



# Application for Event

## Weddings, Parks, Gardens and Reserves

Thank you for your interest in holding an event in one of the City of Charles Sturt's Parks, Gardens or Reserves. All persons holding events must complete and return this application form. A minimum of 30 days from receipt of application is required for processing of your request. Approval, if granted, will be provided in writing, as with any relevant permit applications which are required to be completed as part of this event. There are fees associated with the use of Parks, Gardens and Reserves and permits.

### Personal Information

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
(Unit/House No) (Street) (Suburb) (Postcode)

Contact Numbers: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Brief Description of Activity: \_\_\_\_\_

Name of Park/Garden/Reserve: \_\_\_\_\_

Specific Location of activity within Park/Garden (*specify lawn area and/or feature*): \_\_\_\_\_

Dates of activity: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Set up: \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) \_\_\_\_\_ (time)

Site vacated: \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) \_\_\_\_\_ (time)

Number of people attending: \_\_\_\_\_

### Site Details

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

**Additional Requirements** *(please tick)*

- Marquee/Tent**     *Free standing*  
     *Pegged*

**Note:** *If pegged, a site map showing area placement and approximate size of the Marquee's or Tent's in required. (Irrigation Line Marking Service – fee involved)*

- Stages**  
*(Line marking service – fee involved)*
- Food/Refreshment Vendors**  
*(Actual vendor must apply to Council for permission)*
- Vehicle access to and parking on Council reserves**  
*(Permit Fee involved)*
- Vehicle access to paved area**  
*(Henley Square Only)*
- Alcohol**  
*(Liquor Licence to be obtained)*
- Other, e.g. Jumping Castle etc**  
*(Copy of Public Liability Insurance Certificate for \$20 million required)*  
*(Line marking service: fee involved)*

- Use of Toilets**  
*(Additional toilet cleaning may be required – fee involved)*

- Portable Toilets**
- Merchandise Vendors**  
*(Actual vendor must apply to Council for permission)*

- Entertainment**  
*(Noise Restrictions may apply)*

- Additional Rubbish Bins** *(fee involved)*

Number of Bins Required: \_\_\_\_\_

- Use of Lake**  
*(West Lakes Only)*

- Promotional activities such as giveaways**

- Amusement Rides**  
*(Copy of Public Liability Insurance Certificate for \$20 million and licence to operate required)*

**Access to Power** (*Note: Not all reserves have power available. Fees may be involved*) (*Reason access is required*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I/We have read and understand the terms and conditions that apply to all events in parks, gardens and reserves in the City of Charles Sturt. I/We agree to abide by all the terms and conditions.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(This application will not be processed unless the above has been signed.)*



## Conditions of Use – Parks, Gardens and Reserves

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

### **Non Transferable**

Booking is non transferable.

### **Described Activity**

Booking is valid only for activity described on confirmation letter issued.

### **Dates and Times**

Your event is only valid for time and date specified on the confirmation letter.

### **Booking Inspection**

Confirmation letter must be made available for inspection upon request by an authorised officer or a police officer.

### **Insurance**

The organiser 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 approval of the event.

The organiser shall take out and keep current public risk insurance policy in the name of the organisation/club name, insuring the amount insured is for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the organisers in relation to the activity.

A copy of this is to be forwarded to Council. Such a policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the organiser. The organiser, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this confirmation letter.

***Note – If booking a reserve within 14 days all information will be required upon application. Please note that this proof must be provided to Council no less than 21 working days prior to the event.***

### **Risk Management**

Dependant on the type of event requested, a Risk Management Plan may be required to be submitted in relation to events being held on land under the care and control of Council.

A template will be provided to assist you developing this and further advice is available by contacting Council's Risk and Insurance Advisor.

***Please note that a completed Risk Management Plan must be provided to Council no less than 21 days prior to the event.***

### **Failure to Comply**

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

### **Amendment to Conditions**

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

### **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.

### **Available for Inspection**

An inspection may be undertaken at any reasonable time of the day or night to ensure the activity or premise for which this activity refers to on application is adhered to.

### **Changes to the Activity**

Any changes to the approved activity contained on the confirmation letter must be with prior approval from the issuing authority. This may cause conditions to the application to be altered. If this is the case a new letter will be issued.

### **Changes to Circumstances Affecting Validity of Application**

Any changes to circumstances that would affect the validity of the application must be notified to the issuing authority in writing within 14 days of the change. For example a change to ownership of a company would require notification.

