

Event Enquiry Form



Please read the [Bayside Council Events Guide](#) before filling in this form.

Email your completed event enquiry form to council@bayside.nsw.gov.au

Once we receive your event enquiry form, we will:

- ▶ Review the details to assess your planned activities and their potential impact.
- ▶ Email you within 7 business days with the outcome of your enquiry and next steps. This will include information on any required permits, approvals, and estimated fees for your proposed event.

Planned Event Details

Contact Details

Contact person:

Organisation (if applicable):

Address:

ABN (if applicable):

Email

Website (if applicable):

Mobile

Is your organisation a registered Not-for-Profit?

Yes

No

Have you managed an event before?

Yes

No

Tell us about any events you have managed (if applicable):

Are you partnering with any other organisations / people for this event?

Yes

No

Provide details of event partners (if applicable):

Event Details

Event name:

Is this a private or commercial event?

Private

Commercial

Community

Not sure

Event date/s:

First day

Last day

Event times:

Start

Finish

Bump in (event set-up):

From

Bump out (event pack-up):

From

How many people do you expect to attend?

How many people do you expect at any one time?

Has this event been held before?

Yes

No



Where would you like to hold the event?

Cahill Park (Wolli Creek)

Cook Park (Kyeemagh)

Depena Reserve (Dolls Point)

Firmstone Gardens (Banksia)

Mascot Memorial Park (Mascot)

Jack Mundy Reserve (Eastlakes)

Pemberton Reserve (Ramsgate)

Sir Joseph Banks Park (Botany)

Other (e.g. Oval, Park, etc.)

Is it a free event?

Yes

No

Ticket price (if applicable)

Do you plan to seek funding for this event?

Yes

No

Type of funding:

Council funding

Other

Do you plan to have sponsors for this event?

Yes

No

Tell us about your event:

Inclusions

Are you thinking about including any of the following? Please select all that apply.
Fees and other permits may apply for some options listed below.

Food stalls

Non-food related stalls

Alcohol

Staging or other structures (e.g. gazebos, marquees, fete stalls)

Vehicle access to event site required

Access to water required

Access to power required

Additional lighting required

Generators

Performance (e.g. music, dance, theatre)

Fireworks

Drones (check event is not in a no-fly zone – see: [drone safety apps](#))

Amusement rides

Inflatable structures (e.g. jumping castle)

Animals

Event participants working directly with children

Additional toilets (see page 19 of the [Bayside Council Events Guide](#))

Road closures

Amplified sound (e.g. live band / PA)

Music

Agreement

I understand that this Form does not provide approval for the conduct of any aspect of the event.

Name:

Date: