

Events Questionnaire

To be completed when holding an event that is not an everyday activity OR OVER 1000 attendees expected

Name of your Playgroup:

Contact Name:

Phone / E-mail:

Name of Event:

Description of Event: (Please supply a copy of the event program listing all exhibitors/amusement provided)

What is your organisation's past experience at running this type of event?

Date, Time and Duration of Event:

Location of Event: (name of location and address)

How many people are expected to attend?

Will Food be sold at this event? (if yes, please provide details)

Will Alcohol be sold at this event? (if yes, please provide details)

How many stalls are being used to sell anything?

How many stall holders run licensed/registered businesses?

Will there be entertainment at this event? (if yes, please describe)

Do performers hold your organisation responsible for any injuries they suffer? (if yes, please provide copy of contract)

Type of Seating during event:

Who provides security for your event?

Does the Security Company provide a Certificate of Insurance?

Will there be any medical personnel? (such as Ambulance, St Johns etc...)

Distance to nearest hospital?

Is there an ambulance on site?



Is there an Emergency Evacuation Plan in place?

What communication system is planned for the site? (such as loud speakers)

Will security look check for alcohol being bought into the event?

Are there any stands at the event?

Who is responsible for erecting stands?

Is the event held outdoors? (if yes, please describe fencing used to prohibit entry of any uninvited persons)

Do you have a Risk Management Plan?

Is this plan in process?

NOTE:

YOU MUST COLLECT FROM ALL STALL HOLDERS AND ENTERTAINERS COPIES OF THEIR CURRENT PUBLIC LIABILITY INSURANCE FOR NO LESS THAN \$10M PUBLIC AND PRODUCTS LIABILITY FROM AN APRA APPROVED INSURER (CERTIFICATES OF CURRENCY)

Sign the original and obtain a copy of the Working With Children Check (WWCC) for more information visit <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>





