

# Special Event Application Form 2024

## Form Preview

### Guidelines - Special Event Form

#### Guidelines Special Events

Each Club is entitled to two events or carnivals throughout the season. This is in addition to the Club's standard ground allocations.

These events may include social football matches, registration days, club wind-ups, coaching clinics, country week cricket matches, etc.

Any additional Special Events will be charged at the Casual Ground Hire Rate (see [Fees and Charges](#)).

**Separate forms must be submitted for each Special Event. Failure to submit this form may mean your planned activities may not take place.**

A bond may be charged if any structures are being erected or any petting zoo/pony rides are included at your Special Event. If a bond is not charged and damages occur, any expenses incurred to repair the damages will be passed on to the Club.

The Club is responsible to ensure the area(s) are left in a clean and tidy condition at the conclusion of the Special Event.

The number of people attending the function should not exceed the number as nominated on the Special Events Application Form.

If the Club contracts a third party (caterers, bouncy castle operators, etc) to operate on the City's land, a copy of the contractor's Certificate of Currency for Public Liability insurance should be included with the application.

When considered desirable, the City of Melville may ask the Club to provide licensed crowd controllers at the expense of the Club for the duration of the event.

If alcohol is going to be present at the function, please refer to the [City's website to determine which Liquor Licence will be required](#).

Liquor Licences will not be granted beyond 12.00 midnight of the date applied for.

At 12.20am, there should be no guests at the venue except for a maximum of 10 people cleaning.

The Club is responsible to ensure good order and behaviour is maintained within the property and also responsible for the conduct of all persons and any event or happening at the facility for the duration of the event period.

The Club must ensure that noise levels do not cause disturbance to neighbours and do not exceed levels specified in the Environmental Protection (Noise) Regulations.

Electrical extension cords or appliances that will be plugged into any power socket at any City of Melville facility must be tagged and recorded as inspected by a qualified electrician. The Club are to ensure that the test is current before operating. If the cord or equipment is not tagged or is not date current, the Club is instructed not to use.

The Applicant/Club shall indemnify and keep indemnified the City of Melville from any claim or demand arising from or in relation to any negligent acts, negligent omissions, damage, loss, charge, liability, outgoing, payment, expense, cost or the like of any party.

The Applicant/Club shall not commence any action, notice, demand, proceeding or make any claim of whatsoever nature against or to the City of Melville and shall not hold the City

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of Melville liable for any loss, damage, charge, liability, outgoing, payment, cost or expense in relation to the hire or use of the facility, except to the extent of liability which is caused by the wilful misconduct or a negligent act or omission of the City of Melville or the City's personnel.

Any authorised representatives for the City of Melville shall at any time be permitted free access to the venue/s and the Club shall follow any instruction given by the City of Melville Representative.

You may be asked to provide a site map indicating the location of any equipment (bouncy castles, marquees, etc) or areas proposed for alcohol consumption.

***Should your event encroach on another clubs ground allocation, in the first instance we require you to liaise with the club directly to confirm whether the grounds are available. If available, we require written confirmation from the club that they are not using the ground.***

**The application should be submitted no less than 10 Business working days before the event date. Incomplete applications received will not be considered.**

If you have any questions in regards to these guidelines, please contact the **Bookings and Events Officer on 08 9364 0611.**

## Privacy Notice

**City of Melville** pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to the [City of Melville Website](#).

## Contact Details

\* indicates a required field

### Applicant Details

**Club Name \***

**Contact person \***

First Name

Last Name

This is the person we will correspond with about this application.

**Position \***

**Contact phone number \***

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**Contact person's email address \***

Must be an email address. This is the address we will use to correspond with you about this application.

## Event Details

\* indicates a required field

**Ground Requested for Event : \***

**Name/ Type of Event: \***

**Event Date \***

Must be a date.

**Event Start Time (including set-up time) \***

**Event Finish Time (including pack-down time) \***

**Number of adults expected to attend \***

Must be a number.

**Number of children expected to attend \***

Must be a number.

## Additional Dates

If a single event spans more than one day, the Club may be permitted to lodge one application for multiple dates. **Please consult the Booking Officer before submitting the application to ensure separate forms are not required.**

Please note, the Booking Officer may request a individual application forms for events deemed to be separate.

**Does the event span more than one date?**

☐ Yes

☐ No

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Date	Start Time	Finish Time	Expected Adult Attendance	Expected Child Attendance
Must be a date.	Time includes event set-up.	Time includes event pack-down.	Please provide an estimated number.	Please provide an estimated number.

