

COMMUNITY EVENT APPLICATION PACKAGE



Please note: Standard Fees and Charges apply to hire of the ToPH's venues and facilities. Fees cannot be waived. ToPH can only make payment towards hire via donations. Please consult the ToPH's Donations Policy for more information.

Application Form Submission: Please complete and submit to the ToPH **at least 4 weeks prior** to the event. Please note that applications for large events (50 + persons) are to be submitted **at least 8 weeks prior** to the event to ensure sufficient time for processing.

APPLICANT DETAILS

Organisation (if applicable): _____

ABN (if applicable): _____

Contact Person/s: _____

Address: _____

Phone: Business: _____ Mobile: _____

Email: _____

EVENT DETAILS

1. Event Name: _____

2. Date/s of the event: _____

3. Time/s of the event: from _____ to _____

Setting up time required from _____ am/pm to _____ am/pm on the ____ / ____ / 2013

Dismantling time required from _____ am/pm to _____ am/pm on the ____ / ____ / 2013

4. Venue/s requested: _____

5. Description: (e.g. fair, exhibition, concert etc.) _____

What is the purpose of the event? (e.g.: Fundraiser) _____

Please give a detailed description of intended use, as this will be the legally Permitted Purpose of your facility use.



6. How many people are expected to attend the event? _____ (per day)

7. Please list details of the type of entertainment being provided: _____

8. Will there be any sound amplification at the event (e.g. live music, PA announcements, recorded amplified music etc)? YES / NO

If YES, please provide details including any relevant times: _____

9. Is the event being advertised or promoted? YES / NO

If YES, how is this being done?

Flyers

Newspaper

Word of mouth

Radio

Website

Posters

Other: (Please specify) _____

10. Is this a ticketed event? YES / NO

11. Will food or drinks be sold or provided? YES / NO

If yes, please complete the attached "Trading in Streets & Public Places" Food Application form. If more than 1 vendor, each will need to complete individual forms or apply for a blanket licence. For more information please contact the Environment Health Officer on 9158 9367 or eho2@porthedland.wa.gov.au.

12. Will alcohol be consumed? YES / NO

If alcohol is to be consumed please ensure that you complete the attached "Application to Consume Liquor on Council Facility or Reserve".

Is alcohol being sold? YES / NO

If yes, it is the Hirer's responsibility to obtain an appropriate licence from the Department of Racing, Gaming and Liquor through the Clerk of Court, Hawke Place, South Hedland. A copy of the licence must be provided to the ToPH prior to the commencement of the hire period.

Please note: During Cyclone Season pre approved liquor consumption applications may be revoked for safety reasons.

13. Is this event an under 18's event YES / NO

14. What equipment / structures are you bringing to the event? (please provide details)

Tents / Marquees _____

Stalls _____

Bouncy castles / amusement structures _____



PA system _____

Stages _____

Banners _____

Lighting _____

Seats _____

Temporary fencing _____

Generators _____

Other: *(Please specify)* _____

15. Will ground marking, star pickets or tent pegs be required for any of the above? YES / NO

16. Do you require toilets to be available? YES / NO

Do you require change rooms to be available? YES / NO

Please note:

- Toilets/change rooms are **not** available at all reserves. In such cases the hirer will be required to make alternative arrangements to meet their requirements.
- A \$50 bond per key is required where toilets/change rooms are available

17. Do you require power? YES / NO

If so please provide details: _____

At several ToPH sites minimal (if any) power is available. Additional power sources requirements will be the responsibility of the hirer.

18. Do you require water? YES / NO

If so please provide details: _____

At several ToPH sites minimal (if any) access to water is available. You may be required to organise alternative water sources.

19. Do you require the nightly watering system to be turned off during this event? YES / NO

20. Will overhead lighting be required? YES / NO

The use of the lights will be charged in accordance with the ToPH's Schedule of Fees and Charges 2012/13.

21. Do you require vehicle access to drop off equipment during set-up/pack-down? YES / NO

*Only essential vehicles can be driven onsite. Heavy vehicles **are** not permitted on playing fields.*

22. Will you be using pyrotechnics at the event? YES / NO

If YES, please attach a copy of your approved "fireworks event permit" issued by Department of Mining and Petroleum.

23. Have you provided Public Liability Insurance? YES/NO

Public liability insurance is mandatory for all events organised by sporting clubs, associations, incorporated bodies and any events designed to make a profit. The insurance cover must be to the value of \$10 million and must note the ToPH as an interested party. Hirers must provide the ToPH with copies of their current insurance policy at the time of submitting this application. If the event is a private function booked under a personal name, public liability insurance is not required.



