

Greater Shepparton City Council

EVENT BOOKING APPLICATION FORM

EVENT NAME:	
<p>Organising an event can be an immense task and this Application outlines Greater Shepparton City Council's requirements, documentation and conditions that are required when hosting an event within the Greater Shepparton municipality.</p>	
<p>DEFINITION OF EVENT: AN EVENT IS AN ORGANISED ACTIVITY, OCCUPYING A COUNCIL OWNED OR MANAGED FACILITY, RECREATION RESERVE, PARK, FORESHORE OR PLAYING FIELD</p>	
<p>Classification may include: fetes, carnivals, festivals, community celebrations, promotions, displays, filming, photography, sporting gala days, aquatic, regattas, entertainment, and fireworks.</p>	
<p>This Application is for a singular event, if you wish to undertake regular/seasonal activities on a recreation reserve a separate approval may be required.</p>	
<p>PROCEDURE FOR APPLICATION</p>	
<p>This Application is mandatory if you are organising an event within the Greater Shepparton municipality. Depending on event activities other permits will be required in line with current local law and industry regulation and legislation, which are outlined within this document.</p>	
<p>There are a number of questions that relate to holding an event within the Greater Shepparton municipality, some of these questions may not be relevant for your event, however all questions must be answered.</p>	
<p>Please ensure that you read all notes related to each section.</p>	
<p>A checklist is attached for you to ensure all applicable questions have been answered and all attachments have been included on submission.</p>	
<p>A declaration must be signed by the event organiser/hirer and returned with the application.</p>	
<p>There are fees and bonds associated with certain facilities and spaces. The fee, bond and conditions can only be set after this Application has been assessed. Additional permits may also have payable fees associated with them. Please ensure this expense is included in your event budget.</p>	
<p>Complete this Event Booking Application and forward to: Greater Shepparton City Council Events Unit events@shepparton.vic.gov.au Parks, Sport & Recreation PSRbookings@shepparton.vic.gov.au or Locked Bag 1000, Shepparton, Vic, 3632 All enquiries please phone 03 5832 9700</p>	
<p>THIS FORM MUST BE RECEIVED AT LEAST 8 WEEKS PRIOR TO THE EVENT, OTHERWISE APPROVAL CANNOT BE GUARANTEED</p>	
<p>The bond (if applicable) is refundable in whole or in part, following an inspection after the event by authorised Council staff to determine compliance with Council's conditions.</p>	
<p>A booking confirmation will be forwarded that will advise of approval, conditions and fees. By accepting your application, Council and the applicant automatically become bound by the terms and conditions as set out in this application.</p>	

1. EVENT DETAILS

NAME OF EVENT:			
LOCATION OF EVENT: OR PARK/RESERVE NAME: OR FACILITY NAME: PLEASE SPECIFY NAMES & HOW MANY SPORTS FIELDS/PAVILIONS/FACILITIES REQUIRED OR SPECIFIC AREA OF PARK			
WHEN IS THE AREA REQUIRED? THIS MUST INCLUDE SET-UP/PACK DOWN (BUMP IN/BUMP OUT)	SET-UP DATE:	TIME:	
	EVENT DATE FROM:	TIME:	
	EVENT DATE TO:	TIME:	
	PACK-UP DATE:	TIME:	
TYPE OF EVENT:			
PROVIDE A DESCRIPTION OF THE EVENT, INCLUDING THE OVERALL AIMS & OBJECTIVES:			
CONTACT NAME OF EVENT ORGANISER/APPLICANT :			
ON BEHALF OF:			
ADDRESS:			
CONTACT NUMBER:			
EMAIL:			
IS THIS A COMMUNITY BASED OR SPORTING ORGANISATION/ CLUB/ GROUP			

OTHER KEY CONTACTS

Contact Name	Role	Contact Number

GENERAL INFORMATION

- The cost to restore any damage to the proposed space being booked as a result of the event activities will be borne by the event organiser.
- The decision to use the reserve/building/facility and to ascertain that the surface/infrastructure is of suitable quality and safety for the proposed event is the responsibility of the hirer.
- Any damage caused to turf surfaces as a result of use during inclement weather or inappropriate use may be deducted from the bond.

