

Submitting this application is the first step in applying for approval to stage your event within Mildura City. All relevant questions must be answered for your application to be processed. Submitting this application does not guarantee your event will proceed, you must await official notification from the Mildura City office of approval.

Applicant information

The applicant is the organisation / business / club that is requesting this event

Organisation: _____

Contact person: _____

Your position in the organisation: _____

Email address: _____

Mobile: _____ Landline: _____

Event information

Name of the event: _____

Proposed date: _____ Time: _____

Purpose of the event: _____

Proposed location: Langtree Mall* Feast Street Other (please specify): _____

* If you need to bring event equipment into the Langtree Mall, please discuss vehicle escorts with Mildura City

Bump in time: _____ Bump out time: _____

Estimated crowd numbers: _____

Do you require access to power? Yes No

Do you require access to water? Yes No

Will your site need to be fenced? Yes No

Will you be providing or selling alcohol as part of your event? Yes No

Will you be providing food/drinks as part of your event? Yes No

If yes, please select relevant response below **and** discuss permits required with Mildura City:

- The food/drinks will be provided free of charge to event participants or members of the public
- The food/drink will be sold for fundraising purposes
- The food/drink will be sold for commercial/business purposes

 **If you are providing liquor, food or drinks as part of your event you must attach a copy of your liquor license (if applicable) and an approved MRCC street trader permit**

Learn more about MRCC's street trader permit visit https://streetrader.health.vic.gov.au/public_site

Are there public toilets accessible during your event? Yes No*

* If No you may be required to hire portable public toilets, dependent on expected crowd numbers

Are there sufficient rubbish/recycling bins at your event location? Yes No*

* If No you may be required to additional rubbish/recycling bins, dependent on expected crowd numbers

Will there be recorded music or live music as part of your event? Yes No

Will there be amplified noise such as speakers or broadcast equipment? Yes No

To help Mildura City better market your event, please provide the following:

50 – 100 words to include on our website events calendar

Your website: _____

Your organisation’s name on Facebook (or provide a direct link): _____

Provide Mildura City with a copy of your event brochure/flyer as a jpeg, pdf and/or hardcopy
Please include Mildura City’s logo or acknowledge Mildura City’s assistance on advertising where possible.

Site plan Contact Mildura City for site maps if required to map out your event

Risk management Mildura City will contact you if a risk management assessment/plan is required

Insurance You must provide Mildura City with your Public Liability Insurance policy

Equipment hire

Mildura City can hire you the following equipment for your event, subject to availability:

Marquee 3x3 (8x available)	\$15.00 each
Marquee 6x3 (2x available)	\$20.00 each
Trestle tables (16 x available)	\$10.00 each
Chairs (48 x available)	\$ 2.00 each
Wooden table + 2 chair set (6x available)	\$15.00 per set
PA (small) includes 2x microphones 1x speaker	\$100.00
PA (large) includes 2x microphones, fold back speakers	\$250.00
Giant Connect 4 Game (2 x available)	\$10.00 each
Giant Chess Set	\$10.00
Giant Draughts Set	\$10.00
Market cart	\$25.00

Declaration by applicant

I have read and completed this event application in good faith and have adhered to all the requirements specified by Mildura City. All details provided are accurate and true and my event will be organised and managed as I have described unless advised otherwise by Mildura City.

I understand that this Event Application does not constitute event approval.

Your full name

Signature

Date

Submit your completed event application and accompanying documents to the Mildura City office

Via email: admin@milduracity.com.au : or deliver / mail to 63a Langtree mall, Mildura Vic 3500 If you require any assistance please contact the Mildura City office on 03 5023 8010