

## 1. INTRODUCTION

City of Prospect has parks and reserves available for public and commercial organisations to use for a range of free, public activities and events.

Specific areas that can be used include:

- St Helens Park (Capacity: 1,000)
- Prospect Memorial Gardens (Capacity: 2,000)

The following document is part of the OUTDOOR EVENT APPLICATION FORM which alerts Council of the intended use of the area for an agreed time by the APPLICANT.

## 2. APPLICATION PROCESS

To notify Council of your intention to hold an event within the City of Prospect, the applicant must complete an **OUTDOOR EVENT APPLICATION FORM**. 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. This is to ensure adequate assessment of your event can be undertaken and resources allocated.

If your event is within less than eight (8) weeks, please call Customer Service on (08)8269 5355 and request to speak with the Senior Community Events Coordinator.

The submission of an Application Form does not guarantee permission to hold the event - this includes events that have previously occurred on an annual basis. A new Form needs to be completed each year and for each separate occurrence of an event.

Once the Event Application Form has been submitted, the applicant will receive a confirmation email noting receipt of the Application Form.

Following assessment of Application Form, the applicant will receive an Event Approval Letter/Email. For significant events, further documentation and an event checklist may be requested by City of Prospect Senior Community Events Coordinator.

The Event Approval Letter/Email is non-transferable and is only valid for the date and time specified. If details change after the form has been submitted, details of the change must be made in writing to Council at least 14 days before the event date.

Failure to submit the required documentation and/or pay any associated fees 14 days prior to the event will result in the cancellation of your EVENT APPROVAL. Council will not accept any liability for loss, damage or any financial consequences as a result of the event being cancelled or revoked.

Council reserves the right to determine if any individuals or groups present a nuisance or an obstruction, and they may be removed from the park or reserve.

Council parks and reserves cannot be used exclusively by any group, individual or club. However, groups will be informed if there is an Event Application Form submitted by another group for the same date and place.

### **3. EVENT CLASSIFICATIONS**

The following are the classifications for events:

- Private events – 0-50 participants – with no or minimal infrastructure
- Small events – 51- 150 participants/spectators with minimal infrastructure.
- Large events – Above 150 participants/spectators, with extensive infrastructure.
- Major events – Above 1,000 participants/spectators, with extensive infrastructure.

For more information on which category your proposed event falls into and the conditions for each event type, please see the Event Application Form Checklist (page 8).

### **4. EVENT SAFETY**

To report any serious workplace or site accidents or incidents at your event, please contact SafeWork SA on 1800 777 209 (24-hour service) and advise Council that this call has been placed.

The applicant is responsible for the safety of event participants and spectators at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event.

### **5. PUBLIC LIABILITY INSURANCE**

Council requires the applicant to have Public Liability Insurance to a minimum value of twenty million (\$20,000,000) dollars in the legal organisation name or governing body. The APPLICANT must ensure that the insurance provides coverage for the specific event location. A copy of a current Public Liability Insurance Certificate of Currency must accompany the submission of the OUTDOOR EVENT APPLICATION FORM and final approval will not be given until it is received.

NOTE: City of Prospect must be named as an interested party on the Public Liability Policy.

### **6. INDEMNITY**

The applicant agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, 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 conducting an event on property under the care, control and management of Council.

The applicant will be responsible for any damage caused to Council property which resulted during the event occupation period. A notice will be issued advising of the cost to repair the incurred damage on assessment.

## **7. RISK MANAGEMENT PLAN**

A detailed risk management plan for your specific event/activity in relation to the event specific site must be provided to the Senior Community Events Coordinator prior to your event. An Event Approval Letter/Email will not be issued until it is received. The plan must demonstrate that all potential risks have been identified and considered. A risk management template can be obtained on request.

## **8. EVENT SITE MAPS**

A detailed site map must be provided as an attachment to the OUTDOOR EVENT APPLICATION FORM (if applicable – see notification checklist, page 8). If the event site map changes after the OUTDOOR EVENT APPLICATION FORM has been submitted, details of the change must be made in writing to Council and approved by the Senior Community Events Coordinator at least 7 days before the event date.

## **9. VENDORS**

The sale of food and beverages at events is not permitted without notification to the Eastern Health Authority. All vendors must comply with the provisions of the Food Act, and the Public and Environmental Health Act. The APPLICANT is responsible to fully notify the sub-contractors of the regulations.

All food vendors must submit a copy of their Public Liability Insurance Certificate of Currency to the APPLICANT, and records must be kept to provide to Council if requested.

If stallholders (merchandise, fundraising, information etc.) are participating at the event, the APPLICANT must provide a list of participants on the OUTDOOR EVENT APPLICATION FORM.

It is the responsibility of the APPLICANT to ensure that each stallholder has the required twenty million (\$20,000,000) dollars Public Liability Insurance, otherwise the APPLICANT agrees to include the stallholder in the overall event insurance.

## **10. PROVISION OF TOILETS**

Depending on the size of the event and the location, the APPLICANT may be required to organise extra toilets for the event. If you are unsure about the responsibilities when providing additional toilet facilities, please contact SafeWork SA for advice.

## **11. AMUSEMENT STRUCTURES**

Amusement structures/jumping castles are only permitted at public events within the City of Prospect with Council approval. A current copy of SafeWork SA Certificate of Amusement Structure Registration must be submitted to the Senior Community Events Coordinator with the OUTDOOR EVENT APPLICATION FORM. Points addressing the amusement structure need to be included in the Risk Management

Plan. The APPLICANT must ensure the amusement structure operator holds valid Public Liability Insurance to the value of twenty million (\$20,000,000) dollars.

## **12. ACCESS TO POWER**

Access to power for an event may be arranged for St Helens Park and Memorial Gardens. All requests are subject to approval and are not guaranteed. A key deposit (\$100) and the details (including insurances) of the appointed qualified electrician will be required before a power key will be issued to the APPLICANT. A key will be provided and must be returned within 5 working days post event. Failure to do so will result in a \$100 fee.

Please ensure that all power supply requirements are included in the OUTDOOR EVENT APPLICATION FORM.

Electrical equipment used at events in the City of Prospect must be tested and tagged for the safety of spectators and participants. If the equipment is found not to meet standards, Council reserves the right to disconnect or remove the item until the hazard has been rectified or the event will be shut down.

## **13. VEHICLE ACCESS**

For large events only, the APPLICANT must seek approval from the Senior Community Events Coordinator for all essential event vehicles to access areas associated with the event set up and pack down. Vehicles are restricted to walking pace only and once a vehicle is unloaded/loaded it must be driven off site and into public parking areas. All requests are subject to approval and are not guaranteed.

It is the responsibility of the APPLICANT to ensure that all persons participating and/or attending the event are made aware of this condition.

Any request for vehicles to remain on a Council area must be made in writing prior to the event. Only essential vehicles that are deemed vital to the operations of the event will be permitted to remain on site at the discretion of the Council. This does not include sponsor, promotional or staff/volunteer vehicles.

## **14. TEMPORARY ROAD CLOSURES AND TRAFFIC MANAGEMENT**

All requests for road closures or traffic management in relation to the event must be included in the OUTDOOR EVENT APPLICATION FORM. Temporary road closures have specific times of operation and conditions and will be implemented in accordance with legislative requirements under the Road Traffic Act 1961, special powers delegated to SAPOL and/or under the Local Government Act 1999.

City of Prospect may decide upon receiving the application that traffic management is required, i.e. reduce speed limits etc. Any associated costs will be passed onto the applicant.

Fees will apply for the planning, advertising, implementation and supervision (if required) of traffic management and/or temporary road closures.

For changes to parking or road conditions, an approved resident and business notice must be distributed to all homes and premises a minimum of one (1) week prior to the event in area within 4 residential blocks of the event. Temporary road closures must be advertised in a newspaper and depending on the size of the event, this may be The City Messenger and/or The Advertiser.

## **15. LIQUOR LICENCE**

A 'Limited Liquor Licence' is required if the service or supply of liquor is intended as part of an event.

Limited Licence applications need to be made six weeks prior to the event and must be approved by Consumer and Business Services (CBS), in conjunction with Council's Senior Community Events Coordinator, Liquor Licensing and Public Safety Officer and the South Australian Police.

If you are unsure as to your responsibilities when serving alcohol, please contact Consumer and Business Services for advice.

## **16. ADVERTISING/SIGNAGE**

Events that receive a Council Grant must acknowledge City of Prospect as a major supporter of the event. An approved logo will be supplied to the APPLICANT for use on print and/or digital collateral. Council's logo is a registered trade mark and usage must be via the Communications Department.

Advertising is not permitted on Council property without written permission from the City of Prospect.

Council does not accept responsibility for the content of any advertising conducted by the APPLICANT. All advertising is displayed at the risk of the APPLICANT.

## **17. SECURITY**

It is the responsibility of the APPLICANT to engage security services when event infrastructure and/or equipment remains on site overnight as part of the approved liquor licence and is a prerequisite to Event Approval.

## **18. NOISE CONTROL**

The APPLICANT is responsible for the control of noise before during and after the event. All reasonable measures must be taken to ensure minimal disturbance to residents or businesses within the surrounding area.

The APPLICANT must be aware of and adhere to the Environment Protection Act guidelines applicable to noise. The APPLICANT will accept penalty if this information is not clearly communicated to the audio technicians or subcontractors at the event.

Council regulations state:

- No music system or amplified sound to be used by any applicant without the prior approval of Council;
- The maximum noise level conditions are set at 90 decibels before 6:00pm and decrease to 75 decibels after 6:00pm. Base levels may be checked;
- Set up should not be scheduled prior to 7:00am and no set up/pack down should take place after 9:00pm unless otherwise negotiated by the Senior Community Events Coordinator.

## **19. RESIDENT/BUSINESS NOTIFICATION AND EMERGENCY SERVICES**

The APPLICANT is responsible to advise all emergency service organisations of their event if applicable.