2. ESTIMATED ATTENDANCE & HOURS

Estimated daily attendance of event stakeholders (e.g. stall holders, contractors, staff, volunteers):	
What is the MOST anticipated number of persons in the place at any one time :	
Estimated total of participants and attendees for duration of the event:	

3. TENTS/MARQUEES

Do you propose to erect tents/marquees/stalls?	
If yes, provide quantity and dimensions of marquee/tents and how they will be secured (e.g. staked into the ground or weighted):	

Note:

- If a temporary structure is over 100m² an occupancy permit is required.
- Please indicate location of tents/marquees on **site plan**.
- There is the potential of damages to underground services by using pegs therefore conditions will apply depending on site location.
- Any tents/marquees must be removed as soon as possible after use at the event.

4. PLACE OF PUBLIC ENTERTAINMENT

Note:

- A Place of Public Entertainment is required under the Building Act 1993 and is defined as an area used for public entertainment which is greater than 500m² under Building Regulation 2018 (Regulations 186).
- It is essential that the event organiser/hirer discuss this with Council's Building and Compliance Department by emailing council@shepparton.vic.gov.au Attention: Building and Compliance, or phoning 5832 9700, before completing this section to ensure that the Application has been completed correctly.

If the event requires a POPE the below questions must be answered?

Number of qualified Public Safety Officers on site?		
Qualified Safety Officer Name		
Qualified Safety Officer Contact No.		
Quantity and type of Fire Safety Equipment on site?	Existing: Fire blanket(s): Fire hose(s) Extinguisher(s) Fire alarm(s):	Temporary: Fire blanket(s): Fire hose(s) Extinguisher(s) Fire alarm(s):

Note:

- Additional fire equipment above what is permanently onsite may be required to meet POPE conditions. This will be at the cost of the event organiser/hirer.

5. AMENITIES

Do you require toilet facilities at the event?			
How many permanent/existing toilets are on site?	Male	Female	All abilities
	Hand basins	Hand basins	Hand basins
If you require temporary toilets please provide breakdown	Male	Female	All abilities
	Hand basins	Hand basins	Hand basins
Is the existing number of toilets onsite sufficient?			
If additional toilet facilities are required, what number of temporary units will be available at the event?			

**The below table is a guide from Department of Health’s Code of Practice
for running safe music festival and events.**

Facility	Minimum number	Requirements
Toilets for women	One toilet for every 200 female patrons or part thereof.	35 female patrons—one toilet 80 female patrons—two toilets 850 female patrons—15 toilets 2,290 female patrons—39 toilets
Toilets for men	One toilet or urinal for every 200 male patrons or part thereof, at least 30 per cent of which must be in the form of closet fixtures.	35 male patrons—one closet fixture 350 male patrons—one urinal and one closet fixture 850 male patrons—three urinals and two closet fixtures 2,290 male patrons—8 urinals and 4 closet fixtures
Staff toilets	Separate facilities may need to be provided for catering staff.	
Standards	All toilet facilities must be: <ul style="list-style-type: none"> • well lit, including the surrounding area • provided with waste receptacles for sanitary products and paper • contain soap and hand drying equipment • odour free • cleaned and regularly restocked throughout the event • fitted with syringe disposal units • located away from food storage and food service areas. 	
Washbasins	One washbasin for every 200 patrons or part thereof. Cold water supplies must not be cut off in bathroom taps.	

Note:

- The event organiser/hirer is responsible for supplying sufficient amenities.
- Where permanent amenities on site are insufficient, additional toilets must be provided as per above.
- All amenities must be left in a clean and tidy condition at the conclusion of the event.
- A post event site inspection will be conducted and fees will apply and/or bond will not be refunded if this is not adhered to.
- Council officers can provide available amenity information, and can recommend local service providers if required.
- Toilets locations must be outlined on the **site plan**.

6. FOOD AND BEVERAGE

Will food or beverages be consumed at the event?	
Will food or beverages be sold at the event?	

Under the Victorian *Food Act 1984*, any person/group (either not for profit community groups or commercial businesses) intending to sell or offer samples of food or drink to the public at an event or from a temporary or mobile food premises in Greater Shepparton, must:

1. Be registered with or have notified their Local Council in Victoria. It may be with Greater Shepparton City Council or other.
2. Have a *Streatrader* account.
3. Submit a Statement of Trade through *Streatrader*.

Any person/group selling food will need to complete an application for registration/notification online at Streatrader - https://streatrader.health.vic.gov.au/public_site (requires access to the internet and email account).

