



SPECIAL EVENT APPLICATION TEMPLATE

Template No.: 4-5-209
GDS Category: Social, Cultural and Community
Public Document? **YES**
Date: November 2012
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Version: 3
Review Date: November 2014

To: The Corporation of the City of Whyalla, Special Events Officer

I (name):

On behalf of (Group/Organisation):

Address:Postcode:

Contact No: (Home): (Work): (Mobile):

Fax No: E-mail:

Ada Ryan Gardens Foreshore Civic Park Other.....

For the use of:.....

NB: If function is to be for a Birthday, Council require information on age of the person the party is for:.....

How many people attending event:.....

Date Start: Finish:

From: (am/pm) To: (am/pm)

If your event has stall holders or is a major community event, you may require a separate form. Please check with Council staff regarding this.

Please answer the following questions, if **YES** please provide further information

Will Food or Drink be sold? Yes No

Will Alcohol be served/sold? Yes No

NB: If Alcohol is to be sold, you will require a Liquor Licence. *No Glass Allowed.*

Will music be played? Yes No



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Will Amusement Structures be operated? Yes No

Will Marquees, tables or chairs be used? Yes No

NB: If Marquees are to be used, please ask Council as to the requirements as some locations have underground irrigation.

Council will provide access to existing power outlets only. Will power be required? Yes No
How many?.....

Will you require additional bins? Yes No (Bin fee's may apply)
How many?.....(6 Available)

Private functions (eg: weddings or birthday parties) maybe covered by Council's ADHOC Insurance, depending on circumstances. Businesses will need to provide own insurance. Please speak to Council staff for any queries.

Have you provided Council with a current copy of Public Liability Insurance in the last 12 months
 Yes No
If you are business and have answered NO you are required to provide a copy.

Please note

When booking for a function, please be aware that it does not indicate a booking for the barbeques, as Council is unable to guarantee they will be available at the time of your event.

Please be advised any event considered to be of a significant size/nature, will be advertised on Council's web-site.

Please read the attached conditions before signing.

Signature of Applicant: Date:



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CONDITIONS

The issuing of this permit is subject to:-

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all Special Conditions, which the Council may determine.
- C. The permit holder paying the prescribed fee.
- D. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of the Permit.

General Conditions of Permit

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants 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 the permit.
2. 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 activity.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
5. The permit is not transferable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. No food or drink, other than those nominated on page 1 of this application, will be offered for sale by the permit holder.
8. No music system or amplified sound, other than those specified on page 1 of this application, is to be used by the permit holder without the prior approval of Council.
9. Stalls and exhibitor sites will be allocated by the Event Coordinator and sites can only be altered by liaison with the Coordinator.
10. The permit holder shall ensure that site/s covered by this permit are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
11. No vehicles are to be permitted on the turfed areas.
12. Damage to ground facilities, building, equipment and irrigation points caused by the hiring organisation members or supporters will be rectified by Council at the organisation's expense. Any such damage to be reported to Council immediately.
13. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
14. The permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance. The decision of Council will be final.
15. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this permit, authorised by Council, has been returned to you.



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SAFework SA PUBLIC EVENT ASSESSMENT CHECKLIST:

SafeWork is interested in receiving the public assessment checklist forms (preferably 4 weeks before an event) for the events that have either of the following:

- Registered amusement devices
- Dangerous goods over the licensable quantities, i.e. 250kg or more of LPG, 120L or more of class 3 (e.g. petrol)
- Fireworks
- Large marques (i.e. over 6m in length)
- Stages/grand stands (that requires scaffolding)

SafeWork SA does not approve public events, but simply identify ways in which SafeWork SA could assist event organisers.

Event Name		Expected numbers to attend	
Event Organiser:			
Contact Person:		Phone No.:	
Date/s of Event:		Numbers of employees (including contractors)	
Set up date/s:		Dismantle date/s:	
Amusement Devices (if applicable)			
You are to ensure the amusement devices has a current annual inspection, and public liability insurance			
Amusement Device Names			Registration No.:



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Dangerous Substances/Fireworks/Explosives to be located/used on site (if applicable)
 E.g. LPG cylinders, flammable liquids, fireworks, explosives
Over 250kg LPG, or 120L of flammable liquids on the site, require a DS Storage Licence No.
IF YOU EXCEED THE DS LIMITS FOR THE ENTIRE SITE, A LICENCE IS REQUIRED
 (Please telephone the SafeWork SA Help Centre on 1300 365 255 for further assistance)

Dangerous Substances / Fireworks / Explosives	Licence No. (if applic')

Vendors who will be on site, i.e. catering vans (if applicable)

Name	Business Type:



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Will the Event have any of the following hazards (please tick relevant box/es):

Temporary structures (marques/staging)		Moving vehicles in event space		Persons working at heights	
Persons operating plant such as forklifts		Temporary electrical boards		Inflatable devices (not requiring registration)	
Road closures		Crowd control required		Public moving from car parking to event space	
Excessive noise (from rides or entertainment)		Overhead lighting/ electrical cords		Animals onsite	

The following assessments have been (or will be) completed

Health and safety risk assessment		Health and safety management plan		Emergency plan	
Contractor Induction		Traffic management plan		Crowd control assessment	

Email to: communityevents.safework@sa.gov.au
Fax to: 8204 9200
Mail to: Community, Retail & Business Services Team
 SafeWork SA
 GPO Box 465
 Adelaide SA 5000

If you have any questions about your public event please email Mandy Kay, Manager, Community, Retail & Business Services Team amanda.kay@sa.gov.au