



## EVENT APPLICATION FORM

### Small and Large Events

#### APPLICATION INFORMATION

##### ENQUIRIES AND APPLICATION / REGISTRATION FORMS TO:

##### Renmark Paringa Visitor Information Centre –

84 Murray Avenue, Renmark SA 5341

Phone: 08 8580 3060

Fax: 08 8586 5444

Email: [tourist@renmarkparinga.sa.gov.au](mailto:tourist@renmarkparinga.sa.gov.au)

##### PURPOSE:

The purpose of this Event Application Form is to assist the Renmark Paringa Council in assessing any events planned on Public or Council controlled land, to ensure relevant legislation is taken into consideration by event organisers of the activity they are undertaking.

##### EVENT EXAMPLES INCLUDE:

- Function/Event/Party/Wedding Reception/Reunion/Launch/Display or any other gathering held on Renmark Paringa Council Parks, Gardens or Reserves.
- Organised or promoted small and large events, fairs or festivals.
- Use of Renmark Paringa Council Buildings, Roads, Park, Reserves etc. for purposes of conducting an event.

##### PROCEDURE:

This Event Application Form is to be completed if you are planning on organising an event in the Renmark Paringa Council district. This form registers your intention to hold an event on a given date. Events will not be processed or approved until all required documentation has been submitted by the applicant.

Please allow a minimum of **six weeks** for your event application form to be processed. Large or major events will require a minimum **six-month** planning period.

All fees and charges applicable to your event must be received at least **14 days** prior to your event. You will receive formal approval by Council once the Event Management Team is satisfied that all requirements of the event application process have been met.

Any assistance in completing this form can be directed to the Event Management Team at the Renmark Paringa Visitor Information Centre on 08 8580 3060. Appointments Recommended.

##### CONTENTS:

Section 1	EVENT DETAILS
Section 2	EVENT ORGANISERS CONTACT DETAILS
Section 3	EVENT REQUIRED SERVICES
Section 4	EVENT BANNER BOOKINGS
Section 5	MANAGEMENT OF EVENT
Section 6	RISK MANAGEMENT OF EVENT
Section 7	ERECTING OF AN 'A' FRAME OR MOVEABLE SIGNS
Section 8	CHECKLIST
Section 9	VERIFICATION BY APPLICANT
Section 10	GENERAL CONDITIONS OF PERMIT
Section 11	PERMIT/COUNCIL APPROVAL



## SECTION 1: EVENT INFORMATION

Name of Event			
Location Requested			
<b>Note:</b> Fees may apply in accordance with the Renmark Paringa Council's Fees and Charges Schedule and subject to annual CPI increase.			
Proposed Date/s			
Proposed Time/s			
Type of Event	<input type="checkbox"/> Small Event <input type="checkbox"/> Large Event <input type="checkbox"/> Sporting Event <input type="checkbox"/> Fair/Market <input type="checkbox"/> Festival/Fiesta	<input type="checkbox"/> Wedding reception <input type="checkbox"/> Private Function <input type="checkbox"/> Other (please specify)	
Describe your Event and it's Activities			
Is this a 'Free to the Public' Community Event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Estimated Attendance	<input type="checkbox"/> 1 – 50 people <input type="checkbox"/> 50 – 100 people	<input type="checkbox"/> 100 – 400 people <input type="checkbox"/> 400 + people	
Events that utilise more than one area or run for a duration longer than 4 hours must attach a detailed program of activities, including start times, duration and activities			

## SECTION 2: EVENT ORGANISERS CONTACT DETAILS

Name of Event Organiser			
Name of Organisation			
ABN			
Contact Address			
Contact numbers	<i>Work/home:</i>	<i>Mobile:</i>	
Email Address			
Preferred Contact	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Post
<b>Note:</b> It is the application's responsibility to ensure the contact details provided above are correct. If contact cannot be made with the applicant/s after repeat attempts OR failure to respond to event management officers in a timely manner could result in your application being cancelled and the date requested made available to another applicant.			
Is your Organisation not for profit, community or charity based?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Incorporation Number			
<b>Note:</b> Non Incorporated Bodies must seek an Auspice			
If you are representing a community group in the Riverland region, your organisation <b>MUST</b> be a registered member of <b>SAcommunity – Connection Up Australia</b> to be granted an event approval. Register here: <a href="http://sacommunity.org/user/register">http://sacommunity.org/user/register</a>			



### SECTION 3: EVENT REQUIRED SERVICES

**If available at the site do you require any of the following Council services?**

**Note:** Costs may be applicable, please clarify with offer approving this Permit

Access to Power	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(general conditions item 7)
Access through locked gates and bollards	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(general conditions item 10)
Access to Toilets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(general conditions item 6)
Access to BBQ Facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Reserved Parking	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Waste Management	<input type="checkbox"/> Please can I have _____ extra bins placed at the site <input type="checkbox"/> I am able to pick up and return the bins <input type="checkbox"/> I understand there may be an associated cost		
Do you require access to a permanent Structure?	(eg. Rotunda, Shelter, Gazebo etc.)		

**Note:** If you would like to request other Council services, please contact the Renmark Paringa Visitor Information Centre to discuss your requirements further.

### SECTION 4: EVENT BANNER BOOKING

**Major events may have the opportunity to display their banner on Renmark Avenue adjacