

DETAILED EVENT APPLICATION

ISSUED UNDER LOCAL GOVERNMENT PROPERTY AND PUBLIC PLACES LOCAL LAW 2012

Date of Application: 1 June 2017

Name of event: Floating Lantern Festival

Organiser / Company: Shinju Matsuri / Project 3

Date of commencement: Friday 8 Sept 2017 Date of completion: Friday 8 Sept 2017

Start Time: 10:00hrs
(Include Bump-in)

Finish Time: 23:00 hrs
(Include Bump-out)

- Event Category 1 (120-500) patrons
- Event Category 2 (500-2500) patrons
- Event Category 3 (2500-5000) patrons
- Event Category 4 (5000-8000) patrons
- Event Category 5 (8000-12000) patrons

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Refer to the Shire of Broome Events Policy
5.1.11 for further information on
requirements

Venue Location:

Cable Beach Amphitheatre

Male Oval

Male oval concourse

Gantheaume Point Function Area

Pioneer Park Town Beach

Other Gantheaume Beach

Type of event:

Concert

Wedding

Festival

Private Function

Market

Other _____

Briefly Describe the Event

A time to reflect. Patrons are encourage to write messages on lanterns and set them afloat off the beach at Gantheaume Point. All lanterns are later retrieved with a the help of a group of volunteers both on the beach and on water.

CONTACT INFORMATION

Event Contact Information		Company Contact Information	
Contact Name:	Sally Higgins	Name:	Claire Parker
Phone:	0400 445 118	Phone:	0417 914 405
Fax:	n/a	Fax:	n/a
Email:	Sally@project3.com	Email:	claire@project3.com
Postal Address:	8/11 Milson Place O'Connor WA 6163	Postal Address:	8/11 Milson Place O'Connor WA 6163
Drivers Licence:	3194041	ABN:	25874014092

APPLICATION CHECKLIST

Please tick ✓

1. Do you require the use of Shire's Power? Yes No
2. Do you require sprinklers and reticulation to be switched off? Yes No
3. Will you be hiring Shire Sulo bins? (minimum hire 9 bins) Yes No
4. Do you require the use of Shire lighting? Yes No
5. Are you requesting to drive a vehicle on Shire property? Yes No
6. Is the company charitable or a not-for-profit organisation? Yes No
7. Will alcohol be sold or supplied at the event?
If yes section 2 and 3 must be completed. Yes No
8. Will any live or amplified music be played at the event?
If yes section 2 and 4 must be completed. Yes No
9. Will food be served or sold at your event?
If yes section 2 and 5 must be completed. Yes No
10. Will there be any commercial activities, including the sale of merchandise, food, or tickets at your event?
If yes section 2 and 6 must be completed. Yes No
11. Will your event include a procession, complete or partial road closure, or additional parking facilities?
If yes section 2 and 7 must be completed. Yes No
12. Will any temporary infrastructure be erected or toilets provided?
If yes section 2 and 10 must be completed. Yes No

13. Will your event include a fire or fireworks? Yes No
If yes section 2 and 8 must be completed.
14. Will street banners be hired? Yes No
If yes section 2 and 9 must be completed.
15. Will you be filming in a public place? Yes No
If yes section 11 must be completed
16. Will your event be located on the beach? Yes No
If yes section 12 must be completed

Please note that if you answered yes to any of the above questions you are required to complete the relevant sections of the event application form.

GUIDELINES

The culture and climate of Broome is ideal for social gatherings, functions, wedding, parties, and barbecues in many of Broome's beautiful public parks, reserves, and beaches. To encourage the safe management of these events in public space, the Shire of Broome has introduced a permit system to use these stunning areas. Under the Local Laws of the Shire of Broome, anyone undertaking an event on public space or situated on public space must obtain written consent to do so.

What are my responsibilities under the permit?

When a permit is issued to you or your company, you are then responsible for the conduct, behaviour and manner of your guests or employees. In addition, it is your responsibility to ensure that any areas used for your event are left in the manner in which you found them. The Permit requires you to maintain the function area in a clean state, with all refuse to be removed at the completion of your event. Public bins at your event site may not be used to dispose of the refuse generated by your event; all waste must be removed entirely from the venue.

Are there any other conditions or restrictions?

The event permit will outline the conditions and approved activity for your event, however for all permits the following restrictions and conditions will apply.

Alcohol

If you wish to sell, serve, or supply alcohol as part of your event, a liquor license must be obtained from the Department of Racing, Gaming, and Liquor. Please refer to Section 3 for information regarding Liquor Licensing.

Vehicles and the environment

Vehicles:

- are to be parked in approved car parking spaces only, and must not be parked on grassed or sand dune areas at any time
- must adhere to all signed or identified vehicle access points
- must adhere to the 15kmph speed limits and signage at all times
- must not proceed further than 450 metres past the access road at Gantheaume Point
- must not be driven onto or parked within 5 metres of sand dune areas

Environment:

No permit will be provided for activity that involves walking on or over sand dune areas.

Marquees or Structures to be set up on grassed areas must avoid puncturing surfaces. Any damage caused will be charged to the event organiser or subtracted from the bond. The event organiser must contact the Parks and Gardens Supervisor, Shire of Broome on (08) 9191 8708 before erecting any marquees or structures.

Further Information

For additional information, or a copy of the application form, please visit the Shire of Broome website at www.broome.wa.gov.au or contact the Events Coordinator on (08) 9191 3456.

To report any issues or concerns during your event, please contact the Duty Ranger at the Shire of Broome on 0407 382 079 between the hours of 6am and 6pm.

Disclaimer

The information contained within this package has been provided as a guide only. For further information regarding Shire of Broome Local Laws and Policies please refer to the Shire of Broome website www.broome.wa.gov.au .

Additional information or approvals may be required from other agencies including the Broome Port Authority, Department of Environment and Conservation, and Nyamba Buru Yawuru Ltd, and it is the sole responsibility of the event organiser, not the Shire of Broome, to ensure all relevant approvals and information are obtained in relation to each particular event.

Applications and approvals for an event are not transferable. The event organiser cannot transfer a permit for an event to an alternative venue/ date or time, without re negotiating with the Shire of Broome and if applicable the other agencies identified above (Broome Port Authority, Department of Environment and Conservation, and Nyamba Buru Yawuru Ltd).

Permits for events are issued once the Shire of Broome is satisfied that all conditions have been adhered to and all relevant documentation has been provided by the event organiser.

Public Liability

Certificate of Currency minimum \$10,000,000.00

Any events organised by a business or an organisation must supply a Certificate of Currency for \$10,000,000.00 (minimum) Public Liability Insurance for event categories 1 and 2, for event category 3 must supply a Certificate of Currency for \$20,000,000.00 (minimum) Public Liability Insurance which meets the following criteria:

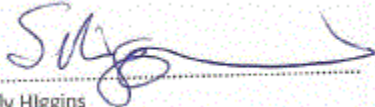
- Is current for the proposed event dates
- Identifies the Shire of Broome as an interested party
- Identifies the name of the event organiser (business or organisation)

Please attach a copy of your Public Liability Insurance when submitting your event application.

Note: The Shire of Broome will not approve an event without the required level of Public Liability Insurance coverage.

Declaration

DECLARATION - I/We the applicant/s have read, understand, and agree to abide by all the conditions as outlined in the Shire of Broome Event Application Form. I/We declare that the information provided by name: Sally Higgins is true and accurate. It is understood that providing false or misleading information may result in the cancellation or suspension of the event permit.



Sally Higgins

Signature: _____

Date: 6 June 2017