

# 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 5 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:	
Event Start Time:	Event End Time:
Set Up Start Date and Time:	Pack Up End Date and Time:

### ROAD EVENT DETAILS

Road Event/Closure Location:*	
Road Closure Date and Start Time:	Road Closure Date and End Time:

\*Public consultation may be required under the *Local Government Act 1999*. If approved, a permit/event licence will be issued.

### EVENT AND/OR ROAD CLOSURE DESCRIPTION

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### 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):

### 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	No
Park Lands vehicle access: remain on the park lands	Yes	No
Event speed restriction	Yes	No
PA system	Yes	No
Live/recorded music	Yes	No
Liquor consumption or sales	Yes	No
Catering or food Sales	Yes	No
Staging	Yes	No
Marquees or temporary structures	Yes	No
Temporary toilets	Yes	No
Banners and signage (Larger than 2m <sup>2</sup> )	Yes	No
Amusement rides or bouncy castles	Yes	No
Fireworks	Yes	No
Animals or petting zoos	Yes	No
Inclusion of bodies of water (ie pools or water amusements)	Yes	No
Open burning (ie fire pits or smoking ceremonies)	Yes	No

### 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	No
Power access required (10A, 15A and 3 Phase is available in some locations) If yes, provide details of amps and location of power source		Yes	No
Water connection/taps required (water connections available in some locations) Please advise if you require tap heads installed		Yes	No
Irrigation mark out (may be required dependant on infrastructure) All pegs longer than 200mm require an irrigation mark out		Yes	No
Other, please specify:			

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### EVENT ENTRY & TICKETING INFORMATION

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

### 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.

‘Conditions of Hire’ document for road events.

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](mailto:events@cityofadelaide.com.au)

W: [cityofadelaide.com.au/eventbookings](http://cityofadelaide.com.au/eventbookings)