

# EVENT FACT FINDING FORM

To be completed and returned to Helen Gamble at Shire Office  
or by email [hgamble@donnybrook.wa.gov.au](mailto:hgamble@donnybrook.wa.gov.au)



## Event Organisers Details

Applicant/organisation: \_\_\_\_\_

Name of person taking event responsibility: \_\_\_\_\_

Contact person (if different from above): \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone (mb): \_\_\_\_\_ (hm): \_\_\_\_\_ (wk): \_\_\_\_\_

(fax): \_\_\_\_\_ Email address: \_\_\_\_\_

## Event Details

Name of event \_\_\_\_\_

Venue/ location: \_\_\_\_\_

Event Date/s: \_\_\_\_\_ Time: \_\_\_\_\_

Set Up Date/s: \_\_\_\_\_ Clean up Date/s: \_\_\_\_\_

Brief event description:

## ***Please Tick***

	YES	NO
Will alcohol be sold or consumed on site?		
Will food/ beverages be available? (food stalls/vans)		
Will goods/merchandise be sold? (non-food)		
Will tents, marquees or stages be used?		
Will there be any use of roads, road closures or parades?		
Are temporary camping & caravan sites required?		
Will the surface of the earth be disturbed in any way?		
Will there be entertainment? (bands, performers etc)		
Are you proposing to erect any signage on road verge?		
Do you want to hire the Shire Community Signage Kit?		
Do you want to place signage on the Shire Community Event Noticeboard?		
Are you intending to have a fire, wood fired BBQ or Fireworks?		
Is there suitable parking available at the venue?		
Will your event require traffic management on a public road?		
Do you have access to First Aid for the event?		

## Expected Attendance

Total number of people expected for entire event: (eg. If event held over 2 days with 4000 people per day, your response would be 8000) \_\_\_\_\_

Maximum number of people expected at any given time:  
(eg. during parade, main performance etc) \_\_\_\_\_

**Event Facilities**

What electricity/power source will you be using? *Please Circle* Existing Temporary

If Temporary, specify type: \_\_\_\_\_

What water supply will you be using? *Please Circle* Scheme Other

If Other, specify source: \_\_\_\_\_

Toilets available *Please Circle* Existing Temporary

Location: \_\_\_\_\_

Number of facilities:

Male: Closets ..... Female: Closets .....  
Urinals .....  
Disabled Access ..... Disabled Access .....  
Hand Wash Basins ..... Hand Wash Basins .....

**Publicity of event**

Would you like your event listed on the Shire website? Yes No

If yes, please complete the details below:

Dates of website inclusion: \_\_\_\_\_

Event Contact Details *(these details will be published on the internet for public information)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website address: \_\_\_\_\_

Entry Cost: \_\_\_\_\_

Information Blurb: \_\_\_\_\_

\_\_\_\_\_

Do you have a flyer that we can have an electronic copy of? Yes No

If yes, please email it to hgamble@donnybrook.wa.gov.au

**IMPORTANT:** Please keep the Shire informed of any changes of times, dates & cancellation etc for your event. **Please note:** The Shire of Donnybrook-Balingup reserves the right to vary details for publishing on the Shire website. Other information for the listing may also be used from this application (venue, date/s, time/s etc).

**Other Information**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Person taking event responsibility)*