

## Attachment 2

# Event Site Plan

**The purpose of the Event Site Plan is to indicate the proposed area to be occupied by the event and the location of various activities within the event area.**

Please indicate the extent of the event by including all roads, reserve, car parks etc. Highlight all roads proposed to be closed and indicate relevant cross streets.

Using an appropriate letter of the alphabet (example listed below) please indicate the following on your Event Site Plan:

- A. Car parks to be closed for all or part of the event
- B. Location of road closure barriers
- C. Location of crowd control barriers
- D. Loading and parking facilities for stall operators
- E. Location of ALL amusement devices
- F. Location of Event Managers Office (coordination centre)
- G. Location of existing and temporary toilets
- H. Location of garbage receptacles and means to empty during the event
- I. Location of fireworks display site/s
- J. Location of first aid facilities
- K. Location of Information or Lost Children services
- L. Location of amended bus stops and/or taxi ranks
- M. Other – please specify and list with additional letters

### **Stall locations:**

Please indicate the location of all stalls on the Event Site Plan using a numbering system (ie. 1-20 etc) On a separate sheet list the number of stall and the stall holders contact details as instructed in Section 11 of the Festivals & Events Application Form. Indicate food stalls by placing an \* next to the number.