24. Have you attached your Risk Management plan to this application form? YES / NO

You are required to provide a Risk Management Plan for events with over 500 people or as requested by the Town's Environmental Health Department.

25. Will the event require public road closures? YES / NO

If YES, please select type of road closure:

- | | |
|---|--|
| <input type="checkbox"/> Full closure (all traffic lanes) | <input type="checkbox"/> Temporary suspension (cycle racing) |
| <input type="checkbox"/> Car Park Closure | <input type="checkbox"/> Procession (only 50 people or less) |
| <input type="checkbox"/> Half closure (one direction open only) | <input type="checkbox"/> Unsure |

Have you attached your Traffic Management Plan to this application form? YES / NO

26. Have you organised security personnel / crowd controllers if necessary? YES / N/A

If YES please indicate how many will be present at the event: _____

27. Are additional rubbish bins required for this event? YES / N/A

Number of bins required _____

Additional Rubbish Bins are charged out at \$49.50 bin in accordance with the ToPH's Schedule Fees and Charges 2013/14.

28. Have you organised extra toilets? YES / N/A

If YES, please indicate how many portable toilets you have organised:

Male: _____ Female: _____ Hand Basins: _____

29. Please supply any additional information or requirements for your event below:

Note: The information extracted from this document is to be used as a guide only. It is the responsibility of the applicant to ensure that all approvals from other agencies (e.g. Police, Main Roads) are received in relation to each particular event.



DECLARATION

I/We have read, understood and agree to abide by the Terms and Conditions of Hire located on the ToPH Website. I/We agree to indemnify the ToPH against all actions, claims, demands, or costs arising out of connection with the hire of the facility. In consideration for the use of facilities owned by the ToPH, I/we agree to hold the ToPH harmless for any damages, acts or incidents that occur as a result of the above event held by me/us. Further, I/we assume all liability for specific losses arising from the event listed above and release the ToPH from all liability and costs incurred arising from or incident to the event. I/We also acknowledge that during cyclone season in the event of a warning or alert my/our booking arrangements may be compromised.

By signing below, you warrant that you have the appropriate authority to sign for and on behalf of the Hirer.

Signature: _____

Full Name (in capitals): _____ Date: _____

On behalf of (Organisation Name): _____



Before submitting this application please ensure you have completed the check list below!

- I have read and agreed to the Terms and Conditions located on the ToPH website under Service & Facilities/Recreation/Oval & Sportsgrounds

I have included all required documents and permits including:

- Traffic Management Plan (*where appropriate*)
- Public Liability Insurance (essential)
- Fireworks Event Permit (*where appropriate*)
- Submitted a "Trading in Streets & Public Places" Food Application (*where appropriate*)
- Submitted a "Application to consume Liquor on a Council Facility or Reserve" (*where appropriate*)
- Site Plan (essential)
- Risk Management Plan (*where appropriate*)

*see next page

PLEASE NOTE: *This is an application form only. Bookings are not confirmed until approval has been granted in writing by the ToPH and either that payment of all fees has been received, or that we have invoiced for the fees and received a purchase order for these.*

Site Plan

A detailed layout of the event including locations of elements such as those listed below is to be included with your application form if the event has any of the following;

- | | | | |
|--------------------|-------------------|------------------------------|--|
| Stage | Seating | Vehicle Access Points | Food Stalls |
| First Aid Posts(s) | Marquees, tents | Electricity cables | Emergency Exits |
| Parking Areas | Fenced off Areas | Additional toilet facilities | Areas for sale or consumption of alcohol |
| Site signage | Show street names | | |

A large grid for drawing a site plan, consisting of 20 columns and 30 rows of squares.

APPLICATION TO CONSUME ALCOHOL ON COUNCIL FACILITY OR RESERVE



I, for and on behalf of
seek approval from the Town of Port Hedland to consume alcohol at (Venue),
on/...../..... (Day & Date) between&..... (times).

Contact details:

Name:

Address:

Phone:

Email:

Provide details of event and the proposed supply of liquor at the event, including type of alcohol which will be served:

.....
.....
.....