Failing to do so could result in the Hirer to forfeit a portion of the bond fee paid.

### **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, approximate sizes and quantities (fee involved). This should prevent any irrigation damages to council property.

This service is not required if the marquee or equipment be held down using weights only.

***Note - Requests for this service must be received at least 14 days prior to the event date.***

### **Additional Rubbish Bins**

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. Depending on the nature of the event, Council may require additional bins to be provided.

Charges apply for the supply and emptying of additional bins.

***Note - Requests for this service must be received at least 14 days prior to the event date.***

### Use of Toilets

Most toilets are opened for public use but at some locations toilets are kept locked for security reasons. If toilet access is required and the toilets are not opened for your event a key will be required. **Refer to keys.**

The use of toilets may result in an additional cleaning charge to be implemented.

### Keys

Keys must be collected on the day of the event, or in the case of a weekend or public holiday booking the previous business day between the hours of 8.30am and 5.00pm from the Council offices. A **\$50 cash deposit** is required at the time of collection. Keys must be returned on the next business day or the Hirer may lose the deposit.

### 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 this licence must be lodged with the City of Charles Sturt by the Hirer no later than 7 days prior to the event.

### Food for Sale

If food is to be sold at your event an Environmental Health Officer will contact you with specific requirements that you must adhere to, e.g. Safe Food Handling Practices.

### Electrical Equipment

Organisers requesting access to electricity on Council land, have a duty to ensure so far as reasonably practicable, that all electrical equipment and installations are without risk to health and safety of persons.

For further information on what this means, please refer to the Managing Risk in the Workplace Code of Practice [https://www.safework.sa.gov.au/uploaded\\_files/CoPManagingElectricalRisksWorkplace.pdf](https://www.safework.sa.gov.au/uploaded_files/CoPManagingElectricalRisksWorkplace.pdf)

### Noise

Noise must be controlled by the Hirer in the interests of nearby residents in line with the Environmental Protection Act and Local Nuisance & Litter Control Act 2016. Use of public address systems or amplified music is not permitted without written approval from Council.

**Note – At Freshwater Lake the quiet of the locality must not be unduly disturbed. The use of public address systems of amplified music is not permitted.**

### Other Conditions

The provisions of the Local Government Act, Health Act and City By-Laws must be observed, e.g. Road Closures, Fireworks.

Council is indemnified against any claim for the personal injury or damage in connection with the reserve by Law.

***Specific conditions may apply to your event and you will be notified in writing regarding these conditions. The use of West Lakes has specific conditions attached to the hire. If you require the use of West Lakes, please inform Council so a West Lakes Hire Form may be forwarded.***

### **Consultation**

If your event is considered a Major Event which 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 and the Event Organiser may be required to reimburse Council for informing or consulting property owners and the community.

### **Fees and Charges**

This application and the event are subject to fees and charges as set out in the City of Charles Sturt Fees and Charges Register.

However, please ensure that payment of all fees and charges in relations to hire are received the City of Charles Sturt 14 days prior the date of your event. Otherwise date of hire is not confirmed.

If hiring within 14 days of hire date, payment is required upon application and a tax invoice will be issued within 7 days of application being submitted along with the confirmation letter.

Fees and charges for the use of reserves other than weddings will be advised on application.

A bond will be refunded within 10 working days of your function should no damage occur, or any breaches are made to the "Terms and Conditions" signed on the application form.

### **Cancellations**

Cancellations of bookings must be given in writing not less than two weeks prior to the function date, otherwise unpaid fees will still apply.

The City of Charles Sturt reserves the right to refuse an application for a booking or cancel a booking if it is deemed that the activity being undertaken does not adhere to the permitted activities.

### **Weddings**

A hire fee and bond, as set out in the City of Charles Sturt Fees and Charges Register, will apply for any ceremonies held within this Council area.

Please note that for environmental reasons the use of confetti, rice or rose petals is not permitted.

### **Freshwater Lake**

A maximum of 60 guests are permitted per wedding due to the size of the reserve.

Time allocation for each wedding group is 2 hours. A penalty applies for exceeding the allocated booking time.

All prices are subject to variation and hire fees will be those applicable at date of hire.

**Parking**

No vehicles are permitted to park in Blue Sails Court or Corcoran Drive. However, parking is available on West Lakes Boulevard and Island Drive.

***Note - If an event/football match is taking place at AAMI Stadium, the Freshwater Lake will not be able to be hired due to parking restriction***