**Event Application Form**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of event:** |  | | | | | |
| **Purpose of event:** |  | | | | | |
| **Type of event**  (please tick one) | ⬜ Festival  ⬜ Market  ⬜ Community celebration | | | | ⬜ Private party  ⬜ Other (please specify) | |
| **Briefly describe your event:** |  | | | | | |
| **Date of event:** | \_\_\_ / \_\_\_ / \_\_\_\_ | | | | | |
| **Event times:** | \_\_\_\_\_\_\_\_ am / pm | | **Start** | | \_\_\_\_\_\_\_\_ am / pm | **Finish** |
| **Date & time of set up** (if required) | Date: \_\_\_ / \_\_\_ / \_\_\_\_ Time: ­\_\_\_\_\_\_ am / pm | | | | | |
| **Date & time of pack down** (if required) | Date: \_\_\_ / \_\_\_ / \_\_\_\_ Time: ­\_\_\_\_\_\_ am / pm | | | | | |
| **Type of organisation** | ⬜ Community group or not-for-profit organisation  ⬜ Corporate organisation or private business  ⬜ Private resident  ⬜ Other (please specify): | | | | | |
| **Has this event been previously conducted?** | ⬜ No ⬜ Yes  If Yes, please provide dates: | | | | | |
| **Is the event?** | ⬜ Free event ⬜ Ticketed event (specify costs) | | | | | |
| $­­\_\_\_­\_ Adult  $­­\_\_\_\_ Child  $­­\_\_\_\_ Concession  $­­\_\_\_\_ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Please select areas required for the event (refer to attached map)** | ⬜ Mummery Room  ⬜ Macey Training Room  ⬜ Ironbark Shelter  ⬜ Peppercorn Shelter  ⬜ She Oak Shelter  ⬜ Spiral Shelter  ⬜ Dam Shelter  ⬜ Acacia Shelter | | | ⬜ Amphitheatre  ⬜ Homestead Lawn - Front South A  ⬜ Homestead Lawn - Front South B  ⬜ Homestead Lawn - East  ⬜ Reception Lawn  ⬜ Whole or partial site (closed to public) | | |
| **How many people are you expecting?** | | ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ number of people | | | | |

**Event Contact Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Primary Contact Name:** |  | | | | |
| **Primary Contact Role:** |  | | | | |
| **Address:** |  | | | | |
| **Suburb:** |  | | | **Post Code:** |  |
| **Contact Number:** |  | **Email:** | |  | |
| **Event Committee Members** (if applicable) | **Name** | | **Role** | | |
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**Infrastructure**

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| **Toilets** | | |
| The size and nature of your Event may require you to hire additional toilets | | |
| Are you going to hire temporary toilets? | ⬜ Yes / ⬜ No If yes, how many: ­­\_\_\_\_\_\_\_\_\_\_ | |
| **Note:** Your event may have an impact on the cleanliness of the site’s toilets and you may have to have them cleaned and restocked of toilet paper. There is a fee for extra cleaning. | | |
| Do you require extra toilet cleaning? | | ⬜ Yes / ⬜ No |

|  |  |  |  |  |  |  |
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| **Waste** | | | | | | |
| Do you need Nillumbik Shire Council to provide 240 litre rubbish and recycling bins for your event? | | | | | | ⬜ Yes / ⬜ No |
| **Note:** These bins are provided at a charge. A quote can be provided if required. | | | | | | |
| Do you have clean-up of site at the conclusion of the event organised? | | | | ⬜ Yes / ⬜ No | | |
| How will this be done? | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Drinking Water** | | | | | | |
| There is some permanent access to drinking water at Edendale. If you are running a large event Yarra Valley Water may be able to supply a hydration station free of charge. The organiser needs to apply to Yarra Valley Water (www.yvw.com.au, use the search for hydration station). | | | | | | |
| **Power and Lighting** | | | | | | |
| There is access to both 3 phased and single phased power. It is configured according to your requirements and location of vendors and the band. | | | | | | |
| Do you require power? | | ⬜ Yes / ⬜ No  If yes, please show all powered sites on your Site Plan and list the equipment that requires power. | | | | |
| Will the event require lighting? | | ⬜ Yes / ⬜ No  If yes, please show the lighting requirements on the Site Plan. | | | | |
| **Note:** Depending on the size and nature of the event there may be a need for the organiser to hire generator based power for safe pedestrian movement into and out of Edendale. | | | | | | |
| Will an electrician be present at your event? | | ⬜ Yes / ⬜ No  If yes, please supply name and contact number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Temporary Structures** | | | | | | |
| Will the event require any temporary structures? For example a stage, marquees, tents, umbrellas etc. | | | ⬜ Yes / ⬜ No  If yes, outline the structures for this event  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Note:** If any of your temporary structures is more than 100 square metres in size you will need to apply for a building permit from Councils Building Services Unit. Details of the process are in the permit section of the Edendale Event Management Guide. | | | | | | |
| **Car Parking and Pedestrian Access** | | | | | | |
| Do you require additional accessible parking spaces? | | | ⬜ Yes / ⬜ No | | | |
| Will there be changes to footpath access? | | | ⬜ Yes / ⬜ No | | If yes, please specify details:  ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Notifying Neighbours** | | | | | | |
| All large events (greater than 500) and any event where there is music have a requirement to notify neighbours by mail drop. | | | | | | |
| Will you notify the neighbours? | ⬜ Yes / ⬜ No  A list of streets will be supplied by Edendale | | | | | |

