Event Overview Template

Please refer to the Events, Forms and Templates page for further information and resources. It can be found at the [City of Perth website](https://perth.wa.gov.au/forms-and-payments/Hire-and-Bookings/event-tools-forms-and-templates).

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| **Description** | **Detail** |
| Event Manager (name and company) |  |
| Event name |  |
| Event location |  |
| Event dates and times |  |
| Event Type (concert, food fair, festival) |  |
| Bump-in and out dates and times |  |
| Demographic/target audiences |  |
| Expected number of attendees |  |
| Other Licenses/permits required |  |
| Breakdown of event activities, including but not limited to:  Music/type  Sporting/acrobatic activity  Motorsport  Market stalls  Animals/petting zoo  Water based activities  Food and drink/alcohol  Amusement rides  Watercraft  Toilets and structures  Children  Fireworks/pyrotechnics  Fire/smoking ceremony  Aircraft  Enclosed fencing or open event |  |

**Need more help?**

If you have further questions, please contact the Activity Approvals team on

(08) 9461 3333 or [activity.approvals@cityofperth.wa.gov.au](file:///\\cop.org\units$\HAA\2.%20Activity%20Approvals\Ashleen\Event%20Guidelines%20Tasks%202020\Finalised%20Forms%20and%20Templates\activity.approvals@cityofperth.wa.gov.au)