

Introduction

The Berri Barmera Council has venues, river and lake foreshore areas, and reserves available to the public, and provide organisations for a range of one-off uses, activities and public events.

Not all requests for venue hire, foreshore and reserves 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 hirer use is approved with the exception of regular annual events.

Council shall have unrestricted access to any areas at any time when deemed appropriate for purposes of public safety and best management practice.

Please ensure that you clearly list any additional assistance or municipal support that you require from Council.

The permit holder shall at all time be and remain solely responsible for the behaviour and safety of all persons (which includes but is not limited to competitors, officials or spectators) attending at the facility during the permit period. The permit holder shall ensure that all persons attending the facility conduct themselves in an orderly manner at all times during the permit period. Any person not so behaving may be requested to leave the premises by the permit holder.

The permit holder agrees to fully co-operate with the Council, its contractors, relevant staff and agents of the facility at all times during the permit period and to comply with all reasonable requests and directions issued by the Council or by contractors and staff acting on behalf of the council or contractor in respect of the permit period. The permit holder shall ensure that persons engaged in offensive or disruptive behaviour will be removed by the permit holder from the premises at the request of the council or staff acting on behalf of the Council.

The permit holder agrees to notify Council staff immediately the permit holder becomes aware of damage to fittings or structures. In the case of damage caused by the permit holder or willful damage to structures, equipment, fittings or fixtures by the permit holder or persons attending the event, the permit holder agrees to make good the damage.

All conditions contained therein shall apply unless council, prior to the commencement of the permit period, expressly waives such condition in writing.

The permit is liable to be revoked by Council if the permit holder fails to comply with a condition of the permit or may be revoked in any other justifiable circumstance.

All applications for bookings must be made on the event application form and a contact person nominated. The permit shall not be valid until the applicant has received a signed copy of the permit. The permit is not transferable.

1.	<p><u>Bookings</u></p> <p>Applications will only be considered where the conditions of use have been read and agreed, and where the application form has been submitted with all details completed. Completed application forms for small events are required 1 month prior to the event date. Completed application forms for large events are required 6 months prior to the event.</p>
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2.	<p><u>Complex Activities of Events</u> Where the hire of Council facilities will result in complex activities or events, organisers may be required to undertake management tasks in thorough detail. This may involve arranging traffic management plans and supplying commensurate numbers of marshals; organising and paying for the supply of additional technical equipment, portable toilets, lighting etc, arranging St John Volunteers and other essential services, advising the Police Department of the event and make all arrangements in regard to crowd and traffic control, as well as producing and distributing advance notices to nearby and affected residents.</p>
3.	<p><u>Event Risk Management</u> A detailed risk assessment plan in compliance with Australian and New Zealand Standards and must be provided as an attachment to this application. The plan must demonstrate that all potential risks have been considered.</p>
4.	<p><u>Public Liability Insurance</u> The permit holder agrees that the Council, council staff, contractors and agents shall not be liable for any loss, damage or injury occasioned to any person or property whatsoever arising at the facility during the permit period.</p> <p>The permit holder agrees to indemnify and to keep indemnified the Council, its servants, contractors 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 issuing of this permit and the terms and conditions attached thereto.</p> <p>The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of twenty million dollars (\$20,000,000) 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 granting of this permit.</p> <p>The permit holder shall provide confirmation to the satisfaction of the Council of such current public risk insurance policy at least 14 days prior to the commencement of the permit period unless the Council otherwise agrees in writing. Such policy shall bear the endorsement of the insurer indicating the insurer accepts the indemnity given by the permit holder.</p>
5.	<p><u>Setting Up</u> A detailed site plan must be provided as an attachment to this application. These plans must be approved by Council prior to driving pegs or similar into the ground (ie erecting marquees or signs).</p>
6.	<p><u>Wedding Ceremonies and Private Functions on Foreshores and Reserves</u> The Berri Barmera Council area has some lovely reserves/foreshore/riverside areas, for example Martins Bend, Lake Bonney foreshore, Riverview Drive to conduct wedding ceremonies and parties. However, as these areas are open to the public, exclusive use cannot be guaranteed. To discuss your wedding or party please contact the Property Officer on <a href="mailto:dfreer@bbc.sa.gov.au">dfreer@bbc.sa.gov.au</a></p>
7.	<p><u>Security</u> The permit holder is responsible to provide security patrols if considered necessary. Discussion regarding security will be held with the Event Co-ordinator, SA Police and Council. No hirer shall cause nuisance or allow nuisance to be caused to any person. If event equipment is going to be set up on site the day prior to an event, security overnight is a prerequisite to approval.</p>
8.	<p><u>Hire &amp; Bond Fees</u> A hire fee and bond deposit is required from the organiser to be paid prior to the event. Invoices will only be issued by prior arrangement with the Property Officer. Additional fees may apply for any extra requirements, please discuss this with the Property Officer.</p>

