

Park Lands Events

Small Events Conditions of Hire – 2018/2019

Event Applications

Adelaide's Park Lands are used for a variety of events and functions, from barbecues and corporate functions to festivals, concerts and carnivals. Information on holding an event in the Adelaide Park Lands can be found on our website: <http://www.cityofadelaide.com.au/explore-the-city/visit-adelaide/city-spaces-and-venues-for-hire/>

To hold an event in the Park Lands, a booking application must be completed and submitted for assessment.

Park Lands Events Booking Application Form can be downloaded from the above link and sent to:

City of Adelaide – Event Management
GPO Box 2252
ADELAIDE SA 5001
Ph: (08) 8203 7203
Email: events@cityofadelaide.com.au

Once an application is received, it will be allocated to a City of Adelaide event consultant who will contact the Applicant regarding the event. The event consultant will be able to assist with any queries and can advise of the administrative requirements of the event. Please note:

- The submission of an application does not imply the booking is confirmed – it is a registration of interest only;
- By signing the booking application, the Applicant states they have read and understood the Conditions of Hire and agree to comply with all conditions set out therein;
- Bookings are subject to availability and City of Adelaide's Adelaide Park Lands Events Management Plan and Operating Guidelines; and
- Note that annual and major events take precedence for Park Lands over one-off or small events. In addition, major projects and public works take precedence over event sites.

Definitions

The 'Applicant' means the event organiser or person undertaking the booking of the Park Lands.

'COA' means the Corporation of the City of Adelaide.
The 'Council' means the elected members of City of Adelaide.

'Event Management' means the events team at COA.
The 'Event Consultant' means the COA staff member who is allocated to assist with booking of the Park Lands.

Small event - an event of 0-1,500 people and/or less than 1,000 square metres.

Medium event - an event of 1,501 and 9,999 people and/or over 1,000 and less than 20,000 square metres.

Major event - an event of 10,000 plus people and/or over 20,000 square metres.

Lodgement Requirements

Applications must be lodged with Council prior to the event date, according to the below:

- Major event: At least 6 months prior.
- Medium event: At least 3 months prior or at least 6 months prior if held over multiple days.
- Small events: At least 21 days prior or 3 months if held over multiple days.

Cancellation of Event

COA must be notified in writing of cancellation of an event at least 14 days prior to the event date. Failure to notify COA may result in Park Land site fees and requested operational services fees being charged.

Event Sites

Events must only take place in those Park Land areas approved by COA and, unless otherwise approved, must not interfere with pedestrian flow, public amenities, local businesses or residents.

Insurance and Indemnity

The Applicant shall have and maintain for the period of hire, a policy of insurance against risks to the public in relation to the event, and such policy to be of a minimum amount of \$20 million in respect to any one claim, and list the City of Adelaide as an interested party.

The insurance policy must confirm that indemnity is granted to the City of Adelaide for any liability, loss, claim or proceedings in respect of any injury, loss or damage sustained by a third party, including the City of Adelaide, where the injury, loss or damage arises from the use of the Park Lands.

Where required, the Applicant may be required to also provide evidence of product liability policy to be of a minimum amount of \$20 million in respect to any one claim.

The Applicant must immediately notify the relevant insurers and ACC in writing of any occurrence or accident likely to give rise to a claim under the insurance policy and give all information and assistance as may be reasonably practicable in all the circumstances.

The Applicant must fully indemnify COA against:

- any liability, loss, claim or proceeding caused by any negligent act or omission or wilful misconduct or breach of statute by the Applicant, its employees, agents or subcontractors; and
- any breach of the conditions of hire by the Applicant, its employee's, agents or subcontractors.

The Applicant's indemnity to the COA is reduced proportionately by the extent that the injury, loss or damage is contributed to by the wilful or negligent act or omission of the COA and its employees and officers.

Warranty

The Applicant warrants that it has inspected the event site and that the event site is fit for the event and the applicant's use. COA does not warrant that the event site will be suitable for the event or the Applicant's use.

