

The Berri Barmera Council "Council" has venues, facilities, parks and reserves available to the public and organisation's, for a range of one-off uses, activities and public events.

Not all requests for venue, facility, park and reserve hire will be automatically approved. Council will endeavour to ensure that once approval has been granted it is applied on an exclusive hire basis. There may be some exceptions to this; long term regular hire user is approved with the exception of regular annual events.

The permit holder is responsible for ensuring COVID-19 requirements are adhered to at all times. Please refer to www.covid-19.sa.gov.au for current South Australian restrictions and requirements with regards to activities and gatherings.

1. The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder for the minimum amount of twenty million dollars (\$20,000,000.00) per claim against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity. The permit holder must provide Council a copy of the public risk insurance policy.
2. The consumption or sale of alcohol is prohibited at Council venues, facilities, parks and reserves. If you intend to serve alcohol at your event you will need to apply for a short term Liquor License via the [Liquor, Gambling and Lotteries website](#). Where a liquor license is in effect, the Office of the Liquor and Gambling Commissioner may specify additional security requirements as part of the license conditions. Toilet facilities for events where alcohol is available must be provided as per the [SA Health - Guidelines for the Management of Public Health & Safety at Public Events \(Appendix 3a\)](#). Permit holders must maintain all conditions of their short term liquor licence.
3. The permit holder acknowledges that the Council has a preference that all events undertaken on Council land are promoted as smoke-free and that the permit holder takes reasonable steps to ensure this is communicated. **Please note: Smoke-free Laws for Playgrounds advises that "smoking is banned within 10 metres of children's playground equipment in a public place".**
4. The permit holder shall request any road closures or installation of structures, marquees, tents, bouncing castles or amusement rides to Council prior to the event. All installations must be included and installed as per the site plan provided to Council.
5. The permit holder shall request permission to drive vehicles on Council parks and reserves prior to the event. All vehicle access points and traffic flow must be included and followed as per the site plan provided to Council.
6. The permit holder shall ensure that all electrical equipment being used at the permit site has been (and is current) tagged and tested in accordance with Australian Standards A3760.
7. A detailed Risk Management Plan and Emergency Response Plan in compliance with Australian and New Zealand Standards must be provided for all Major Impact Events, or as requested. The plans must demonstrate that all potential risks have been considered.
8. All food/drinks vendors must comply with the provisions of the Food Act, and the Public and Environmental Health Act. The permit holder is responsible to fully acquaint the sub-contractors with regulations and to ensure that all vendors had an approved Food Business Notification number. Details of vendors and their Food Business Notification numbers must be provided to Council.
9. The permit holder is responsible to provide security patrols if deemed necessary. No permit holder shall cause nuisance or allow nuisance to be caused to any person, nearby residences or businesses. If event equipment is going to be set up the day prior to an event, overnight security measures are the responsibility of the permit holder and is a condition of approval.
10. If you are required to pay a Bond, the full amount shall be paid before the date of hire at the Council's Berri Office. Bonds will only be refunded in full after a satisfactory inspection of the event location by Council. If damage has occurred then Council will inform the permit holder of the cost of the damage to be rectified within seven (7) working days post event.
11. The permit holder shall ensure that the venue, facility, park or reserve is left in a clean and tidy condition and all debris, empty bottles, food scraps etc. are removed by the permit holder immediately after the event. Failure to do so will entitle Council to withhold the bond or employ the necessary labour, the cost of which will be recovered from the permit holder. For Major Impact Events, the permit holder must ensure there are adequate litter bins provided and is responsible for the costs associated with emptying/disposal.
12. Events using fireworks will need to lodge a Notification of a Fireworks Display or Special Effects Display with SafeWork SA and will need to comply with all the conditions set out in the permit. Permits to hold displays during the fire danger season and days of total fire ban are issued by the Country Fire Service. **In the event of a Total Fire Ban – fireworks must be cancelled.**
13. The permit holder must not perform activities that exceed a sound level that in the opinion of Council Officers is excessive and may adversely affect the operation of nearby residents or businesses.
14. Event signage must be displayed in accordance with [Council's Signage Policy](#). Council supports a vibrant and diverse community. Advertising in our community must reflect the community's values and be in good taste.
15. The permit holder shall endeavor to ensure public events consider the needs of all attendees, ensuring disability, access and inclusion needs are identified and implemented. Council has a [Disability, Access and Inclusion Plan](#) to assist with identifying our community's needs.
16. The permit holder shall notify the Council in writing, by phone or email of the cancellation of the booking, as soon as such a decision is known.
17. The permit holder must contact the Events Team two weeks prior to the event on 8582 1922 to finalise any requests for service, including setting up, bin and bunting requests etc. at the event location.

After hours assistance: If, during the permit period a situation arises that requires assistance, please contact Council on 8582 1922 or after hours emergency mobile on 0408 805 360.

