

For information on planning an event in the City of Nedlands please read the External Event Information at <https://www.nedlands.wa.gov.au/event-applications/>. Applicants must read the External Event Information before completing this form.

I acknowledge that I have read the External Event Information **Yes / No**

Application Information

Event organiser name: _____

Organisation name: _____

Address: _____

Email: _____

Telephone: _____

Mobile: _____

Are you a not for profit or community organisation? **Yes No**

Event Information

Event name: _____

Event date and time: _____

Event location: _____

Street address: _____

Set-up: **Date:** _____ **Time:** _____

Event duration: **Date:** _____ **Time:** _____

Completion of clean-up: **Date** _____ **Time** _____

Maximum attendance: _____

Event Description: _____



Venue

Will you require the use of a **park or reserve**? Yes No

If yes, please specify:

Allen Park (upper/lower)
Bishop Road Reserve
Birdwood Park
Charles Court Reserve
College Park (upper/lower)
David Cruickshank Reserve
Dot Bennet Park
Lawler Park
Masons Gardens
Melvista Oval
Paul Hasluck Reserve
Peace Memorial Rose Garden
Point Resolution Reserve
Other. Specify:

Will you require the use of a **hall or pavilion**? Yes No

If yes, please specify:

Adam Armstrong Pavilion
Allen Park Pavilion
Drabble House
Dalkeith Hall
Kindergarten room - Mt Claremont Community Centre
Banksia room - Mt Claremont Community Centre
Tuart Room. - Mt Claremont Community Centre
Hakea Room - Mt Claremont Community Centre
John Leckie Pavilion
JC Smith Pavilion
Other – please specify:

Event Details

Event Detail	Comment
<input type="checkbox"/> Food and drink provided: Please specify (e.g. catering, homemade etc):	
<input type="checkbox"/> Food and drink sold Please specify (e.g. catering, homemade etc):	
<input type="checkbox"/> Consumption of alcohol	
<input type="checkbox"/> Sale of alcohol	
<input type="checkbox"/> Amusement equipment	
<input type="checkbox"/> Temporary suspension of road rules	
<input type="checkbox"/> Road Closure	
<input type="checkbox"/> Vehicle access to parks or reserves (fee applicable)	
<input type="checkbox"/> Fireworks or pyrotechnics display	
<input type="checkbox"/> Marquee(s)	
<input type="checkbox"/> Seating structure	
<input type="checkbox"/> Additional toilet (s)	
<input type="checkbox"/> Generator	
<input type="checkbox"/> Sound amplification	
<input type="checkbox"/> Lighting	
<input type="checkbox"/> Additional bins	
<input type="checkbox"/> Musical equipment	
<input type="checkbox"/> Fencing and staging	

Acknowledgement

I, _____ as the event organiser, seeking approval to hold an event in the City of Nedlands, acknowledge that:


1. The information in my application is true and correct.
2. Appropriate liability and other insurances are in place.
3. I accept full responsibility for the facility and/or reserve during the specified hire period.
4. I will comply with the City's conditions of hire and local laws.
5. I understand the External Event Information is a guide only. There may also be other information I am required to provide.
6. I will be responsible for all costs relating to any damage resulting from the event.
7. I indemnify the City of Nedlands against any action, suit or proceeding caused by my failure to observe statutory and other requirements or as a result of my negligence or actions.


Signature _____ Date _____

Name _____

Once you have completed this form, please return it to the City with any supporting documentations via any of the methods below:

 Email council@nedlands.wa.gov.au

 In person
City of Nedlands
Administration Centre
71 Stirling Hwy
NEDLANDS WA 6009

 Mail
City of Nedlands
PO Box 9
NEDLANDS WA 6909

**This form is an application only.
You will be notified in writing when your event application has been assessed.**