Safety and Risk Management

All Park Land events are subject to COA assessment regarding risk management and safety.

Dependent on the size and nature of the event, the Applicant may be required to liaise with key stakeholders including SA Police and Emergency Services and provide Event Management with a detailed risk, emergency and safety management plan in accordance with AS/NZS ISO 31000:2009 (or current replacement standard) no less than 21 days prior to the event for approval by COA. This plan must incorporate provisions for the control and coordination of the event inclusive of responsibilities of relevant personnel and emergency response procedures.

Consultation and Engagement

Public consultation will be undertaken where an event:

- Will occupy a significant portion of a Park for more than four weeks (including bump in and out) and/or
- Is seeking road closure of more than 24 hours to utilise an entire site i.e. the Squares such as Reconciliation Plaza or to add a site footprint by utilisation of an adjacent roadway.
- Is a new event application that would have significant impact on the Park Lands or community.

For further information refer to the Adelaide Park Lands Event Management Plan (APLEMP).

Use of Sporting Licence Areas

Formal recreational and sporting use of the Adelaide Park Lands (including sporting fields, courts and Petanque pitches) are managed by a 'Park Lands Sporting Licence' between COA and an approved club, school or organisation. The Licence Holder has the 'first right to use' to their licensed area.

If the preferred event area is within one of these sporting licence areas, an event consultant will assist in liaising with the Licence Holder on behalf of the Applicant.

Vehicle Access

Permission is granted for vehicles to access the Park Lands, as required, for the specific purpose of conveying goods and equipment to the site – unloading and loading only. Once a vehicle is unloaded/loaded it must be driven off site and into allocated public parking areas.

It is the responsibility of the Applicant to ensure that all persons attending the event are made aware of the above conditions regarding parking in the Park Lands. Vehicles that are illegally parked on the Park Lands will be subject to an infringement notice.

Any requests for vehicles to remain on the Park Lands for the duration of the event must be made through the event consultant and permits will be issued at the discretion of COA. Only vehicles deemed essential to the running of the event will be issued with permits. Vehicles that remain on the Park Lands must display the relevant permit at all times. Emergency Services vehicles (including First Aid) do not require permits.

Cleaning & Remediation

It is the responsibility of the Applicant to ensure rubbish & equipment is removed from the approved event site at the conclusion of the event. If COA is required to do additional clean up as a result of the event, an hourly labour fee will be invoiced.

COA can provide 240L wheelie bins for general waste to assist with cleaning at an event – please indicate on the booking form if this is required.

Fees apply for the provision of bins for an event.

If remediation of the Park Lands is required due to damage caused by the event, this will be assessed immediately following the event and the Applicant will be charged accordingly.

Pedestrian & Cycling Paths

Except with express permission of COA, all pedestrian and cycling paths must not be obstructed in any manner either during set up, pull down or the duration of the event.

Selling/Fundraising

Except with express permission of COA, the Park Lands must not be used for any fund-raising activities involving taking collections or selling goods outside the designated event licenced area.

Liquor Sales & Consumption

Liquor licences are issued by Consumer and Business Services (CBS). For more information as to whether a liquor licence is required, please contact the CBS on 131 882.

If a liquor licence is required, to assist with the approval process, a copy of the application should also be sent to COA's Liquor Licensing Officer, who will assist with the processing of the application and liaise with the event consultant as required (city@adelaidecitycouncil.com).

Use of Playgrounds & Barbecues

Exclusive use of BBQs and playgrounds throughout the Park Lands is not permitted. Playgrounds and BBQs must always remain accessible to the general public.

Use of portable barbecues is permitted provided residue is removed from the Park and not left on the grass surface or in litter bins. Barbecue fires are not permitted on days when a total fire ban is declared for the inner-metropolitan area.

More information regarding the use of BBQs and flames can be sought from the CFS Hotline (1300 362 361).

