Events in Public Spaces - Major Events EOI
Form Preview

Contact Details

* indicates a required field

Name of Group/ Organisation *

Organisation Name

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Applicant Postal Address

Address

Website

must be a valid URL

Contact Name *

Title | First Name | Last Name

Position *

Contact Email *

Mobile Phone Number *

Work Phone Number

Must be a valid Australian number including area code

Does your group hold public liability insurance coverage to the value of $20 million? *

☐ Yes
☐ No

Proof of adequate coverage will need to be provided before the event is held.

Application Summary

* indicates a required field

Name of Event *

Event Type *

☐ Event of more than 1,000 people
☐ Market
☐ Road Closure
☐ Closure of Yarra Boulevard
☐ Other:

Choose most relevant option - you can choose more than one.

Event Start Date:

Must be a date.

Event End Date: *

Must be a date and no later than 31/12/2027.

Event Start Time:

Event Finish Time:

Bump In (Set Up) Start Date:

Must be a date.
Must not be longer than two weeks in duration

Bump Out (Pack Down) End Date:

Must be a date.
Must not be longer than two weeks in duration

Event Frequency *

☐ One-off Event
☐ Multiple days
☐ Weekly
☐ Fortnightly
☐ Monthly

☐ Other (please outline in notes)

Is this date or time/s flexible? *

○ Yes
○ No

What is the significance behind this date (if any)?

Word count:
Must be no more than 300 words.

Event Location *

If unsuccessful for your first location, date or time preference, what other locations/dates/ times would be suitable?

How many people do you expect to attend? *

Must be a number

Please attach a site map showing the location of your event *

Attach a file:

Please upload no more than 5MB per attachment

Activity Details

* indicates a required field

Information about your organisation: *

Describe your organisation. This can include the purpose of the organisation, the years it has been operating, the management and governance structure (including number of paid staff and volunteers), the processes and procedures you have in place (e.g. financial, OHS, environmental etc.), the staff and board membership.

Event Proposal: *

Describe what is it that you want to do and why? Include information about the people who will be involved, their experience, the processes to be used and how the activity

connects to and benefits Yarra. Address EIPS assessment criteria in your response where appropriate.

Prior Event Experience: *

Describe organisation's experience in developing and presenting similar activities in the past.

Environmental Considerations

Council's revised Events in Public Spaces Policy has a strong commitment to action on climate change and a circular economy. We are currently developing a plan to assist event organisers to plan and develop more sustainable events, exploring incentives to change event practice to achieve sustainability objectives. Please advise how you plan on creating a sustainable event. Please be aware the Single-Use Plastic ban by the Victoria Government commenced in February 2023.

How you plan to manage waste at your event? *

Word count:

Include information on the sustainable event practices you plan to implement, how you will dispose of waste generated by your event and any considerations you will make to protect flora, fauna and the event site.

Additional Details

Supporting Information:

Attach a file:

Multiple documents can be uploaded using this question, please upload no more than 5MB per attachment

Declaration

Before submitting this Expression of Interest Application, please ensure that you have clearly understood each question and that the information you have provided is accurate and current.

By submitting this document you are acknowledging that:

- This document is not an undertaking or contractual offer by the City of Yarra.
- The City of Yarra reserves the right to accept or reject any Expression of Interest at its discretion.

I understand that copies of all material provided will be retained by Council as required by the Public Records Act 1973.

Name

Title | First Name | Last Name

Name of Group/ Organisation

Organisation Name

Position