**Section 1: EVENT DETAILS**

**Event / function / activity name:**

**Date / start and finish times:**

**Is this a private event or is it open to the public?**

**Expected attendance:**

**Fee / ticket price for attendees / participants:**

**Venue / Location:**

**Briefly describe the objectives, activities and format of your event:**

**Section 2: EVENT ORGANISER DETAILS**

**Name:** **Role:**

**Organisation Type**

[ ] Government [ ] Not for Profit [ ] Business [ ] Community Group [ ] School [ ]  Incorporated Association

[ ]  Other – please describe:

**Phone: Email: Website:**

**Address:**

**Public Liability Insurance**

Do you have current Public Liability Insurance that is valid for the event date?

[ ]  Yes – copy attached. [ ]  No – Reason why:

**Section 3: EVENT ACTIVITIES and SERVICES**

**Food and Beverages**

Will food and / or beverages be served or sold at the event? Yes [ ]  No [ ]

**Alcohol**

Will alcohol be served or sold? Yes [ ]  No [ ]

**Site Access and Traffic Management**

Do you require a road closure? Yes [ ]  No [ ]

Will there be an impact on traffic near the venue? Yes [ ]  No [ ]

**Temporary Structures**

Will marquees, tents, staging, or other structures be erected? Yes [ ]  No [ ]

**Noise**

Will there be any music, live performances or PA systems? Yes [ ]  No [ ]

**Children’s Activities**

Will there be any children’s rides or amusements? (eg bouncy castle, rides etc). Yes [ ]  No [ ]

**Generators and Electrical Equipment**

Will there be any generators or electrical cabling used to supply power? Yes [ ]  No [ ]

***OFFICE USE ONLY***

*Risk Matrix Rating:*

*EO Comments:*