | 244.45      |
| Damage                                       | At Cost     |

| HEATING/COOLING/CLEANING                     | Amount (\$) |
|--|-------------|
| Use of Heating System (per hour)             | 43.60       |
| Use of Cooling System (per hour)             | 28.90       |
| Additional cleaning (per hour)               | 43.60       |
| Attendant on Duty - (hourly rate per person) | 54.65       |
| Hall set-up/pack-up                          | 108.85      |
| After hours unlock/lock up fee per call out  | 54.65       |

| TRAFFIC CONTROL PLANS                         | Amount (\$) |
|---|-------------|
| Review & Modify existing Traffic Control Plan | 55.00       |
| Develop basic Traffic Control Plan            | 110.00      |
| Develop complex Traffic Control Plan          | 330.00      |
| Develop Traffic Management Plan               | 550.00      |

| SPECIAL EVENTS WASTE                                 | Amount (\$) |
|--|-------------|
| Supply, install, remove & empty bins (red or yellow) | 22.00 / bin |

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

Where additional cleaning is required, the hirer will be charged the full cost.

## APPROVALS

| APPLICATION / APPROVAL TYPE  | MINIMUM TIMEFRAME 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 COLLECTION (Bins per 100 attendees) |  |
|---|--|
| General waste                             | 2 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 |
| <500       | 3    | 6      | 11      | 13     |
| <1000      | 6    | 9      | 15      | 16     |

## RISK MANAGEMENT

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

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



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