

# Event Application Form

## APPLICANT DETAILS

You must supply contact details for the person who is directly responsible for the event. This may include your organisation's president, committee member or an official event organiser. You must include full name, position held if applicable and name of organisation, as well as address and phone details. Council will only liaise with the contact person provided on the application, unless otherwise specified in writing.

Name of Organisation applying	<input type="text"/>		
	"the Permit Holder"		
Name of Contact Person	<input type="text"/>		
Address of Permit Holder	<input type="text"/>		
Email	<input type="text"/>		
No of Staff	<input type="text"/>	No of Volunteers	<input type="text"/>
Contact Details:	Phone <input type="text"/>	Mobile <input type="text"/>	Fax <input type="text"/>
Insurance Details (please attach)	<input type="text"/>		

## EVENT APPLICATION

The purpose of hire assists Council Officers to gain an understanding of your event and other requirements. Explain what your event is about. Please attach any additional information about your event ( such as running sheet or public event schedule) to the application form. Include the event time, set-up and pack up time. It is important to include the number of people (anticipate or actual) attending the event. Do not underestimate the attendance numbers, as it will affect the quality of your event and the services Council is providing. Council will consider your request to charge an entry fee, as not all enclosed grounds or facilities are suitable to charge such a fee.

Name of Event	<input type="text"/>						
Is this a new event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this an annual event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Date(s)	<input type="text"/>						
Time event commences	<input type="text"/>	<input type="checkbox"/> am	<input type="checkbox"/> pm	Time Event Concludes	<input type="text"/>	<input type="checkbox"/> am	<input type="checkbox"/> pm
Facility	<input type="text"/>						
Location	<input type="text"/>						
Date/Time of setup	<input type="text"/>						
Date/Time of pack up	<input type="text"/>						

Briefly describe the event

If you require more space please tick and remember to add additional information

Can contact details regarding this event be given out to the public?  Yes  No

Can this event be listed on the Council's events calendar?  Yes  No If yes, please include any marketing material ie flyer/poster with this application.

<u>Type of Event</u>	<input type="checkbox"/>	Charity	<input type="checkbox"/>	Circus	<input type="checkbox"/>	Community
	<input type="checkbox"/>	Festival	<input type="checkbox"/>	Filming	<input type="checkbox"/>	Major/Hallmark
	<input type="checkbox"/>	Music	<input type="checkbox"/>	Private Party	<input type="checkbox"/>	Sport
	<input type="checkbox"/>	Street Party	<input type="checkbox"/>	Theatre	<input type="checkbox"/>	On-road Cycling
	<input type="checkbox"/>	Other				

Entry to Event  Free  Ticketed

<u>Expected Number of People</u>	<input type="checkbox"/>	1 - 20	<input type="checkbox"/>	21 - 100	<input type="checkbox"/>	101 - 1,000
	<input type="checkbox"/>	1,001 - 5000	<input type="checkbox"/>	5,001 - 10,000	<input type="checkbox"/>	10,001 - 50,000

<u>Target Audience</u>	<input type="checkbox"/>	All (general)	<input type="checkbox"/>	Arts & Culture	<input type="checkbox"/>	Children
	<input type="checkbox"/>	Families	<input type="checkbox"/>	Local Community	<input type="checkbox"/>	Seniors
	<input type="checkbox"/>	Sports Focus	<input type="checkbox"/>	Youth (12-18)		
	<input type="checkbox"/>	Other				

<u>Transport Servicing the Event</u>	<input type="checkbox"/>	Bicycle	<input type="checkbox"/>	Bus	<input type="checkbox"/>	Walk
	<input type="checkbox"/>	Motorcycle	<input type="checkbox"/>	Plane	<input type="checkbox"/>	Taxi
	<input type="checkbox"/>	Private car	<input type="checkbox"/>	Other		

Alcohol  Applicable  Not Applicable

If alcohol is to be sold at your event you must apply for the appropriate licence under the Liquor Licensing Act 1997 by contacting your local Police station, subject to Council's approval as land owner. Once your organisation has received the licensing approval you must forward a copy to Council's Property officer at least 5 days prior to the event.

Entertainment  Applicable  Not Applicable

If applicable please indicate:  Band  Street Performer  Other

Amusement Devices:  Applicable  Not Applicable

Amusement devices/rides are categorised as either mechanical or inflatable. For each ride/device Council requires a copy of the items listed below:

- Copy of SafeWork SA current registrations for mechanical rides.
- Owners' Public Liability Insurance with details of the exact names of rides they will be providing.
- Motor vehicle insurance for any vehicles entering the park and are not covered under the Public Liability Insurance.
- Proposed location of rides/devices marked on the event site plan.
- A brief statement indicating what precautions will be taken to ensure public safety.
- The name of the 'responsible person/s' who will be operating the rides/device.

Temporary Structures  Applicable  Not Applicable

Temporary structures are those structures brought onto the park to be erected for the purpose of public entertainment as described in the Local Government Act 1993 and shall conform to the relevant section Temporary Structures of the Building Code of Australia.

You are required to list type and size of structures on the application such as fences, marquees, stages, etc.

Animals  Applicable  Not Applicable

If animals are going to be on site the hirer will need to provide Council with a current copy of the Public Liability Insurance - Certificate of Currency of the company providing the animals, details of how the animals will be managed on the site including enclosure, feed and waste, handwashing, and location on site plan.

On site water and mains power supply  Applicable  Not Applicable

Access to power is available at some outdoor sites. You may use existing power at parks, however, you may be required to have an on site Council electrician (additional fee applies) or a licensed electrician subject to Council approval on site. If you require access to water, please indicate this on the application.

