

Event Planning Guide



SHIRE OF MURWEH

MORVEN - CHARLEVILLE - AUGATHELLA





Planning your event

Murweh Shire Council is dedicated to supporting events that offer enjoyable entertainment and recreation for our whole community.

This Event Planning Guide has been created to help not-for-profit organisations and community groups as they plan local events throughout the Shire. This guide also applies to private entities who hire Council owned assets for events. It brings together all Council requirements and processes in one place, including the permits, approvals or bookings that may be needed.

We hope this guide makes the planning process easier and helps you deliver a successful and memorable event for our community.

Enquiries and Event Applications

For all event planning questions or to submit an application, please contact Council at mail@murweh.qld.gov.au or phone 07 4656 8355, and we'll ensure your enquiry reaches the right person. This guide is not all-inclusive, and certain sections may not be relevant to your event.

You are encouraged to provide any additional details that may effectively support your event.

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EVENT GRANTS

If you are seeking Council assistance (fee waivers, in-kind support or financial assistance), an application is required. Applicants must provide supporting evidence demonstrating the need for fees to be waived.



Your event may be eligible for external grant funding. We encourage you to explore available opportunities through the [Murweh Grants Directory](#).

Further, there are two Council grants specifically aimed at assistance with community events, which you may be eligible for:

1. Council's Community Assistance Program, which opens for applications twice each year: October for events scheduled between January and June, and May for events scheduled between July and December. Check Council's website for more information.
2. [Regional Arts Development Fund \(R.A.D.F\)](#), supporting local arts and cultural events and experiences.

Assistance may also be available for: project planning support; letters of in-principle support or letters of no objection.

Allow 6 - 8 weeks notice for Council assistance requests, and up to 12 months notice for external grants.

EVENT DETAILS

Start by completing the application form. Application requirements may include:

1. Public Liability Insurance Certificate of Currency
2. Event Management and Site Plans
3. Emergency Management Plans
4. Risk Assessments
5. Surrounding Properties Notifications
6. Food and Liquor Licences
7. Traffic Management Plans
8. Fees may apply

COUNCIL LAND & FACILITIES

If your event will be held on Council land or in a Council facility, an application for venue hire may be required. Download the necessary forms here:

- Charleville Venue Hire Forms
- Augathella Venue Hire Forms
- Morven Venue Hire Forms



Application requirements may include:

- Public Liability Insurance Certificate of Currency
- Fees apply to hall hire, the hire of Council chairs and tables, as well as any other Council owned assets. Please refer to the link on page 5 which will take you to the Fees and Charges schedule.

FOOD

If you plan to sell or serve food at your event, a food licence is required. Each vendor selling food will be required to have a permit, as well as a Public Liability Insurance Certificate of Currency. * show certificate*

- Food licence application form
- Fees may apply

ALCOHOL

If you plan to sell or serve alcohol at your event, a permit is required. Even if your event is “BYO”, you may still require a Community Liquor Permit. Refer to the Queensland Government liquor and wine licence and permit requirements. Council will still have to approve this application.

- Queensland Government Liquor & Wine Permit
- Fees may apply

EVENT SIGNAGE

If you plan to install advertising or directional signage outside of the event zone, please refer to Council’s Subordinate Local Law No.1.4

- Subordinate Local Law No.1.4 (Installation of Advertising Devices) 2012.



IMPACT ON TRAFFIC AND ROADS

If your event requires road closures and/or changes to traffic conditions, an application for a Temporary Road Closure is required. Depending on the impact, approval of a Road Corridor Permit and/or Traffic Control Permit may be required from the Department of Transport and Main Roads (TMR). If your event zone includes footpaths, a Footpath Use Permit will need to be obtained from Council.

- Temporary Road Closure application form
- [Road Corridor Permit](#)
- [Traffic Control Permit](#)
- Footpath Use Permit

WASTE DISPOSAL

For events held on Council-owned land or at Council facilities, organisers are encouraged to make use of existing on-site waste bins. Any additional bin requirements should be clearly noted in the application form. Disposal of larger or heavier waste items may attract additional fees.

Event organisers are encouraged to plan events sustainably and incorporate recycling wherever possible. Charleville has a Containers for Change facility, which can support events with container recycling. Organisers are encouraged to contact Containers for Change to arrange recycling bins for their event: [Containers For Change](#)

RISK ASSESSMENT

A completed Risk Assessment must be submitted as part of the event application process. Applicants may use the provided Risk Assessment template to meet this requirement.

In addition to a Risk Assessment, your event may also require an Emergency Management Plan. Council will advise whether this is necessary, based on the proposed size of the event and the level of risk involved. Applicants may use the provided Emergency Management Plan template to meet this requirement.

- Event Risk Assessment Template
- Emergency Management Plan

EVENT PROMOTION

Council may be able to assist with promoting your event through a range of communication channels, including:

- Council social media pages
- The Murweh Mail, Council's monthly community newsletter (please note that publication deadlines apply)
- The digital display board located at the front of the Council building
- Community noticeboards throughout town

To support promotion, event organisers must supply appropriate artwork:

- PDF (print-ready) files for hard copy distribution
- JPG or PNG files for digital promotion

All promotional material must be provided by the relevant deadlines to ensure inclusion.

FEES & CHARGES SCHEDULE 2026

An attached schedule outlines the fees and charges that may apply to your event. If you are seeking a waiver of fees, this must be clearly noted on the application form and supported by appropriate evidence. Any decision to waive fees is at Council's discretion, and Council's decision is final. Refer to pages 62 onwards for event specific fees and charges. Please note delivery fees will apply for the moving of Council assets to and from the event.

- Fees & Charges Schedule 2026

OTHER USEFUL RESOURCES

Queensland Police Service, Event Safe Initiative: [Event Safe QPS](#)

