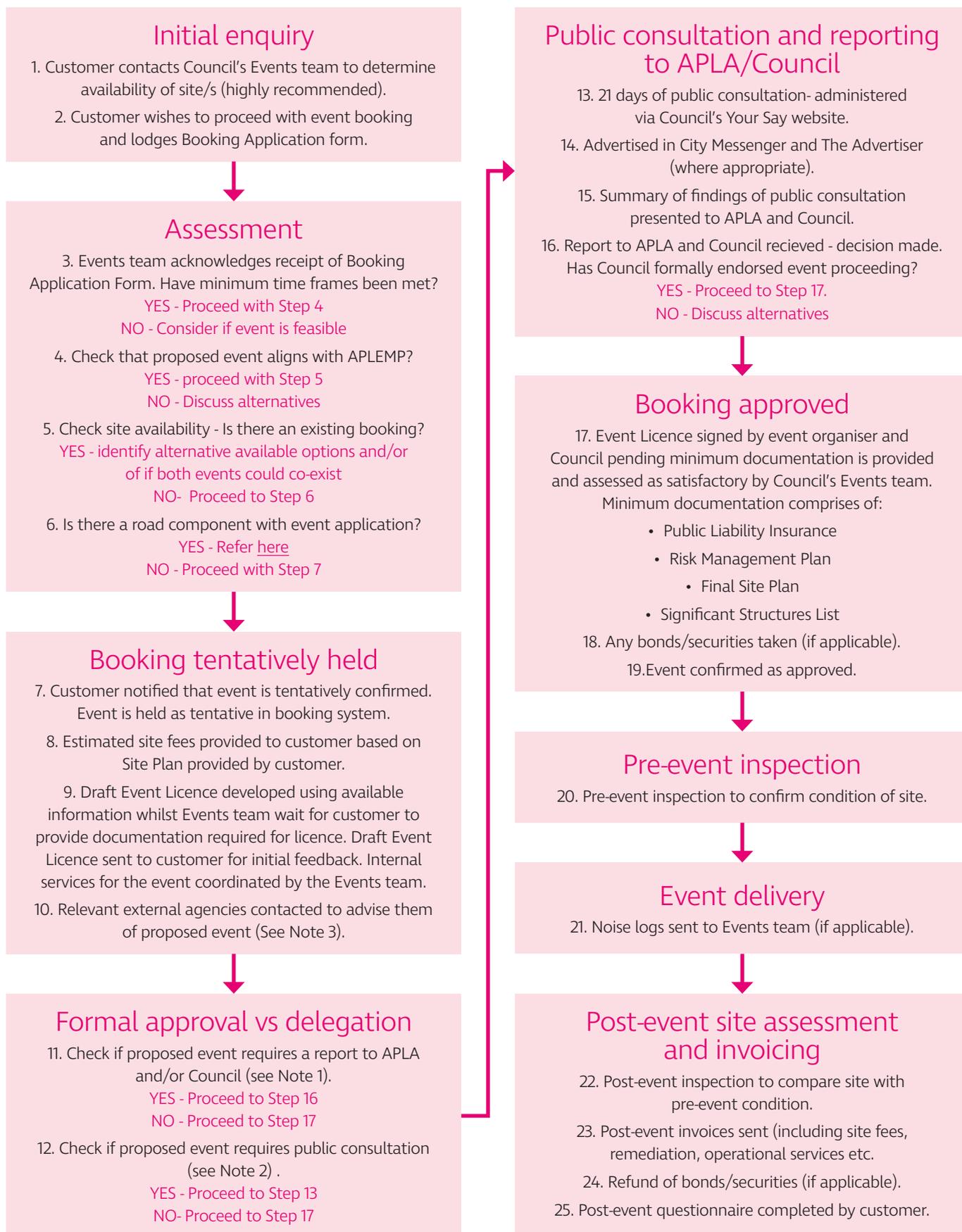




Event facilitation process for medium and major events in the Adelaide Park Lands

Below is the end to end process that Council's Events team takes for processing and approving a Booking Application Form for an event in the Adelaide Park Lands. It is highly recommended that this document is read in conjunction with Council's [Condition of Hire](#) and [Adelaide Park Lands Events Management Plan](#) (APLEMP).



Note 1 - Any proposed event which is not in line with the APLEMP requires a report to APLA for noting. A report to Council is required if the event is a new event that proposes to operate beyond midnight or is a proposed event which has been subject to public consultation.