The event organiser must liaise with Greater Shepparton City Council's Environmental Health Unit on 5832 9731, to make sure all food stall vendors are registered and meet the requirements of the Food Act 1984.

Note:

- Food and beverage stalls, vans or other must be outlined on the **site plan**

Clause:

- It is the event organiser/hirer's responsibility to ensure that all food and beverage providers comply with current regulation and legislation and ensure they have current public liability and product insurance.

7. ALCOHOL

Will alcohol be sold or consumed at your event?	
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Note:

- If yes, a permit to Consume Liquor in a Public Place must be obtained from Greater Shepparton City Council (fees apply).
- If you are selling alcohol a Liquor Licence must be obtained from Victorian Commission for Gambling and Liquor Regulations <https://www.vcglr.vic.gov.au/home/liquor>
- Once obtained a copy must be supplied to Council along with the redline plan to complete the Consume Liquor in a Public Place permit application
- All food, drink and/or alcohol vendors are required to register with Streatrader as per Victorian Food Act 1984 as outline in Section 7 Food and Beverage.
- It is the event organiser/hirer's responsibility to ensure that all food and beverage providers comply with current regulation and legislations and ensure they have current public liability and product insurance

- It is advised to contact council to confirm the required permits for your event.

8. SECURITY/CROWD CONTROL

Have you engaged security/crowd control for the event?	
If yes, provide security plan. If no, provide reason.	
Have you advised your local police service of the event?	
If yes, provide date of notification and officer notified	

Note:

- Depending on the type, number of attendees, location and activities at the event security may be required
- If liquor is being consumed at the event the Liquor Licence will outline number of crowd controllers required for the event.
- If the event requires a POPE permit security/crowd control will be a condition
- If items are being left on site outside event times security may be required.
- It is the responsibility of the event organiser/hirer to ensure the health and safety of the event patrons and participants.
- Department of Health Code of Practice for running safer music festival and events suggests two crowd controllers for the first 100 patrons and one for each additional 100 thereafter.
- Please discuss the events plan around security/crowd control with Council for advice specific to the proposed event and activities.

9. FIRST AID

Are you supplying first aid services at the event?	
If yes, provide details. If no, provide reason.	

Note:

- If duration of the event is for more than a day and/or over 300 people are proposed to be in attendance and/ or there is alcohol as the event it is advised an allocated first aid service be supplied.
- If the event requires a POPE first aid will be a requirement.
- It is the responsibility of the event organiser/hirer to ensure the health and safety of the event patrons and participants.

- Please discuss the events plan around first with Council officers for advice specific to the proposed event and activities.

10. SCAFFOLDING, VIEW STANDS AND STAGES

Is it proposed to erect any scaffolding, view stands or stages?		
If yes, please provide details of structures and service provider: Company name: Contact name: Contact phone: Company ABN: Company address: Copy of current public liability insurance: Engineering Certificate:		
Type	Size	Engineers Certificate

- Note:**
- Stages and scaffolding must be erected by appropriately ticketed scaffolders and be certified structurally stable by a practicing Structural Engineer. This certificate must be submitted to Council one working day prior to the commencement of the event.
 - Public Liability Cover of \$20 million is required for any persons setting up structures and/or scaffolding. Current certificates are to be submitted to Council prior to the event.
 - All structures being set up prior to the event are the organiser’s responsibility for security of equipment and safety to the public.
 - The ground or other surface on which structures are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous because of its slope or irregularity or for any other reason.
 - All structures must be outlined in **site plan**.

11. ROAD/CARPARK CLOSURES

Do you require full or partial temporary road closures?	
If yes, please specify	

Do you require full or partial temporary closure of cycle or footpath?	
If yes, please specify	

Note:

- A traffic management plan is required from a qualified contractor.
- Depending on the road an application through Greater Shepparton City Council or VIC Roads is mandatory.
- An application for road, cycle or footpath closure permit application is required at least 8 weeks prior to closure date.
- If approved, permit conditions will apply.
- Fees are associated with any application to change traffic conditions.

