

TOWN OF GAWLER

Special Event Permit Application

Private Functions In Council Parks, Land Or Reserves

Conditions Of Permit And Application Form

Permits are issued for the use of Council land in accordance with Council's By Law No 4: Local Government Land.

APPROVED LOCATIONS (Indicate desired location)

- Clonlea Park
- Pioneer Park
- Apex Park
- Dead Man's Pass

1. FEES

Fees will be charged as per Councils Fees and Charges Schedule.

2. APPROVAL

Parks, Land & Reserves are often booked well in advance. Please **do not** send invitations or promote your event unless written approval has been granted.

Permit applications should be submitted at least ten (10) business days prior to your event. Late or incomplete applications may not be approved.

GENERAL CONDITIONS OF PERMIT

1. The permit or location of the permit is **not** transferable. The function may only be held in the area, on the date/s and between the times indicated on the permit.
2. 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.
3. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so will result in cleaning fees being charged.
4. Damage to Council property will be rectified by Council and the cost of repairs will be on-charged to the permit holder.
5. Please note this permit does not secure sole access to the entire facility, only the area indicated.
6. If your party is using a shelter or marquee, water or sand weights are required. Pegs and stakes are not permitted.
7. A Council Officer will contact you to discuss your requirements.
8. The function must not cause disturbance to local residents or the general public and may be terminated at the direction and/or discretion of a member of the Police or an authorised Council Officer. **If you are concerned that your event is becoming beyond your control or the conditions of this permit, please contact SAPOL on 131 444.**
9. This permit is liable to be revoked by Council if the permit holder fails to comply with any conditions of this permit, or may be revoked in any other justifiable circumstance.
10. The Form of Indemnity (Part B) only needs to be completed if requested by a Council Officer.

Special Event Permit Application APPLICATION FORM PART A

I, <i>(name)</i>		
Of <i>(postal address)</i>		
On behalf of <i>(organisation if applicable)</i>		
Phone	Fax	
Mobile	Email	
I hereby apply for permission to conduct a	<input type="checkbox"/> Wedding Ceremony	<input type="checkbox"/> Other Function/Event
<i>(Description)</i>		
At <i>(Location)</i>		
On <i>(Dates)</i>		
Between the hours of		
Will a music system or amplified sound system be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Estimated Attendance		
If yes, indicate times		
Please be aware that some events require a licence from the PPCA to broadcast protected recordings, ie background or featured music at concerts or festivals (please direct all enquiries to www.pcca.com.au)		
Is it likely that alcohol will be consumed? The Town of Gawler supports the Responsible Service of Alcohol	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your party considering using a shelter or marquee? Water or Sand weights must be used.	<input type="checkbox"/> Yes - please attach plan	<input type="checkbox"/> No
AMUSEMENTS		
Will your party be using an amusement structure? (eg jumping castle, rides, rock climbing wall etc)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please complete Use of Amusement Device in Council Parks, Land or Reserves Form		
Does the event involve any animals on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate area required and what arrangements will be made for their management, care and well-being?		
Will the public be handling the animals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the event includes animals, the applicant must supply Council with a copy of the animal providers Certificate of Currency showing Public Liability Insurance of at least ten (10) million dollars (10,000,000).		

DECLARATION BY SUPPLYING COMPANY	
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I, _____, I declare that I am 18 years of age or over and acknowledge that I have read and agree to abide by and be bound by those conditions.
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Signature	Date
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Please provide contact details of a person who will be responsible on the day of the event for the set-up, removal and clean up of the site. For Weddings it is advisable to have someone who is not in the Wedding Party.

(Name)

(Address)

(Mobile)

(Other phone number)

I declare that I am 18 years of age or over and I have read and agreed to comply with the "General Conditions of Permit"
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Signature	Date
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Special Event Permit Application APPLICATION FORM PART B

FORM OF INDEMNITY FOR HOLDING OF PRIVATE FUNCTION ON COUNCIL LAND

This form to be completed if requested by a Council Officer

THIS INDEMNITY is given for the event to be held on	day of	20
<i>(Day)</i>	<i>(Month)</i>	<i>(Year)</i>
Of <i>(organisation/individual)</i> hereinafter called "the Indemnifier" to the Town of Gawler (hereinafter called "the Council").		
On behalf of <i>(organisation if applicable)</i>		
<p>WHEREAS the Indemnifier has applied to the Council for authority to use a portion of a public area under the Councils control and care, for the purpose of holding a private function.</p> <p>The permit holder agrees to indemnify 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 claimed against them or any of them, arising out of or in relation to the issuing of the permit.</p> <p>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 sum of at least ten (10) million dollars (\$10,000,000) 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.</p> <p>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.</p>		
Signature <small>(of authorised Applicant being 18 years of age or over)</small>		
* Please attach copy of insurance certificate		
OFFICE USE ONLY		
Part A complete	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part B complete	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of Insurance Provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Or to be covered by Council through Local Government Risk Services		<input type="checkbox"/>
Application Fee \$	Admin Fee \$	<input type="checkbox"/> Invoice
Amusement Structure required	<input type="checkbox"/> Yes Form Rc'd	<input type="checkbox"/> No
Parks Calendar noted	<input type="checkbox"/> Yes	
Application distributed	<input type="checkbox"/> Yes	<input type="checkbox"/> Confirmed
<input type="checkbox"/> Application TRIMmed	TRIM reference	
<input type="checkbox"/> Permit Signed / TRIMmed	TRIM reference	