

# How to use this interactive form

- Step 1: Download this pdf to your computer and rename using a description of your event.
- Step 2: Fill out the form electronically.
- Step 3: SAVE.
- Step 4: Send application by clicking on email address at end of form. Make sure to attach saved application to your email.



## Event Application Form

Rottnest Island is fast-becoming a hub for major events. When planning your event it is important to note that the Island is an 'A Class' nature reserve and all events and functions require approval from the Rottnest Island Authority (RIA). The RIA, upon receipt of a completed application, reserves the right not to issue a permit for any reason. Any information regarding the availability or costs of venues given prior to the issue of a permit is an indication only and is not an assurance that a permit will be issued.

The RIA shall only issue a permit when all relevant documents and payments are received by the Authority within the stated time frame (ALL APPLICANTS MUST BE OVER 18 YEARS OF AGE).

**Please note that for large scale events you must contact the RIA Events department on 9432 9350 or email [events@rotnnestisland.com](mailto:events@rotnnestisland.com) prior to submitting an application.**

### Applicant details

Name of organisation: _____
Contact name: _____
Address: _____
ABN: _____
Telephone: (mob) _____ (hm) _____ (wk) _____
Email: _____
Alternative contact: _____

### Event details

Event name: _____
Event contact and mobile (Must be available on the day of the event): _____
Nature of the event ( <i>sporting, cultural, community etc</i> ): _____
Event date: _____ Event time: _____
Set up date: _____ Set up time: _____
Clean up date: _____ Clean up time: _____

**Venue or location requested**

Hotel Rottnest	Aristos Waterfront	Karma Rottnest
Picture Hall	Country Club	Geordie Bay Café
Peacock Inn	Kingstown Main Hall	Kingstown Parade Ground
Sports Oval	Rottnest bay or beach (please specify): _____	
Other: _____		

**NOTE: Toilets / change rooms / power / water are not available at all venues / locations.  
Contact RIA events department for further information on 9432 9350.**

**Detailed description of event**

*Please supply no more than a one page summary of the event with your application.*

**How many people approximately do you anticipate will be at your event?**

Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

**Primary purpose of event**

Commercial                      Fundraiser    *Please specify:* \_\_\_\_\_

Non-commercial                Other            *Please specify:* \_\_\_\_\_

**Is this a new Event Application/Proposal?**

No (pre-existing/annual event on Island)

Yes (If yes, please see below)

*All new recreational event proposals on Rottnest Island that fall within public drinking water source areas must gain approval from the Department of Water (2-3 month lead time).*

*For more information on applicable areas visit*

[https://www.water.wa.gov.au/\\_data/assets/pdf\\_file/0008/4787/107320.pdf](https://www.water.wa.gov.au/_data/assets/pdf_file/0008/4787/107320.pdf)

*and to apply*

[http://www.water.wa.gov.au/\\_data/assets/pdf\\_file/0016/5119/106400.pdf](http://www.water.wa.gov.au/_data/assets/pdf_file/0016/5119/106400.pdf)

**Are you a not for profit organisation?**

Yes            No

*If so please supply documentation that supports this with your application.*

**What equipment are you bringing to the event?**

*A site map and inventory list is required with this application showing placement of stages, marquees, stalls, etc. Preferred method of weighting is water weights or sandbags. If you want to stake into the ground please advise RIA Events department as approval will need to be sought.*

**Are you charging an entry fee for the event?**

Yes            No

If yes, please specify the amount: \$ \_\_\_\_\_

<b>Will your event or part thereof take place on or in the waters surrounding Rottnest?</b>	Yes	No
If yes, please specify: _____		
<b>If your event takes place in the surrounding waters of Rottnest, permission must be obtained from the Department of Transport – marine division. Have you obtained permission?</b>	Yes	No
<i>If yes, please provide a copy of the permission with this application.</i>		
<b>Will food/soft drink be provided?</b>	Yes	No
<b>If so will the food/soft drink be for sale?</b>	Yes	No
<i>If yes, approval must be sought from the RIA and you are required to contact the Health Department on 9432 9856.</i>		
<b>Will alcohol be sold or provided?</b>	Yes	No
<i>Please note that the consumption of alcohol outside of Licensed premises or accommodation is a breach of State Law and Rottnest Island Regulations. Limited 2 hour alcohol permits for the consumption of alcohol may be awarded in certain circumstances. If you wish to apply for a limited 2 hour alcohol permit you must contact RIA Events department on 9432 9350.</i>		
<b>Do you intend to store any goods or equipment on site or in our yard for purposes of the event?</b>	Yes	No
<b>Do you plan to fence off any areas for the event?</b>	Yes	No
<i>Permission may be required.</i>		
<b>Do you need to erect signage as part of your event?</b>	Yes	No
<i>If yes, approval will be required.</i>		
<b>Will any music be performed or played at the event?</b>	Yes	No
<b>Do you require toilets to be available?</b>	Yes	No
<i>Not available at all locations, extra toilets may be required at organisers cost.</i>		
<b>Do you require power to be available?</b>	Yes	No
<i>Not available at all locations, generators available for hire. Please note all electrical equipment must be certified and may be required to be checked by a qualified island electrician prior to use.</i>		
<b>Do you require water to be available?</b>	Yes	No
<i>Not available at all locations.</i>		
<b>Do you require power and reticulation to be marked on the site?</b>	Yes	No
<i>Please note there may be a fee applicable.</i>		
<b>Will you require transport assistance to move people?</b>	Yes	No
<i>Please note there may be a fee applicable.</i>		