12. ACCESS BY MACHINERY/VEHICLES

Do you require vehicle access:	
If yes, please provide specifics - Type of vehicle/s: Weight of vehicle/s: Purpose for being on site:	

Note:

- Onsite vehicle management must be detailed in the event **risk assessment**.
- Please indicate the vehicle access corridor and vehicle locations on **site plan**.
- Please note vehicle access is not permitted on any Council park or sports field unless authorised.
- Vehicles of the general public attending your event are not permitted on any Council park or sports field.
- It is the event organiser's/hirers responsibility to ensure vehicle are not parked on Council parks or sports fields

13. PARKING

Have any transport services been arranged to transport attendees e.g. buses, taxi?	
Do you require parking bays reserved for the event?	
If so provide a map outlining location and quantity	

Note:

- If yes a permit is required through Greater Shepparton City Council
- Potential fees and condition are associated with parking permits
- Location of reserved parking bays are to be noted on the **site plan**
- If transport has been arranged this must be outlined on the **site plan**

14. PUBLIC ADDRESS SYSTEM/PERFORMANCES

Will there be a public address system used?	
If yes, specify the number of speaker/sound power level (e.g. 240-watt speakers)	
If yes specify proposed times:	

Note:

- Please supply a program detailing the performance time and the type with this Application.
- Locations of speakers are to be noted on the **site plan**.
- Protection of the Environmental Operations Act (1997) applies in relation to noise control and is administered by Council, the Victoria Police and the Environment Protection Authority. Any approval for use of a reserve or breach by Council is subject to the above Act.
- You are encouraged to understand the guidelines contained in the Environmental Noise Central Manual published by the Environment Protection Authority.
- It is the responsibility of the event organiser/hirer to be up to date with, and comply with, legislation and regulations related to the above act.

15. POWER/ELECTRICAL

Do you require the use of Council's power supply? (where available)	
If yes, please select the power required for your event:	
Do you require temporary power source?	
If yes, please provide details on what will be bought on site e.g. generator, switch boards	

Note:

- If additional power supply or lighting is required in addition to that available on-site, the event organiser/hirer is responsible for all costs associated with upgrading the power source.
- All electrical installations must be undertaken by a registered and qualified electrician.
- All electrical installation shall comply with AS-3002 – Electrical installations – Shows and carnivals.
- A Certificate of Electrical Safety is required before the commencement of the event from a qualified electrician.
- All electrical equipment used must have been tested and tagged within 6 months of use, as per Work Cover Code of Practice
- Flexible extension cords shall be supported above the ground, at a height of not less than 2.5 metres or covered underground so as to provide clear access for personnel (as described in AS.3002). This does not apply within a distance of 2 metres from where the power is to be used.
- Double adapters and 3 pin adapters (piggyback) are NOT to be used.
- All outdoor lighting to be switched off by 11.00pm.
- A key will be required to access power, to obtain the key please contact your Council representative to arrange collection.
- All portable generators used in the situation described must comply with AS2790 as amended, Electricity Generating Sets – Transportable (up to 25KW).
- The power supply for all wiring emanating from a portable generating set, must comply with the Code of Practice – Electrical Practices for Construction Work including protection be a core balance earth leakage device with a rated tripping current not exceeding 30mA.
- The Code of Practice – Electrical Practices for Construction Work includes details of the requirements for the use of electrical leads that may be attached to the generator. This includes such things as protecting them from damage, inspection and tagging procedures, keeping leads away from wet places, locating leads above work areas or passageways so that clear access is provided beneath them, and so on.

16. WASTE MANAGEMENT AND CLEANING

Do you require Council to arrange additional bins for your event?	
Provide details of additional waste bin requirements for your event (additional charges may apply)	General Bins Required:
	Recycling Bins Required:
	Waste Bin Stations Required: (Combination of one general and one recycle waste bin)
	Other:

Note:

- The event organiser/hirer is responsible for the removal and management of all waste.

- All facilities, amenities and hirer areas must be left in a clean and tidy condition at the conclusion of the event or hire.
- A post event site inspection will be conducted and fees apply and/or bond will not be refunded if this is not adhered to.
- If you require bins please contact your Council representative to determine what bins are available on site. Council can also recommend local service providers. Additional fees may apply.

