

Event Booking Application

Public events such as open days, business launches, charity events and car events may involve the erection of temporary structures on airport. Under the *Airports Act 1996* construction of these types of structures may constitute a building activity and therefore assessment and approval through the Airport Building Controller (ABC) is required, before the event proceeds.

Moorabbin Airport Corporation is working with the ABC to manage the safety and the provision of appropriate amenities for users of the airport during events.

Please provide the following information to assist in the management of this process:

Event Co-ordinator:

Contact Name:	
Telephone:	
Email Address:	
Postal Address:	

Event Details:

Name of Event:	
Date of Event:	
Location of Event: e.g. in a hangar, in a carpark area, etc	
Time of Event: Start	
Time of Event: Finish	
Contact Name during Event:	
Contact Number during Event:	
Description of the Event: e.g. Meeting for vintage car clubs, open to the public, etc.	
Who is the target audience:	
Expected Attendance:	
How will the Event be promoted: e.g. Flyers, banners, facebook, etc	
Number of performers/participants/volunteers	

Moorabbin Airport Corporation – ABN No. 94 081 564 310

Airport Management Centre, 66 Bundora Parade, Moorabbin Airport, Vic 3194.

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<p>Will you be charging an entry fee? How much?</p>	
<p>Is this a recurring event? Please list other dates:</p>	
<p>Public Liability Insurance: Please provide a copy</p>	
<p>Additional toilets: If yes please provide details of how many and where.</p>	
<p>Food Sales Will there be any food provided or sold?</p>	
<p>Liquor Sales/Consumed: Will there be alcohol onsite?</p>	
<p>Raffles: Will there be any raffles or prizes?</p>	
<p>Road Closures/Traffic/Parking Management: Will there be traffic management implemented? Who will undertake this activity? Will there be specific areas required for parking cars? If yes please provide details of where and how many.</p>	
<p>Temporary Structures: E.g. tents, marquees, etc. If yes please provide details.</p>	
<p>Will there be amplified music or additional noise from activities? If yes please provide details.</p>	
<p>Will there be security provided? If yes please provide details.</p>	
<p>Will there be photos taken on the day? Can Photos (and relevant Talent Release) be supplied to and used by Moorabbin Airport Corporation for future corporate and website use?</p>	

Please provide this form and any supporting information to admin@moorabbinairport.com.au a minimum of 6 weeks prior to your event.