**Food and alcohol**

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| --- | --- |
| Will food be served or sold at your event? | ⬜ No  ⬜ Yes, food will be sold  ⬜ Yes, food will be served without charge |
| **Note:** If food is being prepared, provided, served or sold at your event you will require food vendor registration. Referto the permit section of the Edendale Event Management Guide. | |
| Will alcohol be served or sold at your event? | ⬜ No  ⬜ Yes, alcohol will be sold  ⬜ Yes, alcohol will be served without charge |
| **Note:** Edendale has a BYO alcohol permit that will cover events were event participants bring in their own alcohol. If you are serving or selling alcohol you must apply for a liquor licence. Refer to the permit section of the Edendale Event Management Guide. | |

**Public Liability Insurance & Event Safety**

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| --- | --- |
| Have you organised public liability insurance for the Event organiser? | ⬜ Yes / ⬜ No  A copy of the insurance certificate is to be forwarded to the Edendale Coordinator. |
| **Note:** Public liability is also required for all performers, bands, food and drink venues, local community organisations, exhibitors and market stalls.  Council can provide public liability for community based groups for $22 per application. Applications for Public Liability for Community Groups can be made at [www.nillumbik.vic.gov.au/Council/Online-payments/Community-Liability-Insurance](http://www.nillumbik.vic.gov.au/Council/Online-payments/Community-Liability-Insurance)  Commercial vendors, businesses, performers and bands must have their own public liability insurance for the $10 million. | |
| Does the event have professional security staff? | ⬜ Yes / ⬜ No  If yes, provide name of the security company:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Have all affected authorities e.g. Local police and CFA been advised? | ⬜ Yes / ⬜ No |
| Does the event have provision for First Aid? | ⬜ Yes / ⬜ No  Name of provider: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**COVIDSafe Events**

Before an Event Application can be approved, Edendale must consider the organisers COVIDSafe plans. This can be discussed with Edendale before being submitted to State Government.

The organiser must undertand [the COVID Public Events Framework](https://www.coronavirus.vic.gov.au/public-events-information-for-organisers) including definitions, attendee limits and venue requirements <https://www.coronavirus.vic.gov.au/public-events-information-for-organisers>

The COVIDSafe Event Checklist can be found at the following link:  <https://www.coronavirus.vic.gov.au/covidsafe-events-checklist>

Additional information for event organisers can be found at:<https://www.coronavirus.vic.gov.au/public-events-information-for-organisers>

**Application Checklist**

The following documents will be required to be submitted prior to the event.

* Completed Edendale Conditions of Hire form
* Site Plan
* Event Management Plan
* COVIDSafe Checklist / Plan
* Building Permit (required for large temporary structures)
* Liquor Licence
* Public Liability Insurance Certificates (for the event and all stalls, bands, performers, contactors, food vendors etc.)

**Declaration**

I have read and completed the Event Application Form in good faith and have adhered to all the requirements specified by Edendale. All details provided are accurate and true and this event will be organised and managed as I have described unless advised otherwise by the Edendale.

**Print your full name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On behalf of (organisation):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission – two stages**

1. Please complete and send the Application Form and required documents to the Edendale Coordinator as soon as possible.
2. Based on the Application Form a quote will be provided
3. A booking will be confirmed when
   * The quote has been accepted
   * The conditions of hire document have been signed and returned
   * Any deposit / bond indicated in the quote has been confirmed as having been paid
4. At least one month prior Event, submit the list of documents as outlined in the previous page.

Printed documents to:

Edendale Coordinator

Edendale Community Environment Farm

Nillumbik Shire Council

PO Box 476, Greensborough, Vic 3088

Or 30 Gastons Road, Eltham, VIC 3095

Or email to [Edendale@nillumbik.vic.gov.au](mailto:Edendale@nillumbik.vic.gov.au)

**Privacy notification -**The personal information requested on this form is being collected by Council for the purpose of *an application to hire a room or outdoor space at Edendale.* This information will be used solely by Council for that primary, or directly related purpose. The applicant understands that the personal information provided is for this purpose and that they may apply to Council for access to and/or amendment of the information.

**Edendale Map**