17. WATER

Does your event require access to Council's water supply? (where available)	
If yes, does the event require connection to supply for the duration of the event?	
If yes, please indicate the extent and purpose of such a supply:	

18. OPEN SPACES/OVALS/SPORTING FIELDS

Do you require exclusive use of a proposed space?	
Are you using a different field layout than currently specified?	
If yes, what layout do you require?	
If yes, do you require line marking of a sporting facility?	
Do you require dismantling or setting up of goal posts?	
Please provide details:	

Note:

- A fee will be charged for removal or setting up goals posts and line marking
- The organiser is responsible for field set up in such a way that it prevents damage to people or property by providing adequate precaution i.e. temporary netting or fencing.
- Any damage caused to persons or property will be the responsibility of the hirer.

- If the sporting facility requested is allocated to other sporting codes then a written release is required from them and must be attached to this Application.
- All structures are to be noted on site plan.
- No vehicles are allowed on the sporting fields, unless received authorisation from Council officers.
- All star pickets are to be capped and only used if authorised by Council officers.
- Flagged bunting is the preferred method of connecting star pickets.
- Roping off fields must only occur shortly before the commencement of competition and must be taken down immediately after.
- Rope must be adequately highlighted by brightly coloured ribbon and long enough to be highly visible, tied at no less than one (1) meter along the full length of the rope.
- Under no circumstances are star pickets and ropes to be left up overnight or unattended on playing fields.
- Activities such as abseiling, hang gliding, parachute jumps and rock climbing require approval from the Manager Recreation and Parks Team or representative and must be consistent with the Plan of Management for the area. The organiser must provide a public liability of \$20,000,000 and supply a certificate of accreditation prior to the event
- Written consent is to be obtained by Department of Aviation for parachute jumps

19. WATERWAY EVENTS

Do you require use of a specific body of water?	
If yes, please specify body of water:	

Note:

AQUATIC EVENTS

Conditions and Requirements

- Emergency vehicle accesses are to be kept clear at all times.
- The appropriate safe erection of approved contest site tents, are not to block access from the waterfront.
- An individual with a Royal Lifesaving Saving Bronze Medallion Certificate and a First Aid officer are to be present at the event. A nominated person who will fulfil the roles noted on Section 19 under Safety Procedures is also required
- Any proposed closure of car parks is to be noted on Section 5 and contact is to be made to Council's Asset Maintenance Team. A copy of the approval is to be attached with this Application.
- There is to be no interference or trespass onto any area that is cordoned off for works, upgrading, regeneration or onto any area of a beach that is designated as a dune restoration area.
- If waterways are being used for boating a license from Vic Roads must be obtained and a copy submitted to Council prior to the event.
- Permission may also be required from the Department of Land and Water Conservation and Fisheries.

20. AMUSEMENT DEVICE

An “amusement device” means anything mobile of fixed made available to members of the public on which, or any part of which, or by means of which, they may ascend or descend, or be carried, transported, raised lowered or supported for the purposes of amusement, games, recreation, sightseeing or entertainment.

Do you propose to have amusement devices?		
If yes, please provide the following details: Business name: Business ABN:		
Amusement ride name/type	Size	Weight
How will the amusement devices access the site?		

Note:

- Each amusement device must be registered with the Work Cover Authority as required under the Occupational Health and Safety Regulation 2001, Part 5 – and Australian Standard.3533 Registration.
- Each device must have a current Certificate of Registration of Plant Design, Records of Annual Inspection of Amusement Devise, Electrical Certificate, Risk Assessment and Certificate of Currency for Public Liability Insurance. A copy may be requested as a part of this Application.
- The business supplying the amusement ride/s must have current Public Liability Insurance policy to the value of no less than \$20 million and a copy of Certificate of Currency. A copy may be requested as a part of this Application.
- The ground or other surface on which devices are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous because of its slope or irregularity or for any other reason. Approval will be determined by Council.
- All structures being set up prior to the event are the organiser's responsibility for security of equipment and safety to the public.
- All amusement devices must be shown on **site plan** along with vehicle access and proposed driving path.
- Amusement devices will have risk which must be included in the events **risk assessment**.

