

Special Event Permit Application

Use of Community Space

Tentative Booking (to be completed four months prior to event)									
Organisation									
Contact Name					Position				
Address					ABN				
Phone					Mobile				
Email					Website				
Name of Event									
Event Description									
Event Type	Private	Community	Commercial	Medium (100-1000)			Major (>1000)		
Dates									
Event Start Time					Event End Time				
Set Up Start Date & Time					Pack Up End Date & Time				
Location									
Attendance at one time		Attendance over duration			Entry Free	Free	Cost \$		
Public Liability Insurance	Yes	No			Certificate Attached:	Yes	No		
Road Closure	Yes	No	(If yes, a temporary road closure application form will be supplied)						
Tentative Approval can be given on the above information Please answer the following: If YES, details must be supplied on Page 2 before the Event can proceed									

Event Details - If Yes to any of the below – Refer to Page 2									
Alcohol	Yes	No	Food	Yes	No	Music	Yes	No	
Jumping Castle	Yes	No	Marquees	Yes	No	Power	Yes	No	
Contractors	Yes	No	Keys Required	Yes	No	Animals	Yes	No	
Will there be infrastructure at event? (ex. Chairs, tables, etc.) If yes please add to below on pg. 2							Yes	No	

Declaration									
I hereby acknowledge, understand, and agree to comply with all conditions relating to this permit. I further agree that this permit will be revoked upon any breach of the conditions.									
Applicants Signature									
I have read and agree to comply with and understood the terms and conditions					Yes	No			
Name									
Signature					Date				
PLEASE NOTE applications will not be reviewed for approval without the following documentation:									
Event Site Map									
Risk Assessment									
Public Liability Insurance Certificate									

Tentative Booking Approval:	Yes	Not Required	Event Approved by Authorised Officer:		Yes	No
Application Fee	No	Yes \$ _____	Bond	No	Yes \$ _____	
Officer's Name			Title			
Signature			Date			

Event Details (to be completed one month prior to event) – Final approval will be granted once all details complete			
ALCOHOL			
Own Supply	Yes	No	Allowed unless Dry Zone – Licence Required
Own Supply & Sold	Yes	No	Liquor Licence & Security Guard may be required. Please refer to www.sa.gov.au/topics/business-and-trade/liquor-and-gambling/licences/liquor-licenses
Catered	Yes	No	Add details below
Company Name	Business Licence	Contact Name	Phone Number
Liquor Licence attached	Yes	No	
FOOD			
Own Supply	Yes	No	Allowed for personal gatherings
Catered	Yes	No	Add details below
Company Name	SA FBN	Contact Name	Phone Number
EQUIPMENT/INFRASTRUCTURE (e.g. chairs, tables, amusements etc)			
Please supply details of what you are bringing on site below:			
MUSIC			
Own Portable Supply	Yes	No	Allowed within the Public Noise & Nuisance Act
Live Band	Yes	No	Add details below
Company Name	Business Licence	Contact Name	Phone Number
Public Liability attached	Yes	No	
MARQUEE			
3m x 3m Pop Up	Yes	No	Allowed – Larger add details below
Company Name	Business Licence	Contact Name	Phone Number
Public Liability attached	Yes	No	
CONTRACTORS			
Company Name	Business Licence	Contact Name	Phone Number
Public Liability attached	Yes	No	

