The purpose of this Public Event Management Approval Form is to assess public events proposed on MWPA land.

| Section 1. Event Details | | | | |
| --- | --- | --- | --- | --- |
| Name of Event | Event Name | Type of Event | Type of Event | |
| Applicant name | Contact | Proposed Day/Date | Day | date |
| Location | Location | Duration | Duration | |

| Section 2. Administration Considerations | | | | | |
| --- | --- | --- | --- | --- | --- |
| Queries | | | Yes | No | Comments/Details |
| Can the general public attend this event?  If yes, provide details on how crowd numbers will be managed. | | |  |  | Click or tap here to enter text. |
| Number of Attendees expected | Adults | Number | Children | | Number |
| Will this event be advertised publicly?  If yes, provide details. | | |  |  | Click or tap here to enter text. |
| Are you charging for entry/ tickets to this event? If so, how much?  (Detailed costs must be included in Event Management Plan) | | |  |  | Cost – $ 000.00 |
| What is the purpose of this event?  (Detailed description must be included in Event Management Plan) | | |  |  | Click or tap here to enter text. |
| What is the expected bump in/ bump out times? | | |  |  | Number |
| Can you provide Public Lability Insurance? If yes, are there any additional insurance requirements? | | |  |  | Click or tap here to enter text. |

| Section 3. Operational Considerations | | | |
| --- | --- | --- | --- |
| Please provide detailed descriptions for all questions in this section | Yes | No | Comments/Details |
| Will your event have structures? E.g., tents, marquees, stages, scaffolding.  (Detailed site plan must be included in Event Management Plan) |  |  | Click or tap here to enter text. |
| Will you be selling or providing alcohol? |  |  | Click or tap here to enter text. |
| Are you providing first aid? |  |  | Click or tap here to enter text. |
| Will you be providing access to toilets? |  |  | Click or tap here to enter text. |
| Is parking required? |  |  | Click or tap here to enter text. |
| Are you selling or providing food? |  |  | Click or tap here to enter text. |
| Do you have significant noise associated with your event? I.e., music, PA, set up or pack down? |  |  | Click or tap here to enter text. |
| Are safety barriers required to limit access areas or is security required? |  |  | Click or tap here to enter text. |
| Are road closures or traffic management plans required? |  |  | Click or tap here to enter text. |

| Section 4. Other Considerations | | | |
| --- | --- | --- | --- |
| Please provide detailed descriptions for all questions in this section | Yes | No | Comments/Details |
| Ground marking: will you be using stakes or pickets to erect structures? |  |  | Click or tap here to enter text. |
| Will you be using power at the event? |  |  | Click or tap here to enter text. |
| Does the event location conflict with normal activities that may take place in this area? If yes, how will this be managed? |  |  | Click or tap here to enter text. |
| Are there any other requirements not listed on this form?  If yes, provide details. |  |  | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by Applicant | Signature | Dated | date |

| Section 5. Approval by MWPA GM SC&P/ CEO (Note, Events are not confirmed until written approval is received from MWPA) | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Request to Host Event** | | **Approved** | **Denied** | | |
| GM SC&P Signature | Signature | | | Dated | date |
| CEO Signature | Signature | | | Dated | date |
| If request denied, provide further details.  Click or tap here to enter text. | | | | | |

| This application must be accompanied by a detailed Event Management Plan, Risk Assessment and Traffic Management Plan (If applicable) and emailed to events@midwestports.com.au at least 8 (eight) weeks prior to the proposed event. Event organisers must also ensure all local government requirements are met. To understand your obligations, visit www.cgg.wa.gov.au |
| --- |