Equipment

The provision of all equipment required for an event is the responsibility of the Applicant and all costs must be borne by the Applicant. COA does not supply equipment such as staging, PA or sound systems, chairs, etc. Set up and pull down of all equipment and requirements is to be undertaken by the Applicant, at the Applicant's expense.

If any such equipment is deemed unsafe, unsuitable or unsatisfactory by COA for any reason whatsoever, it shall be removed from the Park Lands by the Applicant, at the Applicant's expense.

Guidelines regarding the setup of structures in the Park Lands can be requested from the event consultant.

The Applicant is responsible for all property, equipment, decorations and materials associated with the event. COA will not accept any responsibility for damage or loss prior to, during or after the event.

Road Closures

All requests for road closures or traffic management in relation to the event must be submitted in writing to COA at the time of submitting a Park Lands Events Booking Application, or no less than 3 months prior to the commencement of the event. If the Applicant is seeking a road closure longer than 24 hours, public consultation will need to be undertaken and therefore must be submitted at least 6 months prior.

The Applicant is responsible for liaising with the COA road events in regard to road closures and traffic management issues relating to the event.

Fees apply for road closures and a quote is provided by the road events consultant once the application is received.

Underground Services

Events which have infrastructure (e.g. marquees, bouncy castles, signage, etc) that require pegging into the ground must ensure that underground services are located and marked.

COA will only take responsibility for marking out the horticulture infrastructure belonging to COA. (ie irrigation lines and low voltage irrigation cables). COA will identify the irrigation system through a series of lines marked within the required area. It is the responsibility of the Applicant to ensure pegging of any structure is not within one metre of any mark out line. Any damage that occurs through not adhering to this guideline will be at the cost of the event organiser.

It is the responsibility of the Applicant to locate other services such as gas, electricity, communications and sewer.

The Applicant will need to arrange a cable location for the event site.

Noise Mitigation Standard Operating Procedures

All events which use a sound system or PA must comply with COA's Event Noise Mitigation Standard Operating Procedures. These are available for download at:

<http://www.adelaidecitycouncil.com/explore-the-city/city-information/city-spaces-and-venues-for-hire/>

Copyright Licence

If copyright works are being performed at the event, a copyright licence is required by law.

If live music is proposed to be performed at an event, an APRA (Australian Performing Right Association Ltd) licence must be obtained by the Applicant. This is to cover the copyright in the song (lyrics, composition etc).

A PPCA (Phonographic Performance Company of Australia Limited) licence is required for the broadcast, communication or public playing of recorded music (e.g. CDs, records and digital downloads) or music videos.

COA holds a PPCA licence for the Park Lands however not all events are covered by this. The Applicant is required to confirm if their event requires a PPCA licence.

Operational Services

COA can provide a limited amount of operational assistance for an event (e.g. provision of power, water, bins etc.). The event consultant will liaise with the Applicant regarding any operational requirements for the event.

Fees apply for the use of operational services. A quote for requested services will be provided to the Applicant prior to the event and the services being rendered.

All requests for operational services must be received at least two weeks prior to your event. Please note that COA may not be able to accommodate changes to operational requests within one week of your event date.

If applicable, operational services and remediation fees will be invoiced after the event.

Please note, more than two working days' notice is required should you wish to cancel operational services. Fees may still apply should the cancellation of operational services be made in less than two working days.

Operational Services Fees

Charges apply for operational services provided by COA (e.g. provision of power, water, bins etc.). A quote for services requested by the Applicant will be provided prior to the event and the services being rendered.

A detailed list of Park Lands Events Operational Services Fees can be found on the COA website.

Site Fees

The Applicant shall pay site fees for use of areas within the Park Lands as determined by COA.

The site fee structure for events is primarily based on a range of categories including but not limited to, size of site used, site type, event holder type and whether the event is a free entry public event, ticketed event or private functions.