Please complete site plan on next page

Will any glass be used at the event? YES / NO

Will a charge or fee be imposed upon guests for entry to the event? YES / NO

Will alcohol be sold? YES / NO

If YES, the 'Hiring Organisation' must also obtain a function Permit/Licence from the Clerk of Courts, Hawke Place, South Hedland (Ph: 08 9172 9300) or online at www.rgl.wa.gov.au

I, for and on behalf of the Hirer, agree as follows:

- (a) I have read, acknowledge and agree the Hirer will be required to comply with the terms and conditions set out in the ToPH's policy "Occasional Licences and Consumption of Liquor on a recreation reserve or council owned or managed facility" within the Terms and Conditions located on the ToPH Website;
- (b) The Hirer will comply strictly with any relevant provisions within the Liquor Control Act 1988 (as amended) – to consult the full Act please visits <http://www.comlaw.gov.au/Series/C2004Q00718>;
- (c) The Hirer has developed a risk management policy or plan to ensure that alcohol is served in a responsible manner.
- (d) In the event of a cyclone, approval to consume liquor may be revoked for safety reasons.

Signature of authorised representative of Hirer:

Position:

Print Full Name: Date:/...../.....



TEMPORARY FOOD PREMISES

APPLICATION FORM

Section 1: APPLICANT'S DETAILS

Applicant:

Organisation:

Contact Person Responsible for Stall:

Name:

Address:

Contact Phone: Email:

Section 2: EVENT DETAILS

Fundraising Event or Not for Profit Organisation (circle): YES NO

Name of Event:

Location of Event:

Date/s of Event:

Times of Event: from to Expected Numbers at Event:

Section 3: STALL DETAILS

Number of Persons Involved with Stall:

Proposed Foods to be Provided (please provide as much detail as possible):

.....
.....

Details of Proposed Stall/Van (Inc. Size, Equipment, Fixtures Etc.)

.....
.....

Hand washing facilities:

.....

How will you ensure food is stored below 5°C or above 60°C:

.....

Signature of Applicant: Date:

NOTE: All food stalls/vehicles shall comply with Council's Requirements for food stalls, as attached. please be advised that all application must be submitted to the Town at least two (2) weeks before the event.



GUIDELINES FOR TEMPORARY FOOD STALLS



APPLICANT TO KEEP

A temporary food stall is a food stall used for “one-off” events, such as at a fair or fundraising sausage sizzle. The following information provides guidelines on what approvals are required for your stall, to what standards the stall is to be designed to and good food handling practices.

DO I NEED APPROVAL FOR A TEMPORARY FOOD STALL?

Yes. The Town must approve any food stall where food is to be sold, provided or given to the public. To obtain approval you are required to submit the attached form to the Town at least *two (2) weeks prior* to the event. The following fees are applicable for a temporary food stall, as stated in Council’s fees and charges:

Application Fee: **\$55.00**, plus:

1 Day \$55

1 week or part thereof: \$125.00

1 month or part thereof: \$250.00

1 year or part thereof: \$620.00

Note: Community Associations may be exempt from licence fees in accordance with the Town of Port Hedland’s *Trading in Public Places Local Laws, 2000*. If you believe you are a community association and wish to be exempt from the fees please contact the Town’s Environmental Health Services on 9158 9300.

WHAT FOODS MAY BE SOLD AT A TEMPORARY FOOD STALL?

No pre-cooked or potentially hazardous foods, such as meat, chicken and rice, are permitted unless prepared in accordance with the *Food Act 2008* and *Australia New Zealand Food Safety Standards*. Under this legislation these products may be prepared in a residential premise for one-off community or charitable events (please contact the Environmental Health Services if you require clarification). Please be advised, that any of the below food products are being applied for, a step by step procedure for how the food products are being prepared may be required:

- Any meat products, including but not limited to lamb, beef, pork and especially chicken;
- Rice products;
- Dairy products;
- Slow cooked meals, including but not limited to curries and stews;

Because of the potentially hazardous nature of seafood, including but not limited to fish, oysters, prawns etc, *no* seafood product will be licensed for *any* event. All food safety precautions as detailed in this brochure are to be adhered to. When considering what foods to sell at your stall you should consider what temperature control you have available for both transport and whilst at your stall.

WHAT ARE THE GUIDELINES FOR MY STALL?

1.1 GENERAL REQUIREMENTS

- 1.2.1 The food stall shall consist of a structure of which the roof and three sides are covered with plastic sheet, vinyl or other approved material.
- 1.2.2 Where a food stall is erected on unsealed ground a suitable impervious material shall be laid over the ground area of the stall.
- 1.2.3 Food handling areas and stalls must be kept a minimum of 10 metres from toilets, roads, storage of fertilisers and manures etc.

