

Event General Information Guide

You will need to provide more information if your event complies with one or more of the following categories;

- **The event will require permits or approvals from more than one department within the City of Mandurah**
- **The event is a one-off or irregular occurrence outside the normal activity of your organisation e.g. carnival**
- **The event is a gathering of people for a common purpose at any one time**
- **The event is targeting the whole community**
- **The event requires extra toilets and waste infrastructure**

Please tick the appropriate boxes on the Event enquiry form that is relevant to your event, so we can send you the forms that will assist with the City of Mandurah Departments and organisations requiring approvals and processing your event.

- Recreation Services
- Health Services
- City Parks
- Ranger Services
- Operational Services
- Facilities & Waste Management (waste bins)
- Mandurah Police Service
- St John's Ambulance

As the event organiser be sure to give as much information as possible. Council Officers are there to help with advice, alternatives and/or general enquiries.

PLEASE NOTE:

An event application is intended only as a guide to the City of Mandurah's requirements for documentation and is subject to change or amendment. There may be other requirements which the City may not be aware of which may be necessary for you to obtain to conduct the event. You should satisfy yourself that no other permissions or licences are required before making an application to the City of Mandurah. No liability is accepted by the City for any failure of the applicant to conduct any event by reason of reliance on the information in this application.

Recreation Services
PO Box 210
MANDURAH WA 6210
Phone: 9550 3601
Fax: 9581 1026

Event Enquiry Form

This form is an application only. If approved, your booking will be confirmed in writing.

Applications must be submitted at least 8 weeks prior to your event

Organiser's Details

Name of event:

Applicant/organisation:

Contact person

Postal address:

Telephone (hm): (wk) (mb).....

Email address:

Event Details

Date/ Duration: Expected Attendance:.....

Proposed Venue Details: e.g. name of reserve, facility or public open space

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Event Description: e.g. sporting, commercial, types of entertainment

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Primary Purpose of Event: e.g. fundraiser for community group/commercial event

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Will food be served or sold at the event? Yes No

Will alcohol be served or permitted at the event? Yes No
(Alcohol Consumption permits must be obtained through Recreation Services)

Will any alcohol be sold at the event? Yes No
(Liquor and Gaming License must be obtained Through Department of Racing, Gaming & Liquor)

Will there be any road closures or impact to traffic? Yes No
(Traffic Management Plan may be required)

Will there be marquee or tents being erected? Yes No

Will there be any music, PA systems being used? Yes No

If any of the boxes were ticked YES, relevant forms will be sent out for you to complete