



## Application for Event Permit – Council Reserves

### Personal Information

I, \_\_\_\_\_ "the permit holder"

On behalf of \_\_\_\_\_  
[insert business/ organisation name if applicable]

of: \_\_\_\_\_  
[address]

Phone No.: \_\_\_\_\_ (Email) \_\_\_\_\_

Hereby make application for the use of Council Reserve and agree to the general terms and conditions of use shown overleaf.

Name of Reserve \_\_\_\_\_

Specific Location of Activity within the Reserve: \_\_\_\_\_

Activity Date(s): \_\_\_\_\_ Activity Time(s): \_\_\_\_\_

Set Up/ Pack Up Date and Time: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

### Activity Details

Name and description of Activity: \_\_\_\_\_

\_\_\_\_\_

### Payment:

#### **TAX INVOICE**

ABN: 26 597 040 498

Cash/ Cheque/ Postal Order – please make payment to Council's Administration office at Royal Circus, Robe SA 5276 or post to PO Box 1, Robe SA 5276 to reach Council 5 days before the date of the event.

Credit Card – card type: visa /mastercard

Card Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name on Card \_\_\_\_\_ Expiry Date \_\_\_\_\_

[upon payment this docket becomes your tax invoice – GST included]

#### **Bond**

A surety bond of \$ ..... is required at the time of booking [see general terms & conditions].

Credit Card – card type: visa/ mastercard

Card Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name on Card \_\_\_\_\_ Expiry Date \_\_\_\_\_

The District Council of Robe undertakes to transact the surety bond amount **ONLY** if the user is in breach of the general terms and conditions overleaf.

### **Site Details**

Please provide details of all structures to be at your event under the appropriate headings including number and size. Where necessary, attach a site plan and/ or any additional information.

☐ Marquee/ Tent \_\_\_\_\_

***[Important: see item 4 of the General Terms & Conditions overleaf]***

☐ Stages

☐ Use of Toilets

☐ Food/ Refreshment Vendors

☐ Portable Toilets

☐ Vehicle access/ parking on Council Reserve

☐ Merchandise Vendors

☐ Alcohol (Liquor Licence to be obtained)

☐ Entertainment (Live/ Recorded) (Noise Restrictions may apply)

☐ Promotional activities such as giveaways

☐ Amusement Rides

☐ Access to Power

☐ Other eg. Jumping Castle

***Note: Not all reserves have power available. Fees may be involved)***

### **Insurance**

The **Permit Holder** must indemnify and to keep indemnified the Council against all actions, costs, damages, charges and expenses whatsoever which may be brought or made or claimed against them arising out of or in relation to the issuing of the approval of the event.

The **Permit Holder** shall take out and keep current a public risk insurance policy for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, damages, claims, charges and expenses whatsoever. A copy of this insurance cover shall be provided to Council with this application OR before the date of the event.

\_\_\_\_\_  
I acknowledge that I have read and understood the permit terms and conditions and agree to abide by them and I agree to be held personally responsible for any claim arising from damage, neglect or non-compliance.

Signature: \_\_\_\_\_

Name \_\_\_\_\_

### **Office Use Only**

Approved / Declined

Authorised Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Other Conditions: \_\_\_\_\_

## General Terms & Conditions of Use

Any breach of these conditions may result in permission being withdrawn and/ or additional costs levied against the hirer.

### 1. Described Activity

Booking is valid for activity described, during the dates times stated and is not transferable in anyway. Any changes to the approved activity contained on the Permit must be with prior approval from the issuing authority.

### 2. Booking Inspection

Please keep a copy of your approved Permit with you during the Event. Note: If booking a reserve within 14 days, all information will be required upon application.

### 3. Risk Management

Dependant on the type and scale of the event, a Risk Management Plan may be required to be submitted in relation to the event. A template will be provided to assist you developing this and further advice is available by contacting Council.

### 4. Marquees/ Equipment

If a marquee/ tent is to be erected using pegs, the reserve will be marked out to avoid damage to the irrigation system. A site plan is required indicating marquee placement and size. This is not required if the marquee or equipment is to be held down by weights only. Council will not be responsible for the cost of any damages caused to other service utilities.

### 5. Rubbish and Cleaning

The hirer must ensure that the reserve is left clean and tidy after the event. Should the reserve require cleaning after an event, the costs incurred may be levied against the hirer. For weddings four bins are supplied. Please note that for environmental reasons, confetti and rice are not permitted.

### 6. Noise

Noise must be controlled by the Hirer in the interests of nearby residents in line with the Environmental Protection Act. Use of a public address system or amplified music must have consent from Council.

### 7. Use of Toilets

Public toilets are opened for public use, therefore exclusive use cannot be granted.

### 8. Consultation

If your event is considered a Major Event that could partially impact on surrounding properties or the community, Community Consultation may be required to be undertaken.

In most cases, Council will complete the Community Consultation. The Event Organiser may be required to reimburse Council the costs for consultation.

### 9. Damage

Where the Council determines that damage or destruction has occurred on or in relation to the site or facilities, the permit holder shall be deemed to be

deemed to be responsible and pay to Council the whole of the costs incurred by Council to repair such damage or destruction.

### 10. Failure to Comply

Failure to comply with any condition of the hiring of Council grounds will result in the application being revoked.

### 11. Amendment to Conditions

The application conditions may be amended at any time by the issuing authority with or without consultation with the organiser.

### 12. Directions

The issuing authority may add or remove directions to the application in addition to conditions at any time. Failure to comply with a direction will be taken as failing to comply with a condition of the application.

### 13. Electricity

Access to the electricity box will be available at the time of the event (applies to the Foreshore area only).

### 14. Liquor Permit

In accordance with the provisions of the Licensing Act 1985, a Limited Licence must be obtained for the supply of liquor at a function where either:

- The cost of the liquor is to be recouped by imposing an admission charge/ cover charge on those attending the function; or
- Liquor is to be sold on the premises. Council will then assess the application and the Hirer and the Liquor Licensing Commission shall be notified in writing of support or suggested restrictions.
- The Liquor Licensing Commission is then responsible for granting the relevant licence approval. A copy of the licence must be lodged with the District Council of Robe by the Hirer prior to the event.

***Note: The Hirer must have the Licence on display at the event.***

### 15. Food for Sale

If food is to be sold at the event Council's Environmental Health Inspector will contact you with specific requirements that you must adhere to eg. Safe Food Handling Practices.

### 16. Exclusive Use

Exclusive use cannot be guaranteed on Council reserves. However, generally privacy is respected in instances where marquees are in place.