

Hosting a sporting event

Quick tips

If your sport is looking to host an event that includes food, alcohol or infrastructure, or is held outside of your normal venue. There are requirements under the Shire's Events policy that need to be adhered to.

1. Plan your event well in advance

Talk to the Shire at the beginning of your planning stage via events@broome.wa.gov.au.

The deadlines for event completed applications are as follows –

30 days for up to 120 patrons

60 days for up to 500 patrons

90 days for up to 1000 patrons

120 days for anything exceeding 1000 patrons

2. Ensure you get your event approved

To host your event you need a permit. It is an offence to operate without a valid approval and the Shire can take enforcement action should this occur. Your event may incur a fee. Fees may be waived for community or not-for-profit events, depending on the size and complexity of the event. Larger events will require a bond. Hold off on your event promotion until you've received approval.

Event permit application process

Steps	Actions
STEP 1 APPLICATION PROCESS	<ul style="list-style-type: none"> Applicant reviews events guidelines Applicant completes Event Permit Application Form Applicant lodges an Event Permit Application Form via events@broome.wa.gov.au or drop off to Shire of Broome reception.
STEP 2 SHIRE REVIEW PROCESS	<ul style="list-style-type: none"> Commence application review process Request additional documentation or information from applicant Internal department review Where required present to Council for consideration
STEP 3 APPROVALS	<ul style="list-style-type: none"> Provide cost estimate for any additional fees and send booking confirmation to applicant Applicant returns booking confirmation and pays all fees Shire complete internal review process Issue Permit
STEP 4 FINALISATION AND EVENTS DELIVERY	<ul style="list-style-type: none"> Applicant submits final documents required as per Event Permit to the Shire Event delivered in accordance with Event Permit issued. <p>It's always worthwhile reviewing your event. Shire staff are also happy to participate in event debriefs for larger events</p>

Don't be daunted.

The Shire of Broome have staff available to assist you through the event process.

For more information visit www.broome.wa.gov.au/Facilities-Recreation/Events-Management