



19 February 2021

To: Event organisers booking Shire Premises

Dear Event Organiser

Conditional approval of event on Shire premises

The Event to be held at(*Name of Shire premises*) on the(*insert date*) is approved subject to the following conditions.

1. This approval is subject to the relevant State Emergency Management COVID-19 Directions applicable at the time of the Event which may restrict the type, scale or conditions under which the Event can proceed. It is the responsibility of the Event organiser to ensure they are aware of any relevant changes.
2. Approval is granted on the basis that prevailing levels of COVID-19 activity in the community and relevant restrictions in place at the time of the event mean that the event can proceed without compromising public health.
3. Patrons who are older and those with co-morbidities are at greater risk of more serious illness with COVID-19 and are encouraged to attend outdoor events/activities.
4. Event organisers must ensure that the event complies with the current Directions released by the WA Government. Should COVID-19 activity increase in the community, relevant Directions may change, potentially requiring the cancellation/postponement of events at very short notice. It will be the event organiser's responsibility to ensure they are aware of any relevant changes, discuss the implications of cancellation of an event due to COVID-19 with their clients, family members and insurer, and address all actions relating to cancellation/delay in their Risk and Emergency Management Plans.

Yours faithfully

Noel Mason
Chief Executive Officer