



Shire of East Pilbara

Event Factsheet 6: Holding an event on Shire property or public open space

If you are considering holding an event on Shire property or a public open space then you should initially contact the Events Officer at the Shire who will be able to give guidance on how to proceed. Phone (08) 9175 8000.

The Shire of East Pilbara own or manage a number of locations that can be used for hosting events. The following sites are available to book:

NEWMAN					
Ovals					
NAME	Toilets	Bins	Facilities available	Max patrons	LOCATION
Capricorn Oval	No Public Toilets, AFL club access only. Permission required.	25 bins around oval	Oval lights, grassed surface, fence around oval and multiple entries and exits.	To be advised	Fortescue Road
Kangaroo Oval	No Public Toilets, Junior Sports Pavilion toilet access. Permission required and fee.	2 bins	Oval lights, grassed surface, enclosed semi-fencing with 3 entries and exits.	To be advised	Fortescue Road
Emu Oval	No Public Toilets, Junior Sports Pavilion toilet access and club houses.	3 bins	Oval lights, grassed surface, semi-fencing with 3 entries and exits.	To be advised	Fortescue Road
Goanna Oval	No public toilet, Tennis and Netball court toilets, permission required.	3 bins	Oval lights, grassed surface, fence around oval and 2 entries and exits.	To be advised	Thulluna Crescent
Boomerang Oval	Public toilets available.	9 bins	Oval lights, grassed surface, fence around oval and multiple entries and exits.	1000 max	Iron Ore Parade
Public Buildings					
East Pilbara Art Centre	Three indoor toilets	3 bins	Full security, fees apply meeting room and void space, access to a kitchen (not commercial), limited electrical points <i>(Note – if extra toilets organized for event then max number of patrons can increase)</i>	55ppl	Newman Drive
Junior Sports Pavilion	Toilets available, fees apply.	4 bins	Full security, fee's apply, showers available, disabled toilets	45ppl	Fortescue Rd
Senior Sports Pavilion	Indoor toilets and external change rooms	3 bins	Full security, fee's apply, showers available, disabled toilets, commercial kitchen facilities	100 patrons indoor 200 patrons out door	Iron Ore Parade

Whaleback Arena	Indoor toilets	Bins outside	Full security, fees apply	300ppl	Gregory Avenue
The Square and The Edge					
The Square	Toilets available	3 bins	Lights, grassed area, concrete seating area, disabled access, shaded areas, water fountain and misters, outdoor screen, stage	1420 Standing 714 Sitting	Lee Lane
The Edge	Public toilets available.	3 bins	Full security, fees apply, commercial kitchen, meeting/ conference room, popup shop area, internet connection	TBA	Lee Lane

NULLAGINE					
Please contact the Shire of East Pilbara for Nullagine locations 08 9177 8075					
MARBLE BAR					
Public Buildings					
NAME	Toilets	Bins	Facilities available	Max patrons	LOCATION
Marble Bar Recreation Shed	Male: 1 cubicle, 2 showers, Disabled Male: 1 toilet/ shower Female: 1 cubicle, 2 showers Disabled Female: 1 toilet/shower	2 bins	Kitchen, toilets, showers, Rec equipment, courts (tennis, basketball etc)	TBA	Station Street
Civic Centre	1 disabled toilet Male: 1 cubicle, 3 urinals Female: 3 cubicles	4 bins	Commercial Kitchen, toilets, stage, shaded outdoor space, BBQ can be supplied if required, chairs/tables	246 max	Francis Street
Parks					
ANZAC Park	1 Public Toilet (Disability Access)	4 bins	Electric BBQ's, toilet, playground equipment, grey water disposal location, tables/benches with shade canopy	TBA	General Street

Fees and charges for using Shire of Pilbara's facilities apply, please check with the Shire's Events Officer for further details or information on any of the above locations.

Public Liability Insurance

Event organisers must provide a Public Liability Insurance policy underwritten by insurers authorised to conduct insurance business in Australia or a Certificate of Currency. Either must show that the proposed event is fully covered for a minimum of \$10 million or \$20 million if fireworks and/or street trading are involved. If you are contracting companies to provide services on your behalf, copies of sub-contractor insurance cover may also be requested.

Stakeholder Notification Plan

In order to minimise any impact on surrounding stakeholders, you may be required to communicate details of your event to them. You should discuss this with the Shire's Events Officer who will advise you whether this will be a requirement of the Shire for your event.

For most events a formal letter should be sent to all stakeholders within the event precinct. The Events Officer can help you develop a list of important stakeholders in your event precinct who should be targeted directly and identify the areas and streets to be included in your distribution. It is the applicant's responsibility to ensure that adequate stakeholder notification is conducted.

Your letter must include the following details:

1. The name, date and location of your event (including bump-in and bump-out times)
2. The purpose of the event
3. The expected number of participants
4. Activities being conducted as part of the event
5. What the likely disruptions to residents and businesses will be with respect to noise, transport, road closures
6. A contact number for further information or queries and
7. The Coordinator Events contact details as a secondary contact

Your first letter must be written as a 'proposal' (keeping in mind that your event has not been approved by the Shire of East Pilbara) and a draft submitted to the Events Officer for approval before distribution.

Road closure newspaper advertising

If your event involves a major road closure and/or impacts public transport, you will be required to advertise in printed press as deemed by the Shire of East Pilbara. The advertisement must include:

1. The name, date and location of the event,
2. The name and contact number of the organiser
3. Road closure locations, opening and closing times
4. The impact on public transport routes (such as buses or taxis) and suggested alternative arrangements for vehicle access, vehicle parking and public transport should be noted.

You must send a copy of the draft advertisement to the Events Officer at least **14 days prior** to the date of publication for approval. Please note that minor road closures may still require advertising.

Site plan

You must provide the Shire of East Pilbara and relevant public authorities with your site plan before your event. In the initial stages of planning, a draft site plan is acceptable. Your site plan should be a clear plan and must identify the location of all aspects of the event including; the event itself, equipment, activities, permanent and temporary infrastructure, crowd control infrastructure, generators, amenities, parking, vehicle access routes, water, seating, emergency access/egress and so on.

Correct site selection is a critical success factor for an event. Be sure that the site you select matches your expectations of size, location and available facilities. Some sites are not capable of accommodating large crowds, others are not able to take heavy event infrastructure, while some may be easily accessible and in close proximity to transport.

Site Meeting

Please note that a site meeting with relevant Shire of East Pilbara authorities may be requested by the Events Officer to ensure that the site is suitable and meets your event's needs and requirements. Prior to bump in of the event, the Event Manager must organise to meet with Works Supervisor- Parks and Gardens at the specified location for a pre event oval inspection.

Parks and Gardens

The Shire of East Pilbara manages a number of the parks and gardens located in the municipality. These public spaces are environmentally sensitive and as such need to be protected where possible. All events requiring access to Shire Parks and Gardens must liaise with Works Supervisor - Parks and Gardens to ensure all infrastructure and facilities are appropriately placed and approved for use in these areas. The Event Manager is required to arrange payment of an Oval Bond fee prior to the event, where an oval bond fee will apply. No event management teams are allowed access on council ovals unless the Works Supervisor- Parks and Gardens has been contacted.