

Event Nomination Form

This form notifies council of your intended event. To avoid delays in assessing your event it is essential that this form is lodged with council at the earliest opportunity prior to the event, even if some requested details are yet to be confirmed. On lodgement of this form council will contact you regarding the necessary requirements.



Event contact: _____
Organisation: _____
Address: _____
Mobile: _____ Email: _____

Event Details

Event name: _____
Event location: _____
Event date(s): _____
Time of event: _____ : _____ am/pm to _____ : _____ am/pm
Required set-up date and time: _____
Completed clean-up date and time: _____
Expected number of attendees: _____
Event is on council owned land or private land: _____

Event Description:

Event Details

Will the event require the hall hire or the use of a park / reserve?

Yes No

Will the event require road closures or traffic management?

Yes No

Do you intend to erect any temporary portable structures, eg tents, marquees, stages jumping castles & other rides?

Yes No

Will food be served / sold at the event?

Yes No

Will alcohol be served / sold at the event?

Yes No

Have you prepared an event risk management plan?

Yes No

Will your event have over 1000 people at any one time?

Yes No

INSURANCE

Please attach a copy of the events Public Liability Insurance and return to Kentish Council.

Completed by Event Organiser / authorised person: _____
Signature

Date

