

**PRELIMINARY EVENT APPLICATION**

Each event is assessed individually against the Event Consideration Matrix within Council's Framework. Your event will then be classed as either; Owned, Partnered, Supported or Approved by Bathurst Regional Council before being integrated into the annual planning and budget cycle.

<b>Event Details</b>			
<b>Name of Event</b>	.....		
<b>Type of Event</b>	.....		
<b>Provide a brief description of the event</b>			
..... ..... ..... ..... .....			
<b>What is the aim/purpose of the event</b>			
..... ..... ..... ..... .....			
<b>What are your 3 key objectives</b>			
..... ..... ..... ..... .....			
<b>Location</b>	.....		
<b>Date (start – finish)</b>	.....		
<b>Time (including setup/dismantle)</b>	.....		
<b>Expected number of participants</b>	.....	<b>Expected number of spectators</b>	.....
<b>Name of Event Organiser</b>	.....		

**Council Involvement**

- |                                     |  |   |   |
|-------------------------------------|--|---|---|
| <input type="checkbox"/> Financial  | <input type="checkbox"/> Councillor    | <input type="checkbox"/> Staff (direct) | <input type="checkbox"/> Staff (in-direct)        |
| <input type="checkbox"/> Department | <input type="checkbox"/> Facility/Park | <input type="checkbox"/> Equipment      | <input type="checkbox"/> Marketing and Promotions |

<b>Comments</b>	..... ..... ..... .....
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**Benefit**

**Describe the economic benefit your event will deliver to local business and/or the local region**

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**Describe the social benefit your event will deliver to the local community**

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**Location Hire**

<b>Will the event utilise a Council owned facility/park/sportsground?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Note:** Please refer to Guide 4 of the Event Guide for necessary steps to take when booking a Council owned facility.

**Structures**

<b>Will there be stallholders as part of your event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Provide details including number and dimensions of structures**

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.....  
.....

**Amusement Device**

<b>Do you propose to have amusement devices?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Note:** Consult Guide 6 of the Event Guide for approvals and needed.

**Temporary Signage**

<b>Will outdoor signage be erected for the event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Note:** Please refer to Guide No 4 of the Event Guide for necessary steps to take before installing signage.

<b>Road Closures</b>	
<b>Do you require full or partial temporary road closures?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please provide details</b>	
..... ..... ..... ..... .....	
<b>Note:</b> Please refer to Guide No 5 of the Event Guide for necessary steps and approvals needed.	
<b>Sale of Food</b>	
<b>Is it proposed to sell or give away food or drink?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please provide details</b>	
..... ..... ..... ..... .....	
<b>Note:</b> Please refer to Guide No 7 of the Event Guide for necessary steps and approvals needed.	
<b>Alcohol</b>	
<b>Will alcohol be sold or supplied at the event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note:</b> Please refer to Guide No 8 of the Event Guide for necessary steps and approvals needed.	
<b>Entertainment</b>	
<b>Will there be musical performances or entertainment?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Power</b>	
<b>Do you require the use of Council's power supply (where available)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will a generator be used?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Water</b>	
<b>Does the event require access to Council's water supply (where available)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does the event require a bubbler for human consumption (where available)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Waste Management</b>	
Will you require additional bins or waste removal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe what waste management will be implemented at the event (i.e. additional bins, recycling, post event cleaning)	
..... ..... ..... ..... ..... .....	
<b>Amenities</b>	
Does the event require access to Council's amenities (where available)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Filming and Photography</b>	
Is commercial photography proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is commercial filming proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Security</b>	
Please describe your proposed security plan for the event	
..... ..... ..... ..... ..... .....	
<b>Accessibility</b>	
Please outline preliminary consideration for accessibility (i.e. wheelchairs and pram access)	
..... ..... ..... ..... ..... .....	
<b>Note:</b> Please refer to Guide No 9 of the Event Guide for suggested considerations.	
<b>Promotion</b>	
Do you require Council to further promote your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note:</b> Please refer to Guide No 12 of the Event Guide for possible available advertisement spots.	
Is it proposed the event will utilise the William Street Banner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it proposed the event will utilise the Lamp Standards for flags?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note:</b> Please refer to Guide No 4 of the Event Guide for necessary steps and approvals needed.	

**Attachments**

Applications will only be considered if all documents are attached

- Letter addressed to General Manager
- Letter of support from community/target audience
- Site Plan
- Risk Management Plan
- Public Liability Insurance
- Additional information (i.e. Event plan)

**Your Details**

<b>Given Name</b>	.....				
<b>Surname</b>	.....				
<b>Address</b>	.....				
<b>Suburb</b>	.....	<b>State</b>	.....	<b>Postcode</b>	.....
<b>Postal Address</b>	.....				
<b>Suburb</b>	.....	<b>State</b>	.....	<b>Postcode</b>	.....
<b>Phone</b>	.....				
<b>Mobile</b>	.....				
<b>Email</b>	.....				
<b>Signature</b>	.....				

*The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.*