- It is the responsibility of the event organiser/hirer to ensure that the rides are safe in line with the Occupational Health and Safety Act 2004

21. FIREWORKS

Is it proposed to have a fireworks display?	
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Note:

- If yes, a Fireworks Discharge in Public Place Permit must be obtained from the Local Laws team at Greater Shepparton City Council
- This permit will be provided with conditions and it is the responsibility of the event organiser/hirer to ensure the pyrotechnic adheres to all legislative requirements.
- Notification of Intent to Discharge Fireworks must be submitted to Worksafe as part of the permit process.
- Worksafe may refuse to issue a permit if Council has objections to fireworks in a particular location or at a particular time and/or day.
- Fireworks Permits must comply with “DG108” conditions of permit.
- No fireworks are permitted within 50 meters of dwellings.
- A copy of a Public Liability Policy (Certificate of Currency) with a minimum of \$20 million indemnity, issued by an insurer carrying Accident Insurance Company in Victoria which indemnifies to an unclaimed extent or up to \$20 million is required and must accompany this Application.
- You are required to contact the local fire brigade and police and advice of the proposed fireworks display.
- Fireworks displays are not permitted during a total fire ban.
- A copy of the Fireworks Discharge in Public Place permit must be included with this Application.

22. HELICOPTER/AIRCRAFT LANDINGS

Are you proposing to have a helicopter/aircraft take-off and/or land on a site?	
If yes, is the helicopter/aircraft for commercial use?	
Is the helicopter/aircraft for joy flights?	
Please indicate how many times the helicopter/aircraft will be landing and/or take-off from the site:	
Please outline why you have chosen this site as a helicopter landing site (HLS):	

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Note:

- The HLS is to be clear of all persons, other than person essential to the helicopter operation
- No person outside the helicopter, other than a person essential to the operation is within 30 meters of the helicopter.
- Appropriate permission is to be sought from all relevant authorities and documentation of approval should be attached to this Application, including CASA and local Police Services.
- A minimum of 2 Security marshals to be in place for landing and take-off of the helicopter/aircraft.
- The pilot of the helicopter/aircraft operating must have a current license and comply with the Civil Aviation Regulations and Orders.

23. RISK & EMERGENCY MANAGEMENT

A **Risk Assessment** and **Emergency Management Plan** are compulsory no matter the event concept or size. Council can provide the event organisers/hirers with templates for both which will form a part of this Application. Permission for events will only be granted following sign off by Council’s Risk Department.

Note:

- For more information or a copy of either the Risk Assessment or Emergency Management Plan please contact your Council representative.
- Both the Risk Assessment and Emergency Management Plan are required to be completed by the event manager/hirer as they are responsible and accountable for the event, its activities and the space.
- If assistance is required in completing your Risk Assessment you are welcome to seek advice from Council’s Risk Department on 5832 9700.
- It is advised that emergency services are notified of the event. Council may want to see evidence that this has been done

24. COORDINATION AND COMMUNICATION

Does the event have a specific coordination centre?	
What equipment will be used for communication? e.g. mobile phone, radio	

25. EVENT CLASSIFICATION

Please complete either section A – Commercial Events or B – Non Profit/Community Events.

Section A - Commercial Events:	
If the event is a commercial event please supply a copy of your Certificate of Registration	Business Name and ABN:
Is the event a promotional activity?	
Is merchandise being sold by the organiser?	
Are product being sold or given away? (other than food)?	
If yes, please provide details of items for sale/give-away:	
Are participants being charged an entry fee for this event?	
If yes, please provide price list:	
Section B - Non Profit/Community Events:	
Are you a non-profit organisation?	
Are you a charity?	
If yes, please provide charity number:	
Are you raising funds for a charity?	
If yes, then a letter of endorsement from the charity must be supplied quoting their charity number and the percentage of donation expected.	
Has the organiser arranged support for the event?	
Will this event be “sponsored” financially?	
If yes, please provide details of sponsorship:	
Are products being sold or given away products (other than food)?	
If yes, provide details of items for sale/give-away:	
Are participants being charged an entry fee for this event?	

If yes, please provide price list:	
Are spectators being charged an entry fee for this event?	
If yes, please provide price list:	

26. ADVERTISING SIGNAGE/BANNERS

Is outdoor advertising planned?	
If yes, please provide details of signage and/or banners:	
Please provide details of the proposed location of signs:	

Note:

- Signs are not permitted in Greater Shepparton unless authorised by Council officers.
- The maximum period of display for signage will be determined by Council.
- Signs must be removed immediately after the event.
- It is the event organiser/hirer's responsibility to ensure signage is erected securely and safely.

