

# EVENT APPLICATION



**PortAugusta**  
CITY COUNCIL

## **COUNCIL MUST RECEIVE COMPLETED APPLICATION FORM AT LEAST TWO (2) MONTHS PRIOR TO THE EVENT DATE**

**Please complete this form in BLOCK LETTERS and return to:**

COMMUNITY DEVELOPMENT OFFICER  
PORT AUGUSTA CITY COUNCIL  
4 Mackay Street, PORT AUGUSTA SA 5700  
Phone: (08) 8641 9100 / Email: [admin@portaugusta.sa.gov.au](mailto:admin@portaugusta.sa.gov.au)

Please ensure that the application form is completed entirely and all requested documentation is attached to avoid delays in processing your application. Please note that lodgement of this application does not assume approval of your event.

### **Part 1 – Event Details**

Event/Function:

Date/s of Event:

Hirer (Organisation):

Contact Person:

Address: (Postal)

Address: (Suburb & Post Code)

Phone:

Email:

### **Part 2 – Event Location & Time/s**

☐ Gladstone Square

☐ ETSA Oval

☐ Eastside Foreshore

☐ Chinnery Oval

OTHER PARKLAND: .....

#### Event Times:

Date/s:

Start:

am/pm

Finish:

am/pm

#### Set-up/Dismantle Times [If required]:

Date: Start: am/pm

Date: Finish: am/pm

#### Details of Area/Access Requirements/Additional Details:

### Part 3 – Event Requirements [Complete this Section and Go To Sign Off]

Site Plan: Please provide a detailed site plan of your event including marquees, food/drink vans, vehicles, entry/exit points, entertainment, amusement rides, maps can be obtained from Council.

Marquees/Structures: ☐ Yes ☐ No

Are marquees or similar structures being used at your event (Please indicate size & location(s) on site plan)

NOTE: No pegs or stakes to be placed in turf areas which contain sub surface irrigation systems, water weights will be required.

Crowd Attendance: Anticipated/ Estimated number of people .....

Public Liability Insurance Company [Minimum \$10 required, please attach copy]:

Toilets:

Extra Toilet Facilities? ☐ Yes ☐ No [Please ensure Location of Additional Toilets is outlined on Site Plan]

Number of Additional Toilets:

Company Supplying Toilets:

*If "Yes" please note this is at the organisers own cost.*

Irrigation System:

Irrigation required to be turned off the night prior to event/set-up? ☐ Yes ☐ No

Bins:

Extra Bin Facilities? ☐ Yes ☐ No [Please ensure Location of Additional Bins is outlined on Site Plan]

Number of Additional Bins:..... (15 Available)

Hire Industrial Bin/Skip? ☐ Yes ☐ No *[If "Yes" please note this is at the organisers own cost]*

Company Supplying Bin/Skip:

Power:

Access required? ☐ Yes ☐ No [If yes, please specify] ☐ Single Phase ☐ 3 Phase

Details/Purpose:

*Please Note: Not all event areas have 3 Phase Power. You will be advised immediately if it is not available.*

Flagpoles:

Will you be conducting a Flag Raising Ceremony? ☐ Yes ☐ No

*If "Yes" please complete Flagpole Hire Form.*

Security:

Crowd Control/Security Patrols? ☐ Yes ☐ No

Security Company:

*If "Yes" please note this is at the organisers own cost.*

Music:

Amplified Music/PA System? ☐ Yes ☐ No

Company Supplying Music/PA System:

Stage:

Staging required? ☐ Yes ☐ No [Please ensure Location and Size is outlined on Site Plan]

Company Supplying Stage:

*If "Yes" please note this is at the organisers own cost.*

Emergency Services:

SAPOL Notified of Event Details? ☐ Yes ☐ No [Must be Notified]

St. Johns Attending Event? ☐ Yes ☐ No

Cleaning:

Clean-up of venue [Provide details of who/company]:

*Location will be inspected by Council. A fee will apply if found to be unsatisfactory.*

**Risk Management:**

Event Risk Assessment? ☐ Yes ☐ No      Event Management Plan? ☐ Yes ☐ No      [Templates can be provided by Council]

*Please note: A Risk Assessment is required to be submitted before approval will be granted. A Risk Assessment and an Event Management Plan is a mandatory requirement if multiple parties/groups are involved in the event.*

**Road Closures:**

Road Closure Required? ☐ Yes ☐ No

[If "Yes" please contact Community Development Officer on 86419135 for further information].

