

# Event Notification 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, preferably 6-9 months BUT NO LESS THAN 3 MONTHS 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 and fees.

## Contact Details

Organisation name

Contact name

Daytime phone

Mobile

Fax number

Email

Please indicate your preferred contact

Ph  Mob  Fax  Email

Postal address

## Event Information

Event name

Event Location (including street address)

Event Date/s

No of expected attendees

Event start time

Event finish time

Date/time of setup

Date/time of pack up

Event is : public land / private land / indoor / outdoor

Event has been held before: where / when / how often?

Description of Event : (specify if public or private event)

## Event Details (please tick applicable box)

Will the event require hall hire?

No  Yes

Will the event require park/reserve hire?

No  Yes

Will the event require road closure or traffic management?

No  Yes

Do you intend to erect any temporary structures, eg tents, marquees, portable stages?

No  Yes

Will food be served/sold at the event?

No  Yes

Will alcohol be served/sold at the event?

No  Yes

Will there be high risk activities at the event, eg rides, jumping castle, fireworks? If yes, state activity.

No  Yes \_\_\_\_\_

Please return this completed form to :

Meander Valley Council  
PO Box 102, Westbury 7303  
or fax 6393 1474 or mail@mvc.tas.gov.au

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