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| Enquiries to: City of Greater Geraldton  Department of Community Services  **CC 001**  Date: 18/05/2015  **Function Application Form** |

**NOTE – Completed applications must be submitted at least 10 working days prior to the function**

|  |  |  |  |
| --- | --- | --- | --- |
| I/We: |  | | |
|  | (full name) | | |
| Of: |  | | |
|  | (address) | | |
| Oh behalf of: |  | | |
|  | (organisation) | | |
| Phone: |  | Mobile: |  |
|  |  | | |
| Email: |  | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hereby apply for a permit to hold a function / activity, namely (describe the function or activity): | | | | | | | | | |
|  |  | | | | | | | | |
|  | | | | | | | | | |
| On: |  | | | | | | | | |
|  | | | | | | | | | |
| Located at: |  | | | | | | | | |
|  |  | | | | | | | | |
| Date(s): |  | | | | | | | | |
|  | | | |  | | | | | |
| Start: |  | | AM/PM | |  | Finish: |  | AM/PM |
|  | (Include set up and clean up time) | | | | | | | | |
| Number of people attending: | |  | | | | | | | |
|  | | If over 1000 people please complete form **CC 005** | | | | | | | |

**Additional Information:**

1.Groups, organisations businesses and clubs require a Certificate of Currency for Public Liability insurance to be provided with this application  Yes

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 2. Are any structures being erected? | | | Yes  No | | | If yes, what type and how will they be fixed? Site plan to be completed form **CC 002** | |
| 3. Is alcohol to be consumed on site? | | | Yes  No | | | If yes, complete form **CC 003** | |
| 4. Is the mobile stage required? (fees apply) | | | Yes  No | | | If yes, complete form **CC 004** | |
| 5. Advertising banner space available at Maitland Park or Eadon Clarke. | | | Yes  No | | | Complete form **CC 006** | |
| 6. Will you be selling/providing food? | | | Yes  No | | | If yes, please contact the Health Department on 9956 6680 | |
| **Office use only** | | | | | | | |
|  | **CC 002** | **Site Plan** | |  | **CC 005** | | **Events Pack** |
|  | **CC 003** | **Alcohol Permit** | |  | **CC 006** | | **Banner displayed** |
|  | **CC 004** | **Mobile stage** | |  |  | |  |