COA reserves the right to classify an event in the category deemed most appropriate based on its particularities. It may also vary on fees previously determined due to changes to the nature and duration of the event.

A detailed list of Park Lands Events Site Fees can be found on the COA website.

Site Fees & Invoicing

An invoice for relevant Park Land Site and Operational Fees will be issued at least five (5) business days prior to the event.

The Site and Operational Fees must be paid in full prior to the event. Upon receipt of full payment and all required documentation, formal approval for the event will be issued to the Event Organiser.

Power, Electrical Wiring & Lighting

Electricity is available in designated areas throughout the Park Lands. The event consultant will be able to advise if there is power available in the approved event area.

All electrical equipment plugged into COA power outlets must be tested (in accordance with *AS/NZS 3000:2007 Wiring Rules* or the current replacement standard) and tagged by a qualified person.

Power cords must not be run along the ground. They must either be placed in cable trays or raised 2.75m above walking areas (includes grassed areas) and 6m above roads (or places where vehicles are likely to traverse). It is the responsibility of the Applicant to ensure all services suppliers are made aware of their legal obligations and that all safety precautions regarding power supply and power cords are taken (*as per AS/NZS 3002:2008 Electrical Installations – Shows and Carnivals* and *AS 3533 – Amusement Rides and Devices* or the current replacement standards).

If the event requires a larger amount of power than is already provided on site, then it is the responsibility of the Applicant to coordinate an alternate supply.

If there is a power outage during the event it is the responsibility of the Applicant to coordinate an alternate supply.

Fees apply for use of power in the Park Lands.

Catering

The Applicant must provide Environmental Health with emails and phone numbers for all food vendors and the types of foods which each vendor will be selling, at least 10 days prior to the event, this is non-negotiable.

Temporary hand wash set ups are required for all food stalls, food grade sanitiser and temperature probe thermometers are essential for anyone cooking foods on site. Easy to understand fact sheets about this can be found at <http://tinyurl.com/resourcesforfoodbusinesses>

You will receive food safety information pack for each event you trade at in the City of Adelaide area, this is to ensure compliance with the food safety standards across all events. An inspection of all food stalls/facilities at the event may be conducted by the COA Environmental Health team.

Flags & Banners

Flag and banner sites are available for temporary hire for events, at designated locations around the City of Adelaide. The application, conditions and eligibility for flags and banner sites can be found on the website.

Crowd Control

The Applicant is responsible for the provision of security as deemed necessary. All arrangements in regard to crowd control are the responsibility of the Applicant.

Fencing

The use of barbed wire in the Park Lands under any circumstances is not permitted, all fencing requirements must adhere to COA policies, guidelines and by-laws.

Fireworks

Fireworks are only permitted to be provided and operated by pyrotechnicians licensed by SafeWork SA and who hold Public Liability Insurance for a minimum of \$20million. The pyrotechnician must receive written land use permission from COA prior to the event. Fireworks must not be discharged without obtaining permission from COA.

Signage in the Park Lands

The Applicant must obtain permission from COA to erect any signage in the Park Lands, including marketing and promotion of the event. Signage must not be attached to any fixture without the express permission of COA including attaching signage to any tree, plant, fixture, sculpture or artwork. COA reserves the right to refuse any applications for signage.

Amusement Structures

The operator of any Amusement Ride of Class 2, 3 or 4 (as defined under the Australian Standards AS3533) shall provide to Council a copy of the Certificate of Registration of the Amusement Structure(s) as required pursuant to Chapter 5 – Plant and Structures, Part 3 of the Work Health & Safety Regulations 2012 (SA).

A copy of the organisation's Public Liability Insurance 'Certificate of Currency', minimum \$20million and a copy of the annual inspection report issued by a competent person (as defined in Regulation 241 – Annual inspection of amusement device or passenger ropeway) must also be obtained and forwarded to Event Management.

It is advised that your Company's Public Liability Insurance may not cover the amusement rides at your event in the Park Lands.

