

Events in the City: Park Lands & Roads



Booking Application

Please read the *Park Lands Events Conditions of Hire* or *Road Events Conditions of Hire* document, viewable on Council's City Spaces and Venues for Hire website page, prior to completing this application.

EVENT SIZE AND LODGEMENT REQUIREMENTS

Event Size Definitions:

- **Small Event:** An event of 0-1,500 people and/or less than 1,000 square metres
- **Medium Event:** An event of 1,501 - 9,999 people and/or over 1,000 square metres and less than 20,000 square metres
- **Major Event:** An event of 10,000 plus people and/or over 20,000 square metres

Applications must be lodged as per the following timelines prior to the event date:

- **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 Event:** At least 21 days prior or 3 months if held over multiple days
- **Road Events:** At least 3 months prior or at least 6 months prior for major road closures

APPLICANT DETAILS

Organisation:

Contact Name:

Position:

Postal Address:

ABN (if applicable):

Email:

Phone:

Website:

Mobile:

EVENT DETAILS

Name of Event:

Event Date(s):

Site attendance at any one time:

Anticipated attendance total over event duration:

Park Lands/Squares Event Locations:

Road Event Location:

Event Start Time:

Event End Time:

Set Up Start Date & Time:

Pack Up End Date & Time:

Road Closure Start Time:

Road Closure End Time:

EVENT DESCRIPTION - Please provide a brief outline

PREVIOUS EVENTS

YES

NO

NOTES

Have you held the same event before in Adelaide?

If yes, please list the year(s) and date below.

Details:

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OPERATIONAL AND INFRASTRUCTURE DETAILS	YES	NO	NOTES
Public Liability Insurance Cover:			Please supply a copy of your Public Liability Insurance Certificate of Currency, minimum \$20 million, noting the event and Adelaide City Council as an interested party
Park Lands Vehicle Access: Loading/Unloading Only			Please provide details
Park Lands Vehicle Access: Remain on the Park Lands			Subject to approval and issuing of Park Land Event Parking Permits
Traffic Management:			Please supply a proposed traffic management plan
PA System:			Please refer to the ACC <i>Event Noise Mitigation SOPs</i>
Live/Recorded Music:			APRA/PPCA licences may be required A program of entertainment may be required
Liquor Consumption:			Please note that a liquor licence may be required
Liquor Sales:			Please note that a liquor licence may be required
Catering or food supplied:			List of caterers with contact details is required 10 days prior to the event
Event Area Fenced:			Details of all event related fencing is required
Power Generators:			Please advise if generators will be used
Trading Stalls:			Please advise if stalls will be set up
Lighting:			Please advise if lighting will be installed
Staging:			Please advise dimensions (i.e. height, width, depth). Dependent on the size of the stage(s) structural certification may be required
Marquees:			Dependant on the size of the marquee(s), structural certification may be required. Please advise if the marquee is to be weighted or pegged into the ground. If pegged, a site plan is required and mark out of underground services may be required (Charges apply)
Temporary Toilets:			Please advise if toilets will be installed
Banners & Signage:			Dependent on the size of the banner(s) a Development Application may be required
Amusement Rides or Bouncy Castles:			Must have a current certificate of registration issued by SafeWork SA and a minimum \$20 million Public Liability Insurance policy held by the operator
Fireworks:			Must be provided and operated by a SafeWork SA licensed pyrotechnician only
Animals or Petting Zoos:			Must provide Operator's Public Liability Insurance (value \$20 million)

OPERATIONAL SERVICES <small>*Charges Apply - refer to Operational Services Fees List</small>	YES	NO	NOTES
Additional rubbish bins required: A minimum of 3 and maximum of 20 bins can be provided			If yes, how many:
Power access required: 10A, 15A & 3 Phase is available in some locations			If yes, provide details of amps and location of power source
Water connection/taps required: Water connections available in some locations			Please advise if you require tap heads installed
Irrigation mark out: May be required dependant on infrastructure			All pegs longer than 200mm require an irrigation mark out
Other, please specify:			

EVENT ENTRY & TICKETING INFORMATION	YES	NO	NOTES
Free Entry: Events which are free for the general public to attend			
Private: Events for members or invited guests only			
Ticketed: Events that charge an admission fee to attend			If yes, entry fee: \$
Free entry with ticketed elements			If yes, please provide details below

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Attachments:

Please submit any documentation requested that is ready for submission.

Note: A booking application can be supplied without all attachments however all documentation requested by Event Management will be required prior to event approval.

Conditions of Hire

I have read and understood the following documents and agree to comply with all conditions set out therein:

'Conditions of Hire' document for the use of the Adelaide Park Lands.

Signature:

Date: / /

Please forward completed application and/or queries to:

Adelaide City Council - Event Management

GPO Box 2252 Adelaide SA 5001

Ph: 08 8203 7203

Email: events@adelaidecitycouncil.com

Website: adelaidecitycouncil.com/eventbookings