**Part 4 – Event Requirements [Complete this Section and Go To Sign Off]****Food and Drinks:**

Will there be food and/or drink stalls at this event? ☐ Yes ☐ No

[If "Yes" please ensure each stalls completes a 'Food Business Notification Form']

[https://www.portaugusta.sa.gov.au/data/assets/pdf\\_file/0025/223495/Notification\\_FormV4.pdf](https://www.portaugusta.sa.gov.au/data/assets/pdf_file/0025/223495/Notification_FormV4.pdf)

Please list the food/drink stalls:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

**Stalls:**

Will the event have stalls? ☐ Yes ☐ No

[If "Yes" the event organiser should collect a copy of the stall operators/organisations public liability insurance for the stall/activity that they will be operating at the event].

**Amusement Rides:**

Will the event have amusement rides? ☐ Yes ☐ No

[If "Yes" the event organiser should collect a copy of the Certificate of Registration and Certificate of Insurance for each amusement ride and include it with this application or cited by the Community Development Officer]

Please list amusement rides:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

**Insurance:** Copy of current public liability insurance cover for a minimum of \$10 million indemnifying applicant organisation against claims for injury to person or damage to property must accompany this application.

*Port Augusta/Stirling North is subject to a Total City 'Dry Zone', therefore if the consumption or sale of alcohol is anticipated at your event a Limited Licence must be sought from Consumer & Business Services (Office of Liquor Licensing Commissioner).*

Your application will be considered and confirmation given via return of this application to you with the Council's signature below.

I acknowledge that I have read the conditions including the attachments and agree to abide by the said conditions.

**Signed for and on behalf of the permit holder**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Signature: \_\_\_\_\_

COUNCIL AUTHORISATION			
Permit Number/Record Number:		File Number:	
Insurance:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bond Paid \$1000:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:		Position:	Date:

# MAJOR EVENT

## BOND DEPOSIT RECORD OF PAYMENT:



**Port Augusta**  
CITY COUNCIL

<b><u>RECEIPT NUMBER:</u></b>	
Date:	
Cost Code/s:	

<b><u>EVENT DETAILS:</u></b>	
Event/Function:	
Date(s) of Event:	
Hirer:	

<b><u>CONTACT PERSON:</u></b>	
Name:	
Postal Address:	

<b><u>ACCOUNT DETAILS</u></b> (for reimbursement of bond payment)	
Account Name:	
Account Number:	
BSB:	

**Once payment is received please retain this form from the event organiser and forward to the Community Development Officer for processing**

- Please return this form with payment of the \$1000 security bond to the Council Civic Centre, 4 Mackay Street, Port Augusta.

A security bond is taken to cover any expenses incurred and for the recovery of any additional costs due to misuse, damage, excessive untidiness that requires the attendance of Council staff to rectify.

The security bond will be returned within four weeks of the event to the event organisers.

# EVENT BOOKINGS

## CONDITIONS OF USE

4 Mackay Street, Port Augusta SA 5700

Phone: (08) 8641 9100

Email: [admin@portaugusta.sa.gov.au](mailto:admin@portaugusta.sa.gov.au)



**PortAugusta**

CITY COUNCIL

The issuing of this authorisation/permit is subject to:

- The applicant/permit holder agreeing to the General Conditions of the authorisation/permit as contained herein;
- The applicant/permit holder agreeing to all Special Conditions, which the Council may determine;
- The applicant/permit holder paying the prescribed bond fee;
- The applicant/permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of the authorisation/permit.

### 1. GENERAL CONDITIONS

#### 1.1 REGISTERED ACTIVITY

The applicant/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 authorisation/permit.

The applicant/permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.