Where Amusement Rides or Structures must be anchored to prevent the item from being blown over or away, hold down must be provided in accordance with an Engineered system forming part of the registration documentation for the item. Any departure from the registered documentation must be authorised by Safe Work SA.

Structural Requirements

No tent, stall, staging or other structure or equipment (including Showman's Guild equipment) may be erected on the Park Lands without written consent and must be sited as directed by Event Management.

Any works undertaken (e.g. provision of power, erection of marquees, staging, cleaning of toilets etc.) in connection with this activity must be carried out to the satisfaction of the COA. Any costs incurred by COA in the provision of services prior to, during or following the proposed activity will be borne by the Applicant.

Dependent on the size and nature of infrastructure relating to the event, developmental approval may be required prior to erection of any infrastructure or advertising display. The event consultant will discuss this process with the Applicant to ensure that all guidelines and policies are met.

Information regarding all staging and structures to be installed must be submitted to COA for approval at least 28 days before installation at the event. The information required may include certification from a suitably qualified and experienced independent Structural Engineer confirming that the design of the temporary structure is adequate and information confirming the proposed structures are suitable for the site, nature and duration of the event.

For many structures provided by hire companies, these details are already held on Council's files so that verification of the design documents can be achieved by quoting the file reference number.

A certificate from a qualified installer or Engineer confirming that the temporary structures have been erected in accordance with appropriate specifications may also be required post installation and prior to the start of the event.

Water

The Park Lands are irrigated with recycled water. Under no circumstances is the Applicant permitted to plumb into irrigation or recycled water lines. Designated potable (drinkable) water outlets are available in some areas of the Park Lands. The event consultant will be able to advise the location of the outlets and the Applicant must liaise with the event consultant for access to a potable water supply. In areas where there is no access to potable water, the Applicant must supply their own potable water for use at the event.

Drink Containers

If beverages are dispensed into drink containers, they must be either paper or plastic, unless otherwise authorised, and if plastic, it must be sufficiently pliable so as not to splinter when crushed (DET pack Hygienic Lily 6-9p or equivalent are suitable). If beverages are not dispensed into containers then they must be sold in cans, not glass bottles (unless otherwise authorised).

Animal Nurseries, Petting Zoos & Animals for riding

The Applicant must ensure that any animal faeces resulting from animal nurseries and petting zoos at the event is removed immediately, so that no health risk or inconvenience arises. Event Management requires a copy of the operator's Public Liability Insurance, to the value of \$20 million for each and every claim and must be extended to name and indemnify COA.

Full hand washing facilities must be provided, consisting of running water (i.e. from a water container or similar), soap and paper towel, hand sanitizer is not to be used as a substitute. A bucket or similar to collect the waste water is also required. The waste water must be disposed of appropriately (i.e. in a sullage tank, sewer drain). The Applicant must be able to advise and supervise how the waste water is to be disposed.

Adverse Weather Conditions

COA reserves the right to revoke an event licence or cancel or postpone an event upon determination by COA that the continuation of the event in adverse weather conditions is likely to cause significant damage to the Park Lands. The Applicant will be consulted prior to a determination being made by COA to revoke the event licence or cancel or postpone the event.

COA will not accept any liability for loss, damage or any financial consequences as a result of the event licence being revoked or the event being cancelled or postponed. The Applicant must prepare an adverse weather plan in the risk management plan.

Observance of Statutes and other Instructions

The organiser shall comply with and give all notices required by any relevant Act of Parliament, ordinances, regulations or COA by-laws.

Any instruction or request issued by COA, Police or State Emergency Services must be complied with.

Contact Details

City of Adelaide – Event Management

GPO Box 2252

ADELAIDE SA 5001

Ph: (08) 8203 7203 Fax: (08) 8203 7575

Email: events@cityofadelaide.com.au

Web: <http://www.cityofadelaide.com.au/explore-the-city/visit-adelaide/city-spaces-and-venues-for-hire/>