8.	<p>The bond will be put towards the recovery of any additional costs due to misuse, damage, and excessive untidiness, the employment of Council staff if required or due to non observance of these conditions. The bond will be returned to the organiser within four (4) weeks after the event if none of the above stated conditions occur.</p>
9.	<p><u>Bonney Theatre, Len Mahoney Room and Berri Town Hall</u>  It is the hirer's responsibility to provide: tea and coffee requirements, tea towels, dishwashing detergent, all electrical equipment for example power boards and leads, lap top, projectors etc. Council is unable to provide.</p> <p>Hirers/users are responsible for cleaning the venues during and after use. Floors, toilets and kitchen must be cleaned thoroughly after event/use. It is the event hirers responsibility to ensure toilets are kept clean during exclusive use periods where events go for longer than 5 hours. Excess rubbish that does not fit into the allocated bins must be removed by the hirers at their own expense.</p> <p>Users of the Berri Town Hall/Len Mahoney Room are not permitted to take food into the foyer area.</p>
10.	<p><u>Damage to Council Property</u>  The user will be responsible for any damage caused to Council property which is attributable to the users or spectators during the use period. In the event that repairs are carried out by Council, an account will be forwarded to the hirer for any amount owing. In the event that a bond was in effect, any amount to be refunded will be done once a final inspection has been undertaken.</p>
11.	<p><u>Cleaning</u>  All areas are to be left in a clean and tidy condition and all debris, empty bottles, food scraps etc. must be removed by the user immediately after the function. 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 hirer of the area. For large events litter bins must be provided and emptied by the hirer.</p>
12.	<p><u>Noise Control</u>  The hirer is responsible for the control of noise. All reasonable measures must be taken to ensure minimal disturbance of residents. Organisers must be aware of the Environment Protection Act provisions applicable to noise (ie maximum decibel limit permitted from amplification) and comply.</p>
13.	<p><u>Fireworks</u>  A fireworks application form is required, this can be obtained from Council General Inspector.</p> <p>All firework displays must be carried out in accordance with Australian Standards AS2187, Explosives Act 1936 and its guidelines.</p> <p>If fireworks are to be used as part of the event, please organise/provide the items listed below:</p> <p>A copy of the company's Safework SA accreditation for Pyrotechnics and a copy of the company's Certificate of Currency and Public Liability Insurance. Provision must be made for fire safety equipment and trained staff to be on site for the duration. The fireworks must be ignited by someone suitably accredited by Safework SA Authority. Notification of the fireworks display is given to surrounding residents, so that they can make appropriate arrangements for animals that may be disturbed by the activity.</p> <p><b>In the event of a Total Fire Ban - fireworks must be cancelled. It is the hirer's responsibility to check the fire ban status.</b></p>

14.	<p><u>Food and Drinks Stalls</u> All food and drink stalls and vehicles must comply with the provisions of the Food Act, and the Public and Environmental Health Act. The hirer of the reserve, venue or foreshore area is responsible to fully acquaint the sub contractors with the regulations.</p>
15.	<p><u>Electrical Equipment</u> The permit holder shall ensure that all electrical equipment being used at the permit site has been (current) tagged and tested in accordance with Australian Standards AS3760.</p> <p>If the equipment is not tagged or is found to be faulty by a Council representative, Council reserves the right to close the event, (or to request that the item be disconnected/removed) until the hazard has been rectified.</p>
16.	<p><u>Alcohol Ban</u> The consumption of alcohol is prohibited on reserves and riverside areas that have been declared a "Dry Area". "Limited Liquor Licence" Applications can be obtained from any Police Station. Applications must be approved by the Liquor Licence Commission in discussion with Council's Property Officer, Liquor Licensing and Public Realm Officer and the SA Police for dry area exemption to occur. Any proposed liquor license application must be attached to this event application.</p>
17.	<p><u>Provision of Toilets</u> The organisers of any event are to provide portable toilets sufficient for the needs of the expected number of participants and spectators if the venue or reserve does not meet requirements. Such toilets are to be positioned and be of a standard approved by Council. Subject to Liquor Licencing requirements.</p>
18.	<p><u>Evaluation of Event</u> At the conclusion of an event, the organiser may be contacted by Council's Property Officer requesting feedback on the event and the venues or reserves.</p>
19.	<p><u>Amusement Structures</u> A copy of Safework SA's Certificate of Amusement Structure Registration for each ride and Certificate of Public Liability Insurance needs to be provided. All documentation needs to be supplied prior to event approval.</p>
20.	<p><u>Helicopter Landings</u> If a helicopter is to be used as part of the event, please provide a certificate of currency of the helicopter company's Public Liability Insurance and permission from the appropriate Aviation Authority for landing. Details are to be included in Event Management Plan. A site assessment by Council may be necessary to be carried out, to ensure the site is suitable for purpose.</p>
21.	<p><u>Cancellation of Event</u> The Council shall be notified in writing, by phone, email of the cancellation of the booking, as soon as such a decision is known.</p>
22.	<p><u>Contact Numbers</u> The event coordinator <u>must contact the Works Coordinator one week prior to the event on 0418 854 274</u>, regarding setting up, bin and bunting requests etc at the Riverfront, lake foreshore, parks, ovals and reserves.</p> <p><u>After hours assistance:</u> If, during the course of the permit period a situation arises that requires Council's Property Officer on 0407 618 352 or after hours emergency mobile on 0408 805 360.</p>

Confirm read terms and conditions

Risk Assessment Plan Attached

Site plan attached