

## EXPRESSION OF INTEREST TO HOLD AN EVENT ON BURSWOOD PARK

Before proceeding, please ensure you can satisfy each of the requirements on the following pages.

### EVENT ORGANISER DETAILS

Organisation:

Contact Person:

Position:

Address:

Postcode:

Postal Address:

Postcode:

Tel: (BH)

(Mob)

Email:

\*Please provide a written reference that outlines your relevant event management experience.

### EVENT DETAILS

Event Name:

Event Classification:

Charity

Education

Community

Tourism

Commercial

Event Type:

Sporting

Walk/Run

Concert

Festival

Cultural

Fete/Fair

Other

Has the event been held before?

No

Yes – Where?

Date/s of Event (max 3 day event):

Hours of Event: (max 7am-11pm)

From (time):

To (time):

Bump in date/s (max 5 days prior):

From (date):

To (date):

Bump out date/s (max 3 days post):

From (date):

To (date):

Preferred Park Location

Mark site BOUNDARIES and/or ROUTE on the attached map

Participant #s:

Spectators #s:

Target Audience (e.g. Families, Children etc):

Entertainment:

Live Band

DJs

Vendors – food/drink

Licensed area

Amusement Rides

Inflatables

Animals

Fireworks

Other:

Short Description of Event:

Other than permission to hold an event on site, are you seeking other 'in-kind' support from Burswood Park Board?  No or  Yes. Details \_\_\_\_\_



**EVENT REQUIREMENTS (where not applicable, please cross out)**

- I have confirmed that the event date does not clash with other advertised events on the Burswood Peninsula (refer to the stakeholder tables on page 3).
- The event supports this community group/charity .....
- I have **public liability insurance** to the value of:
  - \$20 million (>1,000 participants) OR  \$10 million for smaller events (<1,000 participants)Provider: .....

I am aware it is the event organiser's responsibility to:

- attend a site meeting with Burswood Park **90 days** prior to the event.  
Preferred date/time: .....
- complete a Town of Victoria Park '**Public Event Application**' form and pay relevant fees.
- collect and remove litter during and after the event, including providing adequate bins.
- provide adequate toilet facilities (refer to the Town of Victoria Park for requirements).
- supply and install electricity for the event (**Form 5 Certificate of Electrical Compliance**).
- comply with **Health (Public Building) Regulations 1992** for installing temporary structures.
- provide the necessary **Liquor Licensing Act 1988** licences (if applicable) prior to the event.
- obtain a **Permit to Sell Food** for a Temporary Food Premise for ALL food vendors plus offer any food vendors currently contracted to Burswood Park Board opportunity to attend.
- provide adequate First Aid.
- supply adequate security for the duration of the event.
- comply with Department of Health's **Petting Zoo Guidelines**, if animals are part of the event.
- ensure that amusement ride contractors provide **Worksafe Amusement Device Certificates**.
- seek approval from the **Department of Mines Regulation and Safety** to stage fireworks.
- consult with **Department of Biodiversity Conservation and Attractions** to utilise Swan River.
- consult with **Main Roads** to utilise Matagarup Bridge.
- stage events in line with Burswood Park Board's **Disability Access and Inclusion Plan (DAIP)**.

I am aware that the following plans must be provided as part of the application process:

- Event Management Plan
- Traffic, Pedestrian and Parking Management Plans
- Risk Management Plan
- Emergency Plan and Evacuation Map
- I am aware that signs, banners, billboards, posters and/or other printed matter are prohibited in the Park without the authority of the Board. I will obtain approval prior to promoting my event.
- I understand that a refundable deposit may be required to cover any remediation costs resulting from damage to the park.
- I agree to include Burswood Park's logo and links to the Park website and Facebook account in all promotional material related to the event.



**BURSWOOD**  
PARK BOARD

Burswood Parkland forms part of the Burswood Peninsula and shares boundaries with Crown Casino and Hotels, Optus Stadium, Matagarup Bridge and WA Water Sports Association. When planning, organisers should carefully consider what other events might be scheduled at these locations to avoid congestion on roads, pathways and car parks. It is recommended that organisers check for concurrent events at these locations.

**Please note.** Burswood Park Board is not responsible for bookings accepted by other Burswood Peninsula and surrounding stakeholders in locations that may impact on your event.

STAKEHOLDER	CONTACT DETAILS
Town of Victoria Park	<a href="http://www.victoriapark.wa.gov.au">www.victoriapark.wa.gov.au</a>
Optus Stadium	<a href="http://www.optusstadium.com.au">www.optusstadium.com.au</a>
Main Roads (Matagarup Bridge)	<a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a>
Crown Perth	<a href="http://www.crownperth.com.au">www.crownperth.com.au</a>
WA Recreational Water Sports Association	<a href="http://www.warwsa.com.au">www.warwsa.com.au</a>
Burswood on Swan	<a href="http://www.spicesgroup.com.au">www.spicesgroup.com.au</a>
WA Marathon Club	<a href="http://www.wamc.org.au">www.wamc.org.au</a>

If your event extends beyond the grounds of Burswood Park, you may also need to contact:

STAKEHOLDER	CONTACT DETAILS
City of Perth	<a href="http://www.cityofperth.wa.gov.au">www.cityofperth.wa.gov.au</a>
City of South Perth	<a href="http://www.cityofsouth.wa.gov.au">www.cityofsouth.wa.gov.au</a>

**What happens now?**

Large events Expected attendance > 1,000	Small events Expected attendance 200-1,000
Your Expression of Interest will be assessed for suitability using the conditional approval checklist. You will be advised within <b>20</b> working days if your registration has been successful. If so, you will proceed to the application process.	Your Expression of Interest will be assessed for suitability using the conditional approval checklist. You will be advised within <b>10</b> working days if your registration has been successful. If so, you will proceed to the application process.

**Please complete this form at least 20 weeks prior to the event and return via to:**  
 E: [events@burswoodpark.wa.gov.au](mailto:events@burswoodpark.wa.gov.au)  
 P: PO Box 114, Burswood WA 6100  
 A: Cnr Victoria Park Drv & Glenn Place, Burswood

Signed: \_\_\_\_\_ Date: \_\_\_\_\_