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

| Section 1. Event Details |
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| 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   |
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