Where advised by the Senior Community Events Coordinator, the APPLICANT must produce and circulate a Council approved advance notice to local residents and businesses and an example of a resident and business notice may be supplied upon request. Notices must be delivered a minimum of one (1) week prior to the event by the APPLICANT.

## **20. VACATING SITE**

The event site must be left in a clean and tidy condition and all debris, especially cable ties, metal stakes/fragments, empty bottles, food scraps etc., must be removed by the user immediately after the event.

Failure to do so will entitle Council to employ the necessary labour to clean up the site, the cost of which will be recovered from the APPLICANT.

Any costs incurred by Council to repair any damaged infrastructure directly caused by failure to clean up following the event will also be passed onto the APPLICANT. If required, additional waste management may be provided by Council (fees apply).

## **21. CANCELLATION OF EVENT**

Notification of your cancelled event must be received by the Senior Community Events Coordinator no later than 14 days prior to the scheduled event start date. If an event is cancelled less than 14 days prior to the approved and scheduled date, fees incurred still apply.

If inclement weather is expected leading up to the event, the Senior Community Events Coordinator and the APPLICANT will make the decision whether to continue with the staging of the event in the interests of public safety and best management practice. If mutually agreed all hire fees can be refunded. A refund will not apply where the event was deemed to have commenced prior to cancellation.

## 22. NON ACCEPTANCE OF OUTDOOR EVENT APPLICATION FORM

Council has the right to refuse the use of any Council park or reserve area at its discretion. Such circumstances may include, but not be limited to:

- Inadequate information or lead time to assess an OUTDOOR EVENT APPLICATION FORM
- Undesirable impacts on and inconvenience to the general public, residents and businesses
- Concerns from Council's Senior Community Events Coordinator that the Applicant does not have the resources and necessary experience to suitably manage the activity
- Unpredictable and/ or controversial aspects of a proposed event
- Conflicts with other events already planned for the area

## 23. NON COMPLIANCE

EVENT APPROVAL is liable to be revoked by Council if the APPLICANT fails to comply with any condition outlined in this document or follow-up contracts or in any other justifiable circumstance.

The Senior Community Events Coordinator and/or Council's decision will be final and reserves the right to withhold any monies paid.

## 24. FEES AND CHARGES

**BOND:** All large events must pay a bond of \$500.00 which will be refunded to the APPLICANT 4 weeks after the event unless there are damages, theft or extra cleaning/maintenance required as a result of the event.

**HIRE CHARGE & BOND:** For events including more than 150 participants, a Hire Charge fee applies of \$580.00.

**POWER SUPPLY:** A fee of \$26 per day is applicable to access power at the site (only available for St Helen's Park and Memorial Gardens). This service is not available for private events. A qualified electrician must be contracted and provide their Certificate of Compliance. A power supply bond of \$100 is applicable when the APPLICANT has not contracted a 'preferred supplier' of City of Prospect.

**WATER SUPPLY:** City of Prospect can install temporary taps to St Helen's Park and Memorial Gardens if multiple food stallholders/traders are present for the event. Installation of these taps is charged at cost. This is only available for medium or large events.

**PARKING CONTROLS/TRAFFIC MANAGEMENT:** Fees apply for any parking controls or other traffic management including road closures will be charged to the APPLICANT at cost (additional penalty rates apply for weekends).

**WASTE MANAGEMENT:** Additional bin supply and pick-up may be necessary for large events; the cost will be charged to the APPLICANT at cost price.

## 25. OUTDOOR EVENT APPLICATION FORM CHECKLIST

Please consider the following before completing the OUTDOOR EVENT APPLICATION FORM.

Items to be submitted to Council	Private	Small	Large
Number of guests / people attending the event	0-50	51-150	Over 150
Hire Charge	N/A	N/A	\$580
Bond	N/A	N/A	\$500
Proposed Events Schedule / Program (including bump-in & out)	N/A	YES	YES
Public liability insurance	N/A	YES if commercial	YES
Risk Management Plan (template available on request)	N/A	YES if applicable	YES
Proposed Event Site Map – location of activity	N/A	N/A	YES
Traffic Management Plan	N/A	YES if applicable	YES
Liquor Licence	N/A	YES if applicable	YES if applicable
Infrastructure, Marquees, rides, generators, staging, fencing, animal/petting zoos	N/A	YES with conditions	YES with conditions
Waste Management	N/A	N/A	YES with conditions
Security	YES if applicable	YES if applicable	YES
First Aid	YES if applicable	YES if applicable	YES
Live Music / PA System / Amplification / Noise Impacts	YES	YES	YES
Stallholders and Food Vendors	N/A	YES if applicable	YES
Food notification (Eastern Health Authority)	N/A	YES if selling food	YES
Power Supply / Requirements (\$26 per day plus key deposit if applicable)	N/A	Yes with conditions	YES, with conditions
Access to water/taps	N/A	YES if applicable	YES if applicable
Vehicle access onto event site	N/A	N/A	YES with conditions
Council Bins and Waste Management	N/A	YES if applicable	YES if applicable
Notify surrounding residents and businesses	N/A	N/A	YES
Notify emergency services	N/A	N/A	YES