

**Event Application**

Please submit to the Caravan Park Managers: bookings@langlangforeshore.com.au

| **Event Details** | **To Complete:** |
| --- | --- |
| 1. Date(s) of event
 |  |
| 1. Event organiser/body
 |  |
| 1. Organisation/business name
 |  |
| 1. Organisation/business address
 |  |
| 1. Organisation/business ABN/ACN if applicable
 |  |
| 1. Organisation/business email
 |  |
| 1. **Main contact** on the day (1):

name, email, phone |  |
| 1. **Second contact** on the day (2):

name, email, phone |  |
| 1. **Further contacts** on the day:

name(s), email(s), phone(s) |  |
| 1. Will a qualified **First Aider** be available?

Y/N and name, email, phone |  |
| 1. Description of event, including activities, fundraising and beneficiaries, noise, etc.
 |  |
| 1. Proposed location and facilities to be used
 |  |
| 1. Preparation start time (bump-in)
 |  |
| 1. Event start time
 |  |
| 1. Event finish time
 |  |
| 1. Cleanup finish time (bump-out)
 |  |
| 1. Estimated # of attendees
 |  |
| 1. Ticket or entry fees being charged
 |  |
| 1. List and type of suppliers/third parties on site during event
 |  |
| 1. Contingency proposal (for rain, etc.)
 |  |
| 1. Proposed location within Reserve
 |  |

**Please describe the proposed approach to the following:**

|  |  |
| --- | --- |
| **Proposed Approach** | **To Complete:** |
| 1. Marquees, stages, seating, fencing or any other temporary structures
 |  |
| 1. Use of Park Rotunda
 |  |
| 1. Toilets
 |  |
| 1. Power
 |  |
| 1. Bins/rubbish management
 |  |
| 1. Filming or photography
 |  |
| 1. Noise management, use of speakers
 |  |
| 1. Water
 |  |
| 1. Food
 |  |
| 1. Alcohol
 | Not permitted to be served |
| 1. Fireworks
 | Not permitted to be used |

**Please describe the status of any consultation or approvals needed (these remain the responsibility of the event organiser):**

|  |  |
| --- | --- |
| **Consultation & Approvals** | **To Complete:** |
| 1. Cardinia Council
 |  |
| 1. Bass Coast Shire Council
 |  |
| 1. Police
 |  |
| 1. SES
 |  |
| 1. CFA
 |  |
| 1. Ambulance Victoria
 |  |
| 1. Other
 |  |

**To attach:**

1. Certificate of Currency for Public Liability ($20 million minimum)
2. Site Map Plan (designating entry/exit points, emergency vehicle access, first aid, evacuation points, car parking, toilets, signage, temporary items including fencing/marquees/amusement rides)
3. Risk & Safety Plan (security, first aid)
4. Traffic & Parking Management Plan (traffic control, road closures, etc.)

*Per the Reserve’s Events Policy, any fees or other services will be discussed and agreed in writing with the event organiser(s) as part of the approval process.*

Submitted Date:

Submitted By:

Approved Date:

Approved By:

DEECA notified (Y/N and Date):