**Will you require transport to move equipment or goods on the Island?** Yes No

*Please note there may be a fee applicable.*

**Will you or any of your staff, volunteers or contractors need to drive on the Island?** Yes No

*If yes, you will be required to complete a [Permit to Drive Application Form](#).*

**Will you require roads or paths to be closed?** Yes No

*If yes, a Traffic Management Plan must be submitted with your event application.*

**Have you planned First Aid?** Yes No

*If yes, please provide details of providers (may be requirement of approval).*

**Have you organised security guards if necessary?** Yes No

*May be requirement of approval.*

**Will you require extra bins for the event?** Yes No

*Please note there may be a fee applicable.*

**Are you hiring a company or individual to provide services on the Island other than Island based organisations?** Yes No

*If yes, please provide supplier details and include a copy of their Certificate of Currency.*

**Will you be conducting any commercial photography / or filming or utilising a drone?** Yes No

*If yes, please complete a [Commercial Filming/Photography Permit Application Form](#).*

**Please supply any additional information or requirements for your event:**

**If you would like to be considered for event sponsorship please visit the Rottneest Island Chamber of Commerce website and download the Sponsorship Prospectus.**

## Events Application Checklist

Required for all events:	Depending on the event:
Public Liability Insurance Certificate of Currency Risk Management Plan (Include your risk assessment) Site Map and Inventory List	Permit to Drive Application Traffic Management Plan Temporary Suspension of Road Rules Application Commercial Filming / Photography Application Marine Gazettal (fee applicable)
<b>NOTE: This is an application form only, not a permit.</b>	

### Function Compliance Form

- Groups or organisations do not have exclusive use of any area or facility, unless otherwise specified.
- The consumption of alcohol is **not** allowed outside of Licensed or domestic premises.

#### Rottnest Island Authority

##### Regulation 72 – Places where

##### liquor may be consumed (1)

**Consuming alcoholic liquor in unauthorised place. Maximum Penalty \$1000. Section 119 under the Liquor Control Act – It is an offence in Western Australia for persons of any age to drink in public, such as on the street, park or beach. On the spot fine of \$200.**

- The beach area is to be left clean and tidy after your function – dependant on the size of your event you may be required to provide extra bins at your own cost.
- Structures such as shade structures are not to exceed 3m x 3m in size and must be weighted not spiked.

**Regulation – 52. Erection of structures – (1) A person shall not without permission erect any structure within the limits of the Island. Maximum Penalty: \$1,000.**

- Boats are permitted to land/beach to drop off equipment however

please abide by all signage indicating no boating or anchoring areas and no anchoring in sea grass or within ferry approach channel is permitted.

- For your own safety, participants should stay clear of limestone cliff edges, caves and overhanging rocks.
- This compliance form is to be completed and returned prior to the function.
- You may be required to post an Environmental Preservation Bond. The Bond will be fully refunded on a satisfactory inspection of the venue / site.

I, the permit applicant and hereby declare that I have read and fully understand this Permit Application and Function Compliance Form provided by the Rottnest Island Authority , pertaining to hold a function for event on Rottnest Island.

I agree to abide by these conditions and accept all associated requirements of these conditions.

I declare that I have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so including loss of Bonds and potential prosecution.

I also agree to indemnify and keep indemnified the Rottnest Island Authority from and against any claim, demand, action, suit or proceeding that may be made or brought against the Authority in respect to personal injury, death of, any person or loss or damage to any property and also from any cost or expense that may be incurred with any such claim, demand action, suit or proceeding arising from this event.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please note that the Rottnest Island Authority reserves the right to impose compliance condition in addition to those listed above.*

## Charges and Fees

<b>Standard permit fee</b> Administration fee charged to all events and functions conducted on Rottnest Island.	\$200.00
<b>Rottnest Island Authority Event staff present on event day</b> Based on application.	\$60.00 per hour* or \$600.00 per full day <i>*minimum 3 hours</i>
<b>Rottnest Island Authority Event staff stayover for event</b> Charged to all events.	\$150.00 per night
<b>Other Rottnest Island Authority staff</b> For example Rangers.	Based on application
<b>Environmental Preservation Bond</b> <i>(based on application)</i> Payable for large-scale public events, corporate events and private functions of more than 100 people Bonds are fully refundable following a satisfactory site inspection by RIA Staff / Event Staff at the conclusion of the event and organisers can expect the bond to be returned within 14 days of the inspection.	50 – 100     \$1000 100 – 150    \$1500 Over 150     \$2000

An invoice will be sent for the outstanding amount once the event has been evaluated and approved.

If paying by Cheque please make check out to:

Rottnest Island Authority

Post to: Rottnest Island Authority

PO Box 693

Fremantle WA 6959

**If permits are not granted, your payment will be refunded.**

Please email to: [events@rottnestisland.com](mailto:events@rottnestisland.com)