

<b>Permit Holder</b>			
Name:			
Company Name:			
Postal Address:			
Email:			
Phone Number:		Mobile Number:	

<b>Event Details:</b>	
Event Type:	<input type="checkbox"/> Community <span style="margin-left: 200px;"><input type="checkbox"/> Commercial</span>
Further details:	Are you seeking Financial or in kind support from Council? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes – Refer to Council website <a href="http://www.mountgambier.sa.gov.au">www.mountgambier.sa.gov.au</a> - Services – Events) <b>Note: This form does NOT approve any financial or in kind support from Council</b>

Event Name:			
Event Description:			
Event Location:			
Road Closure-Name of roads to be closed			
Event Date:			
Event Start Time:		Event Finish Time:	
Setup Date and Start Time:		Setup Date and Finish Time:	
Event Attendance:		Entry Fee:	<input type="checkbox"/> Free <input type="checkbox"/> Cost: \$
Public Liability Insurance:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Limit* \$	Certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

### Operational and Infrastructure Details

Onsite vehicle access requirements:			
Marquees/Stalls:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number & size of Marquees:	
Jumping Castle:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amusement Rides:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Liquor Sold or Supplied:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Liquor Licence:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Music (Amplified):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Music (Live):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Catering provided: Name of Caterer:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Animal Exhibitors:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Require the following keys:	<input type="checkbox"/> Vehicle Access (onsite) <input type="checkbox"/> Toilets (non-public) <input type="checkbox"/> Power Access <i>Railway Lands Only:</i> <input type="checkbox"/> Storage - Railway Station Building <input type="checkbox"/> Railway Station Building Toilets <input type="checkbox"/> Water		

**I acknowledge that I have read and understand the terms and conditions provided to me as contained in this Permit, and agree to abide by them:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

## Terms & Conditions for Special Events held at Community Spaces

### General

Any authorisation granted by Council is not transferable and is able to be revoked by Council if the permit holder fails to comply with a condition of the authorisation or any other justifiable circumstance.

The permit will not become valid until proof of the appropriate insurance has been provided to the Council.

### Community Space (not exclusive use)

While applications are accepted for the purposes of monitoring activity at any community space, Applicants are to be aware that Council Reserves are a public space, any authorisation will not grant exclusive use to the area and Council or applicant will not restrict the public in any way.

### Identification of Hazards

Whilst Council makes every effort to ensure the area is free of hazards, it is requested that the Applicant undertake a detailed inspection prior to the event and report any hazards to Council as soon as possible. Council does not hold responsibility for any damages caused by unforeseen circumstances (i.e. storm damage).

### Risk Management

Applicants agree to undertake a documented risk assessment and develop a risk management plan which guides the safe delivery of the event and provide this to Council immediately upon request.

### Public Liability Insurance

Applicants must provide Council with a current Certificate of Currency showing Public Liability Insurance to the value of at least \$10 million and any other licences as required pursuant to the activity being undertaken prior to the event.

### Setting up of structures (i.e. marquee)\*

Authorisation for any structures will not become valid until proof of the appropriate insurances is provided to Council. This can be from the supplier (who will be setting up the structure) or can be taken out separately by the Applicant.

### Music and PA Systems (if applicable)

In accordance with By-Law 2 2010 - parts 9.4 and 9.18 Council approves amplification and/or live acoustic music (generally 1–2 musicians) to be within reasonable levels.

Please refer to [www.apraamcos.com.au](http://www.apraamcos.com.au) for your APRA AMCOS licence responsibilities.

### Amusements (if applicable)\*

The permit holder must provide to Council evidence of Workplace Services Registration for all Amusement Structures proposed to be onsite as part of your event.

**The application can be supplied without all documentation however all documentation required by Council will be required prior to event.**

**Assessment (to be completed by Council)**

<b>The event has been:</b> <input type="checkbox"/> approved <input type="checkbox"/> declined <i>reason:</i>			
Officer's Name:		Title:	
Signature:		Date:	
Application Fee: (If Required \$150)	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____	Bond: (If Required Max.\$500)	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Checklist :</b> Public Liability Insurance - Liquor Licence - Add to Calendar - Send Pre Event Checklist – Advise Community Events			

**Additional Conditions:** \_\_\_\_\_

### Fire Ban Days

Due to the limited vehicle entry points to the Valley Lake, Brownes Lake, Leg of Mutton Lake and Marist Park on extreme/catastrophic fire ban days these locations will be closed and no events can be held at these locations. On severe fire ban days smoking is not permitted and vehicles are not to park on grassed areas.

### Cleaning of Site

The area is to be left in a clean and tidy condition and any structures (if approved) are to be removed immediately after the event. Applicants must ensure that any rubbish from your activity is removed and any temporary set up of equipment does not damage Council property.

### Vehicles on Reserves and Direction

Vehicles are not to be driven on reserves unless within an approved area. The applicant will remain liable for any damages to the site as a result of the booking.

### Food Business Notification

If a food provider is not currently registered with the City of Mount Gambier as a 'Food Business' please complete the Food Business Notification Form and return to Council, any enquiries in relation to this form to be directed to Council's Environmental Health Officers

### Alcohol

Where liquor license permits are required, a copy of Licence Approval must be supplied to Council within two (2) business day of the event. If this requirement is not met within timeframes any permit is revoked.

### Power Access

The applicant must ensure that any electrical device which is connected to a Council provided power outlet has been tested by a licenced electrician and displays a current test tag.

### Key Access

All keys are available to be collected from Operational Services (Level 1) of the Civic Centre. Keys MUST be returned within two (2) business days following your event.

### Indemnity

The Applicant agrees to indemnify and release 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 use of any Council site and/or its associated buildings.

### Pre-Event Checklist

It is recommended that the Pre-Event Checklist be completed prior to the event taking place and any problems that are detected reported to Council.