

Events in the city: Park Lands and roads

Booking application

Please read the *Park Lands Events Conditions of Hire* or *Road Events Conditions of Hire* document 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+ 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 events

APPLICANT DETAILS

Organisation:	
Contact Name:	Position:
Postal Address:	Email:
Phone:	Mobile:
ABN (if applicable):	Website:

EVENT DETAILS

Name of Event:	
Event Date(s):	
Site attendance at any one time:	Anticipated total attendance:
Park Lands / Squares Event Locations:	
Road Event / Closure Locations:	
Event Start Time:	Event End Time:
Set Up Start Date & Time:	Pack Up End Date & Time:
Road Closure Date & Start Time:	Road Closure Date & End Time:

EVENT DESCRIPTION – Please provide a brief outline

PREVIOUS EVENTS

Have you held the same event before in the City of Adelaide? Yes No

If yes, please list the year(s) and location(s):
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OPERATIONAL AND INFRASTRUCTURE DETAILS

Please indicate any infrastructure you may bring onto the site for the running of your event.

Park Lands Vehicle Access: Loading / Unloading Only	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Park Lands Vehicle Access: Remain on the Park Lands	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Event Speed Restriction	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PA System	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Live/Recorded Music	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Liquor Consumption or Sales	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Catering or food Sales	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staging	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Marquees or Temporary Structures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Temporary Toilets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Banners & Signage (Larger than 2m ²)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Amusement Rides or Bouncy Castles	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fireworks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Animals or Petting Zoos	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inclusion of Bodies of Water (ie pools or water amusements)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Open Burning (ie fire pits or smoking ceremonies)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

OPERATIONAL SERVICES (Charges Apply – refer to Operational Services Fees List)

Additional rubbish bins required (a min of 3 and max of 20 bins can be provided)	Qty:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Power access required (10A, 15A & 3 Phase is available in some locations) If yes, provide details of amps and location of power source		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Water connection/taps required (water connections available in some locations) Please advise if you require tap heads installed		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Irrigation mark out (may be required dependant on infrastructure) All pegs longer than 200mm require an irrigation mark out		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other, please specify:			

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EVENT ENTRY & TICKETING INFORMATION

Free Entry (events which are free for the general public to attend)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Free entry (with ticketed elements) If yes, please provide details below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ticketed (events that charge an admission fee to attend) If yes, entry fee: \$	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Private (events for members or invited guests only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Attachments:

Please submit any documentation in support of your application.

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 and provide the following:

- 'Conditions of Hire' document for the use of the Adelaide Park Lands.
- Supply a copy of Events Public Liability Insurance to the value of \$20 Million and noting City of Adelaide as an "Interested Party".

Signature:

Date:

Please forward completed application and / or queries to:

City of Adelaide Event Management

GPO Box 2252 Adelaide SA 5001

P: 08 8203 7203

E: events@cityofadelaide.com.au

W: cityofadelaide.com.au/eventbookings