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**MOORABOOL EVENTS**

**NOTIFICATION FORM**

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***SECTION 1: EVENT INFORMATION***

|  |  |
| --- | --- |
| Name of the Event | Black NIte Black Lite |
|  |  |
| Type of Event | Community |
|  |  |
| Date and time of Event | 16th June to 23rd June 2018 |
|  |  |
| Event Location and address | Inglis St Ballan |

***SECTION 2: EVENT APPLICATION INFORMATION***

|  |  |
| --- | --- |
| Event Applicants Name  *(e.g. Business/Club/Group name)* | Sarah Peckham for Wombat Regional Arts Network |
|  |  |
| ABN/ACN  *(if applicable)* | na |
|  |  |
| Postal Address | 660 Springbak Rd Springbank 3352 |
|  |  |
| Phone | 0447 367 908 |
|  |  |
| Email | artyfactsarah@gmail.com |
|  |  |
| Event Contact Details  *(if different to Section 2)* | As above |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the event being organised by a ‘community based organisation’? | Yes |  | No |  |
| For more information please go to [www.vba.vic.gov.au](http://www.vba.vic.gov.au) practice note 2013-66. | | | |  |
| Maximum people, at any one time, at the event? maybe 2000 on 16th |  | | | |

***SECTION 3: EVENT OVERVIEW***

In describing your event, please include: event details such as proposed event program – including times and activities

**Briefly describe your event and please attach the program if applicable**

|  |
| --- |
| 32 windows in shopping precinct are hosting over 200 people's fluorescent artworks. Lit by black light, they are a sight to behold. Program attached. |
|  |
|  |
|  |
|  |

**Is your entry to your event:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Free | Yes |  | No |  |
|  |  |  |  |  |
| Ticketed | Yes |  | No |  |
|  |  |  |  |  |
| Gold Coin/Donation | Yes |  | No |  |

***SECTION 4: TRAFFIC MANAGEMENT***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Could your event impact the normal use of roads, including parking, in and around your event site? | Yes |  | No |  | Unsure |  |
| If yes, you may be required to apply for a Road Occupancy Permit. |  |  |  |  |  |  |
| Will road closures apply | Yes |  | No |  | Unsure |  |

If yes, you will be required to provide a traffic management plan that is developed by a certified VicRoads traffic management company, listed below.

|  |  |  |
| --- | --- | --- |
| Filcon | 03 9376 1888 | Vic roads Pre - Qualified |
| A1 Traffic Management | 03 53 391 010 | Vic roads Pre - Qualified |
| ABC Traffic Management | 03 9464 6488 | Vic roads Pre - Qualified |
| Makesafe Traffic Management | 03 8872 7345 | Vic roads Pre - Qualified |
| All Traffic Management | 0412 495 733 | Vic roads Pre - Qualified |
| Daly's Traffic Management | 03 9399 9525 | Vic roads Pre - Qualified |
| Traffic Watch Australia | 03 9587 9887 | Vic roads Pre - Qualified |
| Storm Traffic Management | 1300 883329 | Vic roads Pre – Qualified |
| West Traffic Pty Ltd (Tim Roberts) | 0448 597 656 | Vic roads Pre – Qualified |

***SECTION 5: COMMUNITY EVENTS TRAILER***

The Events Trailer contains 4 x recycle bins and 4 x waste bins, for a Community Event. A bond of $200 is to be paid to Council prior to the Events Trailer being taken. This bond will be refunded to the Organisation upon inspection of the trailer and contents.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you want to hire the Events Trailer? | Yes |  | No |  |

If yes, an application form can be obtained by calling Customer Service on **5366 7100** or online at **www.moorabool.vic.gov.au/**

***SECTION 6: OTHER AGENCIES***

Have you notified the following Agencies of this event?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Victoria Police Bacchus Marsh 5366 4500 | Yes |  | No |  |
| Ballan 5368 1303 |  |  |  |  |
| Gordon 5368 9202 |  |  |  |  |
|  |  |  |  |  |
| CFA 5329 5500 | Yes |  | No |  |
|  |  |  |  |  |
| SES 9256 9300 | Yes |  | No |  |
|  |  |  |  |  |
| Ambulance Victoria | Yes |  | No |  |
|  |  |  |  |  |
| Have you notified neighbouring businesses and residents that the event is taking place? | Yes |  | No |  |
|  |  |  |  |  |
| VicRoads 137 171  (if one of the affected roads is not a Council-maintained road | Yes |  | No |  |

***SECTION 7: FOOD AND BEVERAGE MANAGEMENT***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Will food and beverages be available for purchase, at your event?  If yes, please provide a list of the food providers | Yes |  | No |  |  |  |
|  |  |  |  |  |  |  |
| Are the food providers registered in Streatrader.health.vic.gov.au | Yes |  | No |  | Applying |  |
|  |  |  |  |  |  |  |
| Will alcohol be available at your event? | Yes |  | No |  | (at the pubs as always) |  |
|  |  |  |  |  |  |  |
| If yes, do you have a liquor licence?  Further information: [www.responsiblealcohol.vic.gov.au](http://www.responsiblealcohol.vic.gov.au) | Yes |  | No |  | Applying |  |

***SECTION 8: TOBACCO LAWS***

From the 1st of August 2017 smoking will be banned in all outdoor dining areas where food is available for consumption. This includes:

* premises such as restaurants, cafés, take-away shops and licensed premises, including courtyard dining areas and footpath dining
* food fairs
* otherorganised outdoor events, including community or street festivals.

For further information, please go to the Department page on the reforms.

<https://www2.health.vic.gov.au/public-health/tobacco-reform/smoke-free-areas/outdoor-dining>

**Please describe how your event will address the tobacco law requirements**

|  |
| --- |
| As per usual practice. |
|  |
|  |

***SECTION 9: SIGNAGE***

Council have designated signage frames specifically designed for event promotion. It is not a consent to place signage elsewhere in the Township. If you would like to apply to use these frames, please read the following criteria:

***SIGNAGE CRITIERA***

The Event should:

1. Occur within Moorabool Shire.
2. Have a specific tourism focus, be a community event with broader tourism appeal, or an event that is primarily a community fundraiser.
3. That the banner is made out of suitable banner material (corflute, canvas or vinyl – not cardboard or fabric sheets) and that the banner is a maximum size of 2m wide and 1m high, with eyelets and is securely tied (cable ties are recommended)
4. The Event Organiser is responsible for the display and removalof the temporary event signage for your event.

***NB: In case of dispute, on multiple bookings for the same timeframe, relevant Council staff will make a determination on its approval and/or timeframes.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you intending to use Council’s Temporary Event Signage Frames? | Yes |  | No |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates for signs to be displayed | 23rd May to 24th June | | | | | |
|  |  | | | | | |
| Township | Bacchus Marsh |  | Ballan |  | Blackwood |  |
|  |  |  |  |  |  |  |
|  | Gordon |  | Greendale |  | Myrniong |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will you be using any other signage for this event? | Yes |  | No |  |

***SECTION 10:RISK MANAGEMENT***

As part of your event’s Risk Management obligation, evidence of the following must be attached to this Event Application:

* A copy of your Public Liability Insurance/Certificate of Currency covering a minimum of $10,000,000.

***SECTION 11: EVENT INDEMNITY***

To be filled out when applying for authority to use a portion of a road or other public area within Moorabool shire Council.

This indemnity is given by the Wombat Regional Arts Network (name of organisation, club etc.) of C/o Ballan PO.(address) (known as the Indemnifier) on the 8th June 2018.(full date).

The Indemnifier has applied to Council for authority to use a portion of a road, or other public area within the Municipality of Moorabool Shire Council. The event will take place on 16th to 23rd June at the following location Ingls St Ballan footpaths and shop windows

between5:30 and 10pm each night(start and finish time).

The Indemnifier agrees that this event will be held at their own risk and is solely their responsibility. Further, they accept that the road or public area, as it stands may not be totally free of defects, either hidden or exposed. The Indemnifier agrees to hold harmless Moorabool Shire Council its servants and agents, and each of them in connection with all claims resulting from damage loss, death or injury whatsoever which may otherwise be brought or made or claimed by the Indemnifier against Moorabool Shire Council, except to the extent that Moorabool Shire Council is negligent.

The Indemnifier shall, at all times during the period identified above and 1 full day prior and 1 full day following the event be the holder of a current public liability policy of insurance (The Public Liability Policy) to cover legal liability to third parties for personal injury or property damage as a result of an occurrence in connection with the event being organised and run by the insured. The Public Liability shall provide coverage of an amount of 10 million dollars

***AUTHORITY REQUIRED IF A PERSON IS ACTING FOR A CLUB OR ORGANISATION***

I Sarah Peckham Name of Person making the application) have authority to act on behalf of Wombat Regional Arts Network (Name of organisation) in signing this indemnity form on behalf of the club or organisation.

Signature of person making application: C:\Users\Sarah\Documents\signature.jpg.

I (Name of)Kevin Healey hold the following position with the Club or Organisation’s (must be President, Vice President or Secretary of the organisation) approve that the person named above is authorised and is acting on behalf of the club or organisation in signing this Indemnity.

Signature of authorisation by Club’s or Organisation’s President, Vice President or Secretary)………………………………………….Date:……………………………………)

Witnesses name:……………………… ) Signature…………..…………………………..)

Witnesses address:…………………………………………………………………………..

Witnesses Phone number:………………………………………………………………….

***SECTION 12: FINALISING YOUR EVENT APPLICATION***

To be read and signed by authorised Event Applicant.

1. I have read and completed the Event Application in good faith. All Details provided are accurate and true and I am authorised to act on behalf of Wombat Regional Arts Network (organisation name)
2. The event will be organised and managed as I have described unless advised otherwise to Moorabool Shire Council and/or its authorities.
3. By signing this Event Application, the Event Applicant agrees to hold harmless the Moorabool Shire Council and both releases and indemnifies and keeps released and indemnified the Moorabool Shire Council from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property of persons in connection with the use of the public area and any work connected therewith pursuant to this Application, but excluding such liability arising from any negligent act, default or omission, on the part of the Council, its servants, agents or employers either solely or in contribution thereto. Council’s liability shall be limited to the extent, and in proportion to, the degree to which any negligent act, default or omission on its part has contributed to the loss.
4. I understand that this Event Application does not constitute event approval.
5. I understand that the Council Officer will advise the next steps required for my event to gain approval.

|  |  |
| --- | --- |
| Event Coordinator Full Name | Sarah Peckham |

|  |  |
| --- | --- |
| Event Coordinator Signature | C:\Users\Sarah\Documents\signature.jpg |

|  |  |
| --- | --- |
| Date |  |

Thank you for completing this Event Application to conduct an event in Moorabool Shire Council.

Please send to:

Tourism and Events Officer

PO Box 18

Ballan VIC 3342

Email: [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au)

A Council Officer will advise you of the next steps required for your event to gain approval.