

OUTDOOR EVENT APPLICATION FORM

City of Prospect offers a number of outdoor spaces, as well as wonderful indoor venues, to any individual or organisation wishing to organise an event. These spaces are available for hire and can be used for a range of activities and events, including community events, music or art festivals, markets, and much more.

Event Application Process

Depending on the size and nature of the event you wish to stage, you may need to apply for event approval.

Private outdoor events

- Have an estimated attendance of less than 50 people
- Have no or minimal infrastructure
- Examples of small private events may include a birthday party, wedding ceremony, or social club gathering.

Private outdoor events do not require formal approval. However, if you wish to book a dedicated space for your event, online booking is available through [SpacetoCo](#) or you can contact us directly through the “Message the Host” button.

Small, large and major public events

- Small events – Attendance 50 to 150 people, with minimal infrastructure.
- Large events – Above 150 participants/spectators, with extensive infrastructure and may include parking restrictions or temporary road closures.
- Major events – Above 1,000 participants/spectators, with extensive infrastructure and may include parking restrictions or temporary road closures.

Small, large and major events all require event approval. We recommend that you apply for your event approval as soon as possible and/or no later than 8 weeks prior to the event for small and large events, and no later than 3 months for any major event.

Council reserves the right to refuse the hire of any venue at its discretion. Failure to submit the required documentation by the deadlines and make payment of all fees will result in the cancellation of your approval. Council will not accept any liability for loss, damage or any financial consequences as a result of the event application being cancelled or revoked.

Event Fees

INDOOR VENUES	
Venue Hire Charge	Depending on selected venue and subject to availability. Refer to SpacetoCo
Additional Services	May include technical assistance including sound or lighting technicians. Available for an additional charge – minimum 3hr call-out. Visit SpacetoCo or you can contact us directly through the “Message the Host” button to discuss your requirements.
OUTDOOR VENUES	
Small and Large events	
Hire Charge - Less than 150 Attendees	No fee applies
Hire Charge - Greater than 150 Attendees	\$580 / day (inc. GST)
Bond - greater than 150 attendees	\$500 (flat fee, excl. GST) - refundable
Power Supply Charge	\$26 / day (inc. GST)
Power Supply Bond	\$100 (flat fee, excl. GST) - refundable
Major events	
Hire charge	Subject to event

Note: fees listed above are for 2022-2023 financial year.

Event Terms and Conditions

We encourage you to read carefully through our attached Terms and Conditions before submitting your application.

Contact us

If you have any question regarding your application or need any guidance with the planning of your event, do not hesitate to contact our Senior Community Events Coordinator at admin@prospect.sa.gov.au

OUTDOOR EVENT APPLICATION FORM

EVENT ORGANISER DETAILS	
Organisation	
ABN (if applicable)	
Contact Person	
Contact Number	
Email	
Street Address	
Suburb and Postcode	

EVENT DETAILS	
Name of the event	
Event Description	
Proposed Venue	
Contact Person on the day of the event <small>Please provide name, position and contact number.</small>	
Alternate Contact on the day of the event <small>Please provide name, position and contact number.</small>	

EVENT DATES/TIMES	
Set up Date(s) <small>Including times</small>	
Event Date(s) <small>Including times</small>	
Pack up Date(s) <small>Including times</small>	

EVENT ENTRY AND TICKETING INFORMATION		
Estimated Event Attendance		
Ticketed event	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Public event	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Free event	<input type="checkbox"/> YES	<input type="checkbox"/> NO