27. ANIMALS

Will animals be at the event? (display, petting zoo, animal rides, tricks)	
If yes, supply Business details: List of animals including description and reason for attending:	
Do you propose to sell or giveaway animal?	
If yes, supply Business details: List of animals including description and reason for attending:	

Note:

- Codes of Practice may be required.
- For more information contact Council's Local Laws and Animal Management Department 03 5832 9700

- It is the event organisers/hirer's responsibility to ensure that all businesses that are responsible for Animals comply with current regulations and legislation and ensure that they have current Public Liability and Product Insurance.

28. SITE PLAN

A site plan is required with this Application.

Note:

- A detailed and to scale site plan including location of all structures: parking (including proposed additional parking): details of road closures; PA systems; amusement devices; tents, marquees; food/drink/merchandise stalls; stage; sound & lighting towers; toilets; access path; temporary seating; marquees; signage; displays; first aid; emergency vehicle access etc. is required with this Application.
- If you wish to request an overhead map of the facility you are booking, please contact the relevant Council officer.

29. CURRENT INSURANCE COVER

Public Liability Insurance cover for a minimum of \$20 million is to be supplied by the following applicants: corporations, associations, sporting clubs, religious organisations and commercial enterprises, individuals who use facilities on more than 10 occasions in any 12 month period.

Have you attached a current copy of the Public Liability Insurance certificate of currency?	
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Note:

- Greater Shepparton City Council will not approve any application unless evidence of Public Liability Insurance has been supplied that covers the date of the event and activities.

REFERENCES AND DOCUMENTS OF INTEREST

Code of practice for running safer music festival and events

www.2.health.vic.gov.au

Crowd Control at Venues and Events

Advice for Managing Major Events Safely

www.worksafe.vic.gov.au

Victorian Building Authority – Place of Public Entertainment regulation

www.vba.vic.gov.au

Victorian Commission for Gambling and Liquor Regulation

www.vcglr.vic.gov.au

Emergency Management Victoria

www.emv.vic.gov.au

TERMS & CONDITIONS

1.	This agreement shall come into effect upon the Council issuing an Event Permit or Booking Confirmation to the Event Organiser/Hirer.
2.	The Event Organiser/Hirer must, within the time notified in the Event Permit/Booking Confirmation, pay to Council any applicable fees or bond
3.	The Event Organiser/Hirer must use the Facilities only for the Approved purpose and at the Approved times
4.	The Event Organiser/Hirer must not (whether by act or omission) cause any damage to the Facilities or leave the Facilities in an untidy state. The Council may remedy a breach of this clause, the cost of which shall be a debt due from the Applicant/Event Organiser/Hirer to the Council.
5.	The Event Organiser/Hirer must not use the Facilities at any times that the Council, in its absolute discretion, determines that the Facilities are unfit for use or occupation.
6.	Where in this agreement there is a debt due to the Council from the Event Organiser/Hirer, the Council may, in its absolute discretion, call upon the bond to satisfy the debt. In any such event, the Event Organiser/Hirer must, as soon as practicable, replenish the bond.
7.	The Event Organiser/Hirer shall have in effect throughout the term of this agreement a policy of public liability insurance in a sum of \$20,000,000. The Event Organiser/Hirer must provide evidence of the currency of the requisite policy upon request by Council.
8.	The Event Organiser/Hirer must not do anything that will void or otherwise negatively affect the insurance policy obtained under clause 9 and must, as soon as is practicable, inform the Council in writing of any such avoidance or negative effect.
9.	The Event Organiser/Hirer must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
10.	Event Organiser/Hirers who are not corporations, associations, sporting clubs, religious organisations and commercial enterprises who use facilities no more than 10 occasions in any 12 month period may be covered under Council's policy of public liability insurance subject to a fee per occasion of hire.
11.	The Event Organiser/Hirer indemnifies the Council against any claim, demand, action, suit or proceeding that may be made or brought against the Council arising from the Event Organiser/Hirer's use of the facilities, except where the claim demand, action, suit or proceedings relates to the negligent act or omission of the Council.
12.	The Event Organiser/Hirer must comply with all applicable laws and Australian Standards at all times when using the facilities, without limiting the foregoing, the Hirer, in using portable soccer goalposts, must comply with Standards Australia guidelines HB 227-2000 (Portable soccer goalposts – Manufacture, use and storage).
13.	The Event Organiser/Hirer must, as soon as practicable, make good any damage caused (whether by act or omission) to the facilities. The Council may remedy any breach of this clause, the cost of which shall be a debt due to the Council from the Event Organiser/Hirer.
14.	The Event Organiser/Hirer must not assign its rights under this agreement without the prior written consent of the Council, which may be withheld at Council's discretion. Any consent given under this clause may be given conditionally.
15.	The Event Organiser/Hirer must not cause any nuisance to properties within the neighbourhood of the facilities.
16.	The Event Organiser/Hirer must not drive any vehicle onto the facilities unless there is provision for vehicles by way of roads and parking areas or where Council have given approval.
17.	Where facilities are being repaired/maintained by Council, the Event Organiser/Hirer must, in its use of the Facilities comply with any lawful direction given by the Council.
18.	The Event/Organiser/Hirer must remove any of its members from the Facilities where, in the opinion of the Council, the member misconducts themselves and Council directs their removal.
19.	The Event Organiser/Hirer must not copy any keys made available by the Council to the Event Organiser/Hirer for the Facilities. Any such keys must be returned to Council immediately following the completion of this agreement.
20.	The Event Organiser/Hirer's address for service of any notices under this agreement shall be the address specified in the Application.
21.	All electrical equipment brought onsite should have a current test and tag. In the event of an incident arising due to faulty electrical equipment, the event organiser will be liable for all repair costs associated.

