

Neighbourhood Party Registration Form



For full guidelines and more ideas, please refer to the **Host a Neighbourhood Party - Shire of Chittering Information package** available at <https://www.chittering.wa.gov.au/community/new-residents-ratepayer-information.aspx#neighbourhood-parties->

**Holding your party in a public venue or on a public road?
You will need to complete this form and submit **AT LEAST 4 WEEKS** before the event.
If your party is on private property, there is no need to complete the form, unless you would like financial support from the Shire.**

Please complete all relevant parts of sections 1-3 and submit to funding@chittering.wa.gov.au at least 4 weeks prior to your event.

Section 4 is to be completed after your event and returned for our records. If you have taken photos and have permission for them to be used publicly, please include those as well.

If you would like some assistance completing this form, please contact the Shire Community Development Team on 9576 4600 or email: funding@chittering.wa.gov.au.

SECTION 1: EVENT REGISTRATION

ORGANISER DETAILS:

Organiser Name:			
Organiser Contact Phone:		Email:	
Organiser home address:			

NEIGHBOURHOOD PARTY VENUE:

Proposed Venue Address:			
Proposed event date	/	/	Time of event from: to:

ROAD CLOSURE REQUEST:

Are you seeking a full or partial closure of a local road for the event:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please list the road/s you are seeking to close. If it is a partial road closure, please identify from what street addresses you propose closing the road.		
Time of proposed street closure	From:	to:
Have you gained approval from affected residents	Yes <input type="checkbox"/> (please attach evidence)	No <input type="checkbox"/>
Supporting document checklist	<input type="checkbox"/> Site plan <input type="checkbox"/> Evidence of resident support	

N.B. please include in your site plan an indication of where you are proposing to close roads, proposed traffic flow options around the road closure, access and egress points for pedestrians, rubbish collection points etc.

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SECTION 2: FUNDING REQUEST

The Shire is offering up to \$200 towards the cost of promotions (i.e. printing of invitations), entertainment, decorations or hire of equipment.

Funding **MAY NOT** be used for any of the following:

- a. Administrative Costs, including wages or salaries.
- b. Vehicle Expenses
- c. Alcohol
- d. Any purpose deemed by the Shire of Chittering to be outside of the "intended" use.

If you wish to apply for this funding please complete the following section:

Requested funding amount:	\$
Please describe the items that the funding will be used for:	
How many people do you expect to attend your event, including children?	

OTHER CONDITIONS

1. Council reserves the right to consider and allocate funds without the right of appeal.
2. Council reserves the right to request further information.
3. Event notification forms will need to be completed for any public event.

SECTION 3: SHIRE WORKS ASSISTANCE

If you require assistance from the Shire to prepare a local reserve or public space a works request will need to be raised.

Location of request	
Description of what you need done (i.e. rubbish removal from full facility bins, lawn mowing, additional rubbish event bins ETC.	

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SECTION 4. EVENT ACQUITTAL

At the completion of your event, please complete and return to: funding@chittering.wa.gov.au

ORGANISER DETAILS

Organiser Name:			
Organiser Contact Phone:		Email:	

NEIGHBOURHOOD PARTY VENUE

Venue Address:			
Event date	/ /	How many people attended your event	
Funded amount:	\$	Funds Spent	\$

Please tell us some of the outcomes of your event.

Do you have any suggestions for other Neighbourhood Party hosts considering holding an event?

I, _____ certify that the amount of \$ _____ received for the purpose of a Neighbourhood Party, has been expended in accordance with the conditions outlined in the Shire of Chittering Neighbourhood Party guidelines.

Signature		Date	/ /
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If you have photos that have been approved for public viewing, please feel free to attach them with your acquittal form. They may be used for promotional purposes so you will need permission from anyone in the image, or in the case of a child under 18, permission from their parent or caregiver.