If you require power at non powered venues/sites, this will be at your own expense. If generators are hired, the location of generators must be marked on your site plan and all electrical work must comply to Australian Standards.

Rain water: Some of Councils venues and sites have rainwater available. [www.sahealth.sa.gov.au/safedrinkingwateract](http://www.sahealth.sa.gov.au/safedrinkingwateract)

Security  Applicable  Not Applicable

Security is required for festivals, gatherings and circuses that have over 500 people attending. You must provide security contact details (name, organisation, phone number) to Council. Council has the right to insist on additional security personnel at some events.

Traffic Management  Applicable (street closure, march etc.)  Not Applicable

If your event requires road closures or restricts access to any roads you will be required to submit a Traffic Management Plan (TMP) to Council. The TMP should contain the details of the closure including dates and times and the streets that will be affected. **A detailed map must be attached to this application, outlining streets to be closed and must be received by Council 3 months prior to the event.** You may telephone Council's Property Officer on 8582 1922 to discuss your request and they will advise you of Council's requirements.

Name of road/street	Date:	Time of closure:	am/pm
Re-opening	Date:	Time of reopen:	am/pm
Name of road/street	Date:	Time of closure:	am/pm
Re-opening	Date:	Time of reopen:	am/pm
Name of road/street	Date:	Time of closure:	am/pm
Re-opening	Date:	Time of reopen:	am/pm

Waste Management       Applicable       Not Applicable

For larger events, Council will supply bins according to attendance numbers, there may be a cost to the hirer. Please use the guide below to determine how many bins you require.

- 100 people (3 bins required)     
 200 people (6 bins required)     
 300 people (9 bins required)
- 400 people (12 bins required)     
 500 people (15 bins required)

If there are over 500 people attending the event and Council determines that you may require a waste management plan, then Council's Property Officer will advise the Manager of Infrastructure Services. The Manager of Infrastructure Services can discuss with you cleaning services for the event and a cost for the service(s). Excessive waste generated and remaining after the event, will be removed by Council at the expense of the hirer. All costs associated with the clean up will be deducted from the bond. If costs associated with the clean up exceed the bond amount then you or your organisation will be issued an invoice to cover the remaining costs.

Toilets       Applicable       Not Applicable

- 100 people (2\* male + 2 female required)     
 200 people (3\* male + 3 female required)     
 300 people (5 \* male + 4 female required)
- 400 people (7\* male + 5 female required)     
 500 people (8\* male + 6 female required)     
\* Water Closets & Urinals

Special Request       Applicable       Not Applicable

Food / Catering       Applicable (if applicable please complete and sign Food Declaration)       Not Applicable

If applicable, please mark relevant:       Stall       Mobile unit/van       Stand       Tent/Marquee       Hall

Other

Please specify the full range of food offered (or supply a menu).

How will you ensure proper temperature control and protection from contamination during food preparation, transport, storage and display?

How will food be transported to the temp food premises?

What facilities will be available for people handling food to wash their hands?

Will the food be prepared at the temp food premises or another location? You must provide records upon request (owner, address) of any other location ie. registered food premises, home kitchen.

Council's Environmental Health Officer may discuss proper food handling procedures and guidelines with you. Further information can be reviewed at [www.health.sa.gov.au](http://www.health.sa.gov.au). On the day of the function, the Environmental Health Officer of the Berri Barmera Council may be present and will reserve the right to stop the sale of food items if good personal hygiene and food handling practices are not adhered to.

The use of gas BBQ's is only permitted on the designated areas show on the site plan or as discussed with Property Officer. A cover must be laid underneath to protect the paving or turf and all residues are to be collected in drip trays and disposed of appropriately. No hot water, oil or fat is to be thrown on the grass.

**FOOD DECLARATION**

I

will ensure food sold during the permit period is safe and suitable, and the temporary food premises is operated in accordance with the Food Act 2001 and Food Safety Standards.

South Australian Business or Organisation: I can confirm that my business/organisation has formally notified the relevant South Australian Council where the business/organisation is normally conducted, of the existence of this food business as required by the Food Act 2001.

Notification Number:

Signed:

Date

Please note that Council may choose to audit the requested details by organisers to ensure compliance of the approved permit. Therefore it is recommended the event organisers keep copies of the permit and associated documents at a key location on the event date.

The contact person on the application form must sign the application with their name clearly spelt, and provide date signed.

I have read and completed my event application form in good faith and will adhere to all the requirements specified by Berri Barmera Council. All details provided are accurate and true and my event will be organised and managed as I have described unless advised otherwise by the Berri Barmera Council and/or its authorities.

I have attached a copy of my organisation/event Public Liability Insurance.

Print your full name

Position:

Signature:

Date:

For further information please contact:

The Berri Barmera Council  
19 Wilson Street, BERRI SA 5343  
PO Box 229, BERRI SA 5343  
Phone: (08) 8582 1922 Fax: (08) 8582 3029  
Office Hours: 9.00am to 5.00pm Monday to Friday (excluding public holidays)

Office Use

Permit Approved / Denied Permit No:  Register Update Temporary Food  Yes  No

Fees Paid \$  Bond: \$  Receipt No:  Date

Permit Period:   Insurance Details Received

Site inspected by:  Site fit for purpose  Yes  No

Name  Position

Signature  Date

Where applicable copy to:

- Works Manager  General Inspector  Risk Manager  Environmental Health Officer  Community Development