The applicant/permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.

No vehicles or camping permitted on Council Owned Land.

The authorisation/permit is **not** transferable.

This authorisation/permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.

If due to unforeseen circumstances where by the hired Council Land Areas are affected or damaged (e.g. storm damage, mechanical failures and vandalism etc), the Port Augusta City Council will not be held responsible for any inconvenience caused.

#### 1.2 PUBLIC LIABILITY INSURANCE

The applicant/permit holder shall take out and keep current a public Liability insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10M) 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.

The applicant/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 applicant/permit holder.

This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.

### 2. MARQUEES/ TENTS/OTHER STRUCTURES

On the site plan please indicate the location of such structures and where pegs will be placed to allow for the underground pop up irrigation system to be marked with orange marker paint. Line marking on any reserve/oval must be approved by Council.

No objects Eg. stakes, pegs etc are to be driven into the turf area unless prior permission has been granted. No structures are to be erected on any Oval or parkland that is serviced by subsurface irrigation systems. Weight containers only to be used. Erecting of marquees, shade structures, stages must be approved by Council prior to the event.

### 3. DAMAGE

The user will be responsible for any damage caused to Council property which is attributable to the users during the use period. Any damage or accidental breakage to the underground irrigation pipe system will be the responsibility of the hirer. Council will undertake repairs and costs charged to the hirer.

### 4. ALCOHOL BAN

Port Augusta/Stirling North is subject to a total 'Dry Zone' as from the 1<sup>st</sup> December 2005, therefore the consumption or sale of alcohol in all public places is prohibited. If the consumption of alcohol is anticipated at your event a Limited Licence from the Liquor Licensing Commission must be sought.

### 5. CLEANING

All areas are to be left in a clean and tidy condition and all debris, empty bottles, food scraps, animal waste etc. must be removed by the user immediately after the function has concluded. Only biodegradable confetti, bubbles or rose petals can be used. Failure to do so will entitle an authorised Council Officer to employ the necessary labour, the cost of which will be recovered from the hirer of the area.

Hot water from urns needs to be disposed of by the group using it responsibly. No hot water is to be tipped directly onto turf as damage will occur. The hot water must be directly poured into storm water gutters.

## **EVENT REQUIREMENTS**

### **7. SECURITY**

The hirer of a public area is responsible to provide security patrols if considered necessary. No hirer of a public area shall cause nuisance or allow nuisance to be caused to any person.

### **8. BOND FEES**

Please be aware that a bond deposit of \$500 (GST included) is applicable for the use of the site selected and must be paid in full prior to approval of your booking.

Payment is to be made at the Council Office, 4 Mackay Street, Port Augusta. Attention: Community Development Officer.

A security bond is taken to cover any expenses incurred and for the recovery of any additional costs due to misuse, damage, excessive untidiness that requires the attendance of Council staff to rectify.

The bond will be returned to the event organiser within four weeks after the event, once an assessment has been made of any damage that may have occurred to the area and facilities.

### **9. NOISE CONTROL**

The hirer of any public area is responsible for the control of noise. All reasonable measures must be taken to ensure minimal disturbance of residents. The Environmental Protection Act provisions applicable to noise must be complied with, and where necessary appropriate exemptions sought. No application for exemption is to be made without Council consent.

Any direction given by a Council Member or Officer must be complied with should they consider that nuisance is being caused.

Non-compliance will result in withdrawal of power supply.

Users of the said hired area are hereby notified that they face prosecution and a possible reluctance from Council to consider future hiring of ovals, parklands or foreshore areas to organisations or individuals who do not fully acquaint PA sub contractors of their obligations regarding noise control.

### **10. COMMERCIAL USAGE**

The Council foreshore areas are not to be used for any commercial purposes without the specific approval being granted by Council following full disclosure of all financial particulars, a \$130 Per Day Fee –Paid in Advance (GST Inclusive) is required for Commercial Use.

### **11. LETTING WITHHELD**

The Council reserves the right to withhold the letting of any Council hired Council owned area at their discretion.

### **12. FOOD AND DRINK STALLS**

The sale of food or drink is not permitted without Council approval.

A Food Business/Stall Notification Form must be completed and approved by the Environmental Health Services Section of Council.

All food and drink stalls and vehicles must comply with the provisions of the Food Act. The hirer of the Council owned land is responsible to fully acquaint his/her sub contractors with the regulations.

### **13. SINGLE-USE PLASTIC PRODUCTS**

All persons organising or operating at events, markets and other activities on Council controlled land after 09 May 2021, are prohibited from purchasing, supplying and using certain single-use plastic products in accordance with the restrictions in Council's 'Single-use Plastics on Council Controlled Land' policy, while in the course of organising or operating at the event, market or other activity.

All persons organising or operating such events are encouraged to read Council's 'Single-use Plastics on Council Controlled Land' policy, to ensure they are aware of their obligations. This policy is available on Council's website [www.portaugusta.sa.gov.au](http://www.portaugusta.sa.gov.au)

### **14. SETTING UP**

A detailed site plan must be provided as an attachment to this application. These plans must be approved by Council prior to driving pegs or similar into the ground, i.e. erecting marquees or signs. maps can be obtained from Council.

No objects, i.e. stakes, etc are to be driven into the grass areas of the ovals, parklands and foreshore that is serviced by sub surface irrigation systems.

### **15. ELECTRICAL SUPPLY**

Most areas have power supply available. Please contact Community Development Officer in regards power supply location.

Keys for power facilities may be collected the \*day prior to the function and are to be returned to the Civic Centre on the next available working day. Lost keys will incur a cost of \$50.00 to the event organiser for a replacement set to be cut.

**\* Functions being held on a Sunday – keys may be collected on the Friday preceding from Civic Centre, 4 Mackay St, Pt Augusta. Attention: Community Development Officer.**

It is also the hirer's responsibility to turn off power/ lights and lock all facilities.

16. SUPPORT OR PROMOTIONAL VEHICLES

Support or promotional vehicles are not to be driven or left on any Council reserves area or public area unless a permit is issued by Council.

17. ADVERTISING

No advertising is permitted on Council property without written permission.

Council does not accept responsibility for the content of any advertising conducted by the event organiser.

18. NOTIFICATION OF EVENT

All requests for hire are to be made in writing with two (2) months notice (if possible) being required to be given by the proposed hirer.

The user is responsible to advise the Police Department of the event and make all arrangements in regard to crowd and traffic control.

The user is responsible to liaise with the Community Development Officer with regard to all aspects of the proposed function.

19. BBQ USE

Where applicable:

It is the responsibility of the hirer to ensure persons operating BBQ facilities at an event catch ALL FAT and GREASE from the BBQ(s) in a suitable container (Tin etc) and dispose of it correctly in a plastic bag in a bin or remove it from the site at the completion of the event. If fat or grease drips on the lawn it will be killed or if it drips on the cement pathways they will stain.

20. RUBBISH BINS

Council has up to 15 extra rubbish bins. Please advise Council of the number of extra rubbish bin facilities that are required. At the conclusion of the event please empty and return the bins to the area as advised by Council. The bins will be collected by Parks staff.

Additional industrial waste bins/skips may be required to accommodate the rubbish produced at major events. The removal of rubbish is the responsibility of the event organisers.

If industrial bins/skips are required then this is the responsibility of the event organisers to hire and arrange removal and emptying. Rubbish cannot just be stacked next to the existing industrial waste bin/skip if it is full, it must be removed by the event organisers.

21. TOILETS

Public toilets are available at all sites. Cleaning of the toilets/changerooms can be arranged through Councils contract cleaner. **(Charges to apply)** Please contact Port Augusta City Council on 8641 9135

22. AMUSEMENT RIDES

Where Applicable:

The event organiser must ensure that each operator and all amusement rides at the event have a Certificate of Registration and a Certificate for Public Liability Insurance and that they are current for the date of the event. The event organiser must obtain a copy of these certificates and retain them to produce to Council if requested.

Weight restrictions will apply on Ovals and Parklands.