1.2 PROTECTION OF FOOD

- 1.2.1 Disposable eating and drinking utensils shall only be used.
- 1.2.2 All food shall be stored at least 750mm above the ground and covered or stored in enclosed containers.
- 1.2.3 Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of sandwich display type counters, perspex glass sneeze guards or clear plastic siding to the stall.
- 1.2.4 All condiments such as sauce, mustard, etc. shall be contained in squeeze type dispensers or in individual sealed packs.
- 1.2.5 All disposable-eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- 1.2.6 Drinking straws, paper cups, spoons, etc., shall be enclosed in suitable dispensers or otherwise protected from contamination.
- 1.2.7 Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

1.3 FOOD HANDLING PRACTICES

- 1.3.1 Hands must be washed regularly, but in particular after going to the toilet, blowing nose, handling money or switching between uncooked meats and ready-to-eat foods.
- 1.3.2 The use of tongs or disposable gloves changed frequently to be used when handling food.
- 1.3.3 All food handlers must wear clean aprons and clean hair coverings with long hair tied back.
- 1.3.4 Smoking is not permitted in food handling areas.
- 1.3.5 Anyone suffering from an infectious disease is not to be involved with the food.

1.4 WASHING FACILITIES

- 1.4.1 Separate hand washing facilities and utensil washing facilities shall be provided within the stall, e.g. two plastic dishes of sufficient capacity for adequate cleaning of hands and utensils. Each facility must be supplied with hot and cold water. Disposal of waste to Council's satisfaction.
- 1.4.2 Hand towels, soap / detergent shall be provided to each washing facility.

1.5 FOOD TEMPERATURE CONTROL

- 1.5.1 All take-away foods prepared in the stall shall be for immediate sale and consumption unless a suitable food warmer or food display can be provided that maintains the food above 60°C (hot foods) or below 5°C (cold foods).
- 1.5.2 All raw and perishable foods, such as steaks, hamburgers and sausages, shall be stored in a portable cooler together with an adequate supply of ice or cooling medium below 5°C.
- 1.5.3 Any food product containing dairy products, such as fresh cream, custard and cheese, shall not be sold unless stored and/or displayed under refrigerated conditions (below 5°C).

1.6 COOKING

- 1.6.1 All heating and cooking equipment, including open flame barbeques and cook plates, shall be located within the stall or otherwise suitably protected from contamination.
- 1.6.2 Raw foods awaiting cooking and foods which have been cooked shall not be displayed outside the stall.
- 1.6.3 The cooking area shall be kept free of dust borne contamination and droplet infection (e.g. coughing and sneezing from the public)
- 1.6.4 Cooking and heating equipment shall not be within reach of the public.
- 1.6.5 A fire extinguisher of adequate size shall be provided convenient to every stall where open flame cooking is carried out.
- 1.6.6 Where cooking is carried out adequate provisions shall be made to protect the stall walls and roof from heat, flame and splashing.

1.7 RUBBISH DISPOSAL

- 1.7.1 Suitable garbage receptacles shall be provided near the stall for the public to dispose of used take away containers and the like.
- 1.7.2 Garbage receptacles with plastic liners and tight fitting lids to be provided with the stall.
- 1.7.3 Adequate arrangements shall be made for the storage and daily or more frequent removal of garbage generated inside and outside the food stall.

1.8 OPEN FOOD STALLS

- 1.8.1 Open food stalls consisting of tables only or tables and trestles shall only be used for the sale of factory pre-packaged food in hermetically sealed containers (e.g. canned or bottled soft drinks, canned foodstuffs)
- 1.8.2 No perishable foods shall be sold from an open food stall except packaged milk, packaged milk products and pre-wrapped ice-creams, all of which shall be stored with an approved means of low temperature storage.
- 1.8.3 Provision shall be required for screening or shielding the stall to protect any perishable food from direct sunlight.
- 1.8.4 All pre-packaged foodstuffs shall be labeled in accordance with the provision of the *Australian New Zealand Food Safety Standards*.

Name & Address of Maker

Name of Product

Ingredients

WHERE DO I FIND MORE INFORMATION?

Further information can be obtained from the Town's Environmental Health Services on 9158 9367.

Please Note: The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Town's Environmental Health Services be sought prior to lodgment of a Notification of Temporary Food Premises application. The Town of Port Hedland disclaims any liability for any damages sustained by a person acting on the basis of this information.

*Prepared October 2006
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