EVENT PLAN AND DOCUMENTATION		
Public Liability Insurance Certificate <small>Please supply a copy of your Public Liability Certificate of Currency to the value of \$20,000,000.</small>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Risk Management Plan Please ensure a Risk Management Plan relevant to the event is attached to this application.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Event Site Map Details of all infrastructure and facilities must be included on the event site map and attached to this application.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Temporary Road Closures / Traffic Management Plan Please provide a copy of the event Traffic Management Plan at least six (6) weeks prior to the event.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Supply of alcohol / Liquor Licence Please note a separate application to Consumer and Business Services is required if you are planning on serving or selling alcohol at your event. Limited liquor licences require suitably licensed security personnel and other restrictions may be imposed. You will be required to provide a copy of your Liquor Licence to City of Prospect before the event.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
EVENT OPERATIONS		
Portable Toilets It is the event organiser's responsibility to provide adequate toilet facilities to event patrons and the general public, and to maintain these toilets in a clean and stocked condition for the duration of the event. Please ensure these are pre-filled with water as Council cannot provide this service. Please ensure this is documented on your site map.	<input type="checkbox"/> YES Type of portable toilet?: How many toilets?:	<input type="checkbox"/> NO
Infrastructure / Marquees / Tents Please note that equipment CANNOT be pegged and must be secured using exclusively sandbags, water-filled or concrete weights. Please ensure this is documented on the site map.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Generators Please note size and quantity. Please ensure this is documented on the site map.	<input type="checkbox"/> YES Qty: Size:	<input type="checkbox"/> NO
Stage Please note size and placement on your site map if building within park. Must be weighted, pegging not permitted.	<input type="checkbox"/> YES <input type="checkbox"/> YES – Sound Shell (Memorial Gardens only)	<input type="checkbox"/> NO
Fencing Please note that exclusive use of any space is not permitted, unless previously agreed with City of Prospect. Please ensure this is documented on the site map.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Amusement Rides Please note size, type and quantity.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Please ensure this is documented on the site map.	Company engaged: _____	
Animals / Petting Zoos Please note size. Please ensure this is documented on the site map.	<input type="checkbox"/> YES Company engaged: _____	<input type="checkbox"/> NO
Waste Management How will you be managing waste at your event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Security It is recommended for all large and major scale / high risk events that you have Security in attendance.	<input type="checkbox"/> YES If yes, please provide details:	<input type="checkbox"/> NO
First Aid It is recommended for all large and major scale / high risk events that you have First Aid in attendance.	<input type="checkbox"/> YES If yes, please provide details:	<input type="checkbox"/> NO
Live Music / PA System / Amplification / Noise Impacts No PA announcements to be made prior to 9am or after 9pm.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Stallholders	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Food Vendors Please note that Eastern Health Authorities (EHA) must be notified of the presence of the event and all food vendors at least 28 days prior to the event. More information on EHA website .	<input type="checkbox"/> YES	<input type="checkbox"/> NO
COUNCIL OPERATIONAL SERVICES		
Access to event power Please note that an additional charge and a bond may apply. Only available at St Helens Park and Memorial Gardens.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Access to water/taps Please note that an additional charge may apply. Only available at St Helens and Memorial Gardens.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Vehicle Access Please note that access is restricted. Approval is at discretion of Council and can be revoked at any time.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Out of hours opening of public toilets	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Council Bins and Waste Management By request, Council can arrange additional bins and waste collection for an event. 2-week minimum notice. Additional cost may be applied.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Irrigation mark-out	<input type="checkbox"/> YES	<input type="checkbox"/> NO

NOTIFICATIONS

Residents and Businesses

If your event includes road closures and/or music, PA or DJs you are required to produce a draft resident and business notice for Council's approval. Affected residents and businesses must be notified no later than one (1) week prior.

☐ YES

Please send a copy of the notification letter to Council at least 1 week prior to distribution.

☐ NO

Emergency Services

Emergency Services (SAPOL, SAMFS and SA Ambulance) must be notified of all large or major events held within City of Prospect no later than one (1) week prior to the event.

☐ YES

☐ NO

BOND AND PAYMENT

The applicant / event organiser's refundable bond will be reimbursed within four (4) weeks following the event if there is no misuse, damage or excessive rubbish left on site. This will be via EFT, unless alternative arrangements have been made with the Council's Finance Department.

Organisation	
ABN (if applicable)	
Name of Authorised person	
Branch Name	
Account Name	
BSB Number	
Account Number	

ACKNOWLEDGEMENT

☐ I declare that the information provided in the application is, to the best of my knowledge, true and correct. I also understand that if the information is incomplete, more information may be requested and the application may be delayed or rejected.

☐ I acknowledge that if the information provided is misleading, any approval granted may be void and any costs incurred by Council recovered.

☐ I have read and understood the Event Terms and Conditions and agree to abide by and be bound by the said conditions.

☐ I understand that once I have submitted this application, hire fees and a refundable bond may be payable.

☐ I certify that I am authorised to submit this application.

Name	Date
Signature	

Please send your completed application, along with all your supporting documentation to:

City of Prospect – Senior Community Events Coordinator

PO Box 171

PROSPECT SA 5082

Phone: 08 8269 5355

Email: admin@prospect.sa.gov.au

Please note that attachments can be sent at a later date but will be requested prior to the Event Approval being issued by City of Prospect.

Following review of your application (within 3 weeks of submitting your application) the Senior Community Events Coordinator will contact you to discuss your application further. If your event is approved to proceed a Venue Walkthrough will be arranged and details to finalise your booking via SpacetoCo will be sent.