## Food and Alcohol

\* indicates a required field

### Food

Please provide details of any food to be sold/supplied during the event. Please note, [Food Registration Certificates](#) are required for any food businesses operating onsite.

**Will food be sold or supplied during the event? \***

- ☐ Yes ☐ No

**If Yes: \***

- ☐ Only the Club's canteen will be open  
☐ Food will be supplied by the event organiser for free  
☐ Food will be supplied by the event organiser for a fee  
☐ External contractor/s will be selling food onsite

### Alcohol

For more information regarding alcohol license types within the City of Melville, please see the [City's website](#) or consult the Booking Officer.

**Is alcohol included in the event? \***

- ☐ Yes ☐ No

**\***

- ☐ Alcohol will be BYO only  
☐ Alcohol will be sold  
☐ Alcohol will be supplied by the Club/event organiser

**Is there a ticket entry or fee for the event? \***

- ☐ Yes ☐ No

**Will non-alcoholic drinks be supplied or available? \***

- ☐ Yes ☐ No

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### Please attach a map of the Licensed Area \*

Attach a file:

If you are requesting an extension of a licensed area or your event includes an area for alcohol consumption, a map detailing the area must be attached.

## Alcohol - Sale or Supply of Alcohol

### Will the Alcohol sale and consumption be within an existing Club or Association Licence? \*

☐ Yes ☐ No

### Is an extension to an existing Club or Association Licence required for this event (e.g. additional hours or areas)? \*

☐ Yes ☐ No

## Alcohol - Club Licensed Area

Please provide details (name of permit holder, licensed area and times) of the Club or Association Liquor Licence to be used.

If you are requesting an extension to an existing Licence, please also provide further information here:

### Please attach a copy of the Club's Liquor Licence \*

Attach a file:

## Alcohol - Consumption Licence

Once event approval is secured, please apply for a [Consumption Liquor Licence \(issued by the City of Melville\)](#).

## Alcohol - Occasional Liquor License Required

An [Occasional Liquor Licence](#) issued by the Department of Local Government, Sport and Cultural Industries is applicable to your Special Event. To apply for an Occasional Liquor Licence you will need to apply in writing to the City of Melville for support. The written request must include the following information and preferably be on a letterhead:

- How many people will be attending (and how many children)
- What is the purpose of the event
- Will your group be making a profit from the sale of alcohol
- What quantity of alcohol will be sold

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- What food / water / soft drink will be provided
- The name of the responsible person on site
- Details of 'Responsible Service of Alcohol' certifications
- Date / Time of the Event

If the City supports the request a letter will be sent to you, so that it can be supplied to Department of Local Government, Sport and Cultural Industries. Please contact the [Department of Local Government, Sport and Cultural Industries](#) if you have any questions or to confirm when the application must be lodged. Lodgement periods for Occasional Liquor Licence are applicable.

**Please attach your request for a support letter: \***

Attach a file:

## Entertainment, Equipment and Structures

\* indicates a required field

### Entertainment

Please provide details of any entertainment services to be included in the event (such as animal farms, stallholders, performers). Please note, further approvals may be required.

Entertainment Type	Add further information:	Will an external contractor be employed to provide/ install the service?
		If a contractor is employed, please attach a Certificate of Currency below.

### Equipment

Please provide details of any equipment to be included in the event (such as generators, speakers, etc). Please note, further approvals may be required.

Indicate any equipment to be used during the event:	Add further information:	Will an external contractor be employed to provide/ install the service?
		If a contractor is employed, please attach a Certificate of Currency below.

### Structures

Please provide details of any structures to be used during the event (such as marquees, tents, bouncy castles). Please note, [Building Approval](#) may be required for temporary

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structures used on Council land. For more information about Building Approvals and conditions, please contact Building Services on 08 9364 0111.

Structure Type	Structure Size	Number of each type of Structure	Will an external contractor be employed to install the Structure?
	Please provide an estimated size if unsure.		If a contractor is employed, please attach a Certificate of Currency below.

## Site Map

Please include a site map indicating the proposed location for any activities (bouncy castles, animal farms, marquees etc) and/or areas for alcohol consumption.

### Site Map \*

Attach a file:

Max 25mb

## Declaration

\* indicates a required field

## Certification

I declare, \*

- ☐ I am authorised to provide all details in this submission
- ☐ that all details are true and correct to the best of my knowledge
- ☐ as the Club Representative, I have read and understood the guidelines
- ☐ the Club holds the appropriate type and level of insurance

At least 4 choices must be selected.

Name of authorised person \*

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Date \*

Must be a date

Applicant Feedback

If you have any feedback regarding the application please contact the Bookings and Events Officers.