22. Definitions

- **Application** means the "Event Booking Application" submitted to the Council by the Hirer
- **Approved Purpose** means the purpose identified in the booking confirmation
- **Approved Time** means the dates and times specified in the booking confirmation
- **Bond** means either:
 - cash; or
 - an unconditional agreement issued by a bank or other body approved by Council to pay to Council the amount specified in the Booking confirmation.
- **Council** means the City of Greater Shepparton and includes, where the context allows, its employees and authorised agents
- **Facilities** means the facilities identified in the booking confirmation
- **Fee** means the fee identified in the booking confirmation
- **Event Organiser/Hirer** means the person organising the event, hiring the space and is the one who should be completing the Application
- **Booking confirmation** means a letter issued by the Council to the Hirer approving an Application and specifying the terms and conditions of the approval.

DECLARATION

The following declaration is to be signed by the organiser of the event.

It is important that you fully understand the terms and conditions pertaining to the hiring of a Council owned or managed facility, recreation reserve, park, foreshore or playing field. It's the responsibility of the organiser to meet the conditions and contact the relevant authorities ensuring that all necessary documentation outlined in the Application are obtained and a copy is forwarded to the to the appropriate Council representative (outlined on front page) 6 week prior to the event.

Name of Event: _____

Location of Event: _____

Date of Event: _____

I, the undersigned, accept and understand the terms and conditions of hire pertaining to organising the event.

Name: _____

Position: _____

Signature: _____

Date: _____

Contact telephone number during business hours: _____

Collection Notice

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the *Privacy and Data Protection Act 2014* (Vic). Your personal information is collected to process your booking application form, to communicate with you and provide you with information regarding your booking application. It is disclosed to Parks, Sport & Recreation employees for this purpose and may be disclosed to other areas of Council to administer your booking application. If you do not provide the requested information, we may be unable to process your booking application form. To gain access to or update your personal information please contact the Parks, Sport & Recreation Bookings Officer on 03 5832 9700.

Event Booking Application Form - Checklist

Use this checklist to ensure you have covered off all requirements before submitting Application

Criteria	Completed
1. Event details	
2. Estimated attendance and event duration	
3. Tent/marquees	
4. Place of Public Entertainment (POPE)	
5. Amenities	
6. Food and Beverage	
7. Alcohol	
8. Security/Crowd Control	
9. First Aid	
10. Scaffolding, view stands and stages	
11. Road/Cycle/Footpath Closures	
12. Access by Machinery/Vehicles	
13. Parking	
14. Public Address System and Program	
15. Power/Electrical	
16. Waste Management and Cleaning	
17. Water	
18. Open Spaces/Ovals/Sporting Fields	
19. Waterway Events	
20. Amusement Device	
21. Fireworks	
22. Helicopter/Aircraft Landings	
23. Risk & Emergency Management	
24. Coordination and Communication	
25. Event Classification	

26. Advertising Signage/Banners	
27. Animals	
28. Site Plan	
29. Insurance cover	

Note:

- **It is the responsibility of the event organiser/hirer to ensure that all industry legislation and regulations are being adhered to and correct permits have been obtained related with the event outlined in the Application. Refer to references and documents of interest for further information**