General
Any authorisation granted by Council is <u>not</u> transferable and is able to be revoked by Council if the permit holder fails to comply with a condition of the authorisation or any other justifiable circumstance. The permit will not become valid until proof of the appropriate insurances has been provided to the Council.
Nature of the Permit
The Permit is not a lease or tenancy. Unless stated otherwise in special conditions, the area remains a public place and the operator does not have the exclusive use of the area. While applications are accepted for the purposes of monitoring activity at any community space, Applicants are to be aware that Council Reserves are a public space, any authorisation will not grant exclusive use to the area and Council or applicant will not restrict the public in any way.
Identification of Hazards
Whilst Council makes every effort to ensure the area is free of hazards, it is a condition of approval that the Applicant undertake a detailed inspection prior to the event and report any hazards to Council as soon as possible. Council does not accept responsibility for any damages caused by unforeseen circumstances (i.e. storm damage). Authorisation for any structures will not become valid until proof of the appropriate insurances is provided to Council. This can be from the supplier (who will be setting up the structure) or can be taken out separately by the Applicant.
Risk Management
Applicants agree to undertake a documented risk assessment and develop a risk management plan which guides the safe delivery of the event and to have available onsite during the event and provide to Council immediately upon request.
Public Liability Insurance
Applicants must provide Council with a current Certificate of Currency showing Public Liability Insurance to the value of at least \$20 million and with a geographical limit of Australia and/or Worldwide and any other licences as required pursuant to the activity being undertaken prior to the event.
Music and PA Systems (if applicable)
In accordance with By-Law 2 2018 Part 9.1 and 9.19; By-Law 3 of 2018 Part 7.2 and 7.7. Council approves amplification and/or live acoustic music, but must not involve a sound level that is excessive or that may adversely affect the enjoyment of the public. All Council community spaces have APRA approval.
Amusements
Amusement devices include any powered equipment that provides entertainment or amusement and includes jumping castles, rides, climbing walls, giant slides, bumper cars, merry-go-rounds and inflatable amusement devices. A current certificate of plant registration issued by Safework SA must be provided and you must provide a copy of the operators Public Liability Insurance.
Fees and Charges
Costs and bonds in accordance with the current Schedule of Fees and Charges which is endorsed by Council. An Invoice will be sent for payment including bond.
Fire Ban Days
Due to the limited vehicle entry points to the Valley Lake, Brownes Lake, Leg of Mutton Lake and Marist Park on extreme or catastrophic fire ban days these areas will be closed, and no event can be held at these locations. On severe fire ban days smoking is not permitted and vehicles are not to park on grassed areas.
Vehicles on Reserves and Direction
Vehicles are not to be driven on reserves unless within an approved area. The applicant will remain liable for any damages to the site resulting from the booking.
Food Business Notification
All food businesses must be registered with a South Australian local government authority prior to operating in SA and must be able to provide their Food Notification Number to organisers. If an interstate business has not operated in SA before, they must complete a Food Business Notification form and return to Council prior to the event. Any enquiries in relation to this should be directed to Council's Environmental Health Officers.
Alcohol
Where liquor licence permits are required, a copy of Licence Approval must be supplied to Council. If this requirement is not met within two weeks prior to the event timeframes any permit is revoked.
Power Access
The applicant must ensure that any electrical device which is connected to a Council provided power outlet has been tested by a licenced electrician and displays a current test tag.
Gas
It is the event organisers responsibility to adhere to requirements set out in the Gas Safety at Festivals & Events booklet released by the Office of the Technical Regulator (OTR) and to submit a completed 'Gas Safety: event details form' to the OTR 4 weeks prior to the event. Visit www.sa.gov.au for access to both documents.

Key Access
All keys are to be collected from the Events Office at the Visitor Information Centre. Keys MUST be returned within two (2) business days following your event.
Indemnity
The Applicant agrees to indemnify and release Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the approved use of any Council site and/or its associated buildings.
Pre-Event Checklist
It is a condition of approval that the Pre-Event checklist be completed prior to the event taking place and any problems that are detected reported to Council.
Road Closure
All request for road closures or traffic management in relation to your event must be included in this application. Details must include the roads being utilised, times and a traffic management plan. Council can enact road closures on behalf of the event but the costs incurred will be charged back to the event. This must be completed a minimum of three months prior to event.
Cleaning of Sites held under Licence, Lease or Council Land
On the completion of the event or upon the end of the permit (whichever comes first) it is a condition of approval that the applicant must; • Within 24 hours removal of all property of the promoter (or its invitee) from the area and restore the area to the same condition as before the event; • Within two working days make good any damage caused to any 3rd party property • The area is to be left in a clean and tidy condition and any structures (if approved) are to be removed immediately after the event. Applicants must ensure that any rubbish from your activity is removed and any temporary set up of equipment does not damage Council property.
Relocation or Rescheduling
If the area is or includes a park or reserve, Council may require the event to relocate to an alternate venue or be rescheduled if Council believes it is necessary due to inclement weather, fire risk, vandalism or for any other reasons at Council absolute discretion acting reasonably.
Site Safety
The applicant must supply, erect, maintain and when no longer required remove from the area all barricades, guards, fencing, signs, lights, temporary roadways and footpaths needed to protect property or for the safety and convenience of the public. Limitations on the event's trading hours do not relieve the applicant from responsibility to maintain any lights, signs or barricades outside of trading hours, nor the promoters responsibility to correct any hazardous conditions that may develop outside of trading hours. If Council believes the area is in unsafe condition, Council may take steps to rectify the problem and recover the costs from the applicant as a debt.
Suspension of Work
If Council has reason to believe practices upon the area do not comply with these conditions, an Authorised Officer of Council may require work or the event to be interrupted or suspended. In case of a serious breach of these conditions or any other emergency situation an Authorised Officer of Council may require the event to vacate the area immediately.
Reports
At any time, Council may require the applicant to provide promptly any reasonable information as relates to the event. On the same day as occurs (or, if that is not practicable, on the next working day), the applicant must notify council (via its contact person): • Any injury to an individual upon the area requiring off-site medical treatment; • Any material loss/damage to property upon the area; • Any Police attendance during the event in response to a complaint; • Any environment harm required to be reported to the EPA; • A Material variation, suspension, revocation or expiry of insurance or a 3rd party consent, licence, permit or approval the event requires.
Special Conditions
The applicant must comply with all special conditions contained in the Permit Schedule (if attached) which special conditions prevail in the extent of any inconsistency with the Permit Conditions above.