

# T1 - Event Proposal Template



This form is to be completed by CCA appointed event organisers ONLY

## Event Details

- Date / Time / Duration \_\_\_\_\_
- Address \_\_\_\_\_
- Event Name \_\_\_\_\_
- Event organising body \_\_\_\_\_

## CCA Involvement

- Cyclekarting (please circle all that are appropriate):
  - o Dynamic Display / Test and Tune / Come and Try / Parade
- Public or Private (members-only) event? \_\_\_\_\_ PUBLIC / PRIVATE
- Is Pre-registration required? \_\_\_\_\_ Y / N

## Venue Details

- Venue Name \_\_\_\_\_
- Venue address \_\_\_\_\_
- Venue Type \_\_\_\_\_ Private / Public / Commercial
- Description of venue \_\_\_\_\_
- Commercial Venue / Event Details:
  - o Contact name \_\_\_\_\_
  - o Contact phone \_\_\_\_\_
  - o Contact email \_\_\_\_\_
  - o Cost (itemise costs as required) \_\_\_\_\_
- Is CCA covered under existing venue / event insurance? \_\_\_\_\_ Y / N
- What is the general area:
  - o Rural / Industrial / Residential / Metro / Other \_\_\_\_\_
- Does the venue have lighting? \_\_\_\_\_ Y / N
- Estimated number of Cyclekart attendees \_\_\_\_\_
- Estimated number of club member attendees \_\_\_\_\_
- Estimated number of public / walk-in attendees \_\_\_\_\_

## Track Details

- Description of track \_\_\_\_\_
- Is track pre-existing or ad-hoc? \_\_\_\_\_
- If ad-hoc who is building the track? \_\_\_\_\_
- Estimated length of track in metres \_\_\_\_\_
- Does the track have lighting? \_\_\_\_\_ Y / N

Attach additional sheets as required.

## Track Assessment Checklist

- Is the track purpose designed as a race / vehicle track? \_\_\_\_\_ Y / N
- What is the track surface? \_\_\_\_\_
- Is the track bumpy \_\_\_\_\_ Y / N
- Can it be graded? \_\_\_\_\_ Y / N
- Is the track area segregated from the rest of the venue? \_\_\_\_\_ Y / N
- Are there hard obstacles? (tree's / posts / rocks / etc) \_\_\_\_\_ Y / N
- Are there other track hazards? (ponds / cliffs / holes / shared right of way / etc) (Description) \_\_\_\_\_
- Can the track be designed or re-routed to avoid them? \_\_\_\_\_ Y / N
- Is there an area that can be set up for spectators that does not require people to cross the track to get to? i.e. not in centre of track \_\_\_\_\_ Y / N
- Is there an area that can be set up for pits that people do not need to cross the track to get to? i.e. not in centre of track \_\_\_\_\_ Y / N
- Is there adequate segregation around the spectator area \_\_\_\_\_ Y / N
- Is there an area that can be set up as a refuelling station away from flammables (i.e. dry grass / etc) \_\_\_\_\_ Y / N
- Are there any blind bends or crests, where a driver cannot clearly see the track in front (sit on the ground and take a look if required) \_\_\_\_\_ Y / N
- Is it possible to see the entire track from one vantage point? \_\_\_\_\_ Y / N
- If it is not possible to see the track from one single vantage point, how many marshals are required to visually cover the track? \_\_\_\_\_
- Is there adequate access for emergency services? \_\_\_\_\_ Y / N
- Is there adequate coverage of emergency services in area? \_\_\_\_\_ Y / N
- Do emergency services need to be notified of the event? \_\_\_\_\_ Y / N
- Is there adequate parking facilities for all attendees including room for trailers and visitors \_\_\_\_\_ Y / N
- Are there adequate and suitable amenities / toilets \_\_\_\_\_ Y / N
  - o If so what / how many? \_\_\_\_\_
- Are there untethered pets or wild animals in the area? \_\_\_\_\_ Y / N
- Are there seasonal fire restrictions? \_\_\_\_\_ Y / N
  - o If so, what is the fire rating on date of event? \_\_\_\_\_
- Are there noise restrictions in area? \_\_\_\_\_ Y / N
- Is there a venue curfew? \_\_\_\_\_ Y / N
- Have you physically walked the entire track \_\_\_\_\_ Y / N
- Are there any additional hazards / risks not identified above. \_\_\_\_\_ Y / N
  - o (Description) \_\_\_\_\_

## **Track Design**

- List track hazards identified on track walk
- Draw a track map indicating following items - identified hazards, site access, parking, pit location, refuelling station, spectator area, toilets, emergency access

## **People**

- Outline the event officials required to safely manage the event

## **Safety Management**

- Outline any event or venue specific requirements
- Outline any event or venue specific procedures

Please send completed form to [events@cyclekarts.org.au](mailto:events@cyclekarts.org.au)