Note 2 - Triggers for public consultation are 1. Will occupy a significant portion of a Park for more than four weeks (including bump in and out) and/or 2. 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 3. Is a new event application that would have significant impact on the Park Lands or community.

Note 3 - Department of Planning, Transport and Infrastructure contacted if attendance is estimated at 5000. Consumer and Business Services also contacted if Liquor Licence has been requested.

Frequently Asked Questions

1. Should I contact Council's Events team if I'm interested in lodging a Booking Application Form?

Council's Events team receives a high volume of Booking Application Forms for events in the Adelaide Park Lands. Therefore, it is highly recommended that you contact Council's Events team via phone or email to discuss your options prior to lodging a Booking Application Form.

2. How do I lodge my Booking Application Form?

It is preferable that Booking Application Forms are lodged online [here](#). Alternatively, Booking Application Forms can be found at www.cityofadelaide.com.au and emailed to events@cityofadelaide.com.au

3. When is my booking for an event in the Adelaide Park Lands tentatively confirmed?

A booking for an event in the Adelaide Park Lands is tentatively confirmed once the site/s are confirmed as available and the event is confirmed as being in line with the APLEMP.

4. When does my booking move from tentative to approved?

A booking moves from tentative to approved once all required documentation for the event licence has been received and deemed as satisfactory and the licence has been signed by both Council and the licence holder.

5. Can I hold multiple bookings while I make up my mind on where I want my event?

Council is aware that there are occasions when an event organiser puts a hold on multiple Adelaide Park Land sites whilst they confirm their final plans. In line with the Adelaide Park Lands Events Management Plan, event organisers must confirm their final plans with Council as per the below timeframes:

- **MAJOR** – At least six months before
- **MEDIUM** – At least 3 months before or at least six months prior if held over multiple days
- **SMALL** – At least 21 days prior or three months if held over multiple day.

If confirmation has not been received in line with the above timeframes, all bookings held for that proposed event may be released for other programming, pending consultation with the event organiser/s.

6. Whilst my booking is tentatively confirmed, will Council receive a booking for the same site?

No, while a tentative hold has been put on a site for an event, no other bookings will be considered for that site.

7. How are decisions made if multiple applicants submit a Booking Application Form for the same site and time?

Booking Application Forms are assessed on a 'first in best dressed' basis. However, there are occasions when certain events will take priority over others. Multi-year event licence holders, annual event and major events take precedence for Adelaide Park Lands over one-off or small events.

8. Who do I contact whilst my Booking Application Form is being processed?

After you lodge your Booking Application Form you will be allocated a Council Event Facilitator who will make contact with you to work through the requirements of your Booking Application Form. This is your point of contact in relation to your booking.

9. What can I do if I'm not satisfied with the decision that has been made in regards to my Booking Application Form?

Council's Event Facilitator will strive to reach a mutually agreeable decision with you. If however, you are still not satisfied with the decision that has been made in relation to your Booking Application Form you are encouraged to take the following process:

- Contact Council's Senior Facilitator, City Events
- Contact Council's Manager, Events
- Follow Council's grievance process [here](#)

Frequently Asked Questions

10. What is the Adelaide Park Lands Events Management Plan (APLEMP)?

The APLEMP sets out Council's vision over four years to achieve growth in high quality events. The purpose of the APLEMP is to provide all the information necessary for Council and the community to understand and adhere to the management framework around holding events in the Park Lands. The APLEMP can be accessed [here](#).

11. What is the role of the Adelaide Park Lands Authority?

The Adelaide Park Lands Authority is the principle advisory body to the City of Adelaide and the South Australian State Government on Park Lands matters as part of the Park Lands governance framework. The Authority provides guidance around the use of and improvement to the Adelaide Park Lands through the Adelaide Park Lands Management Strategy 2015 – 2025. Click [here](#) for more information.

12. What is the role of Council?

Local Government is one of three spheres of government in Australia, namely Local, State and Commonwealth. Local Government councils have considerable discretion in exercising their powers and responsibilities, and in planning for the specific and diverse needs of their local communities. Councils are well placed to understand the views and needs of the local community and to influence the sort of place the Council area will be. The City of Adelaide has a vision for Adelaide to be a welcoming and dynamic city full of rich and diverse experiences. To realise this vision, the council has developed the City of Adelaide 2016-2020 Strategic Plan framed around four key themes: Smart, Green, Liveable and Creative. These broad themes underpins the priorities, policies, strategies, projects and services that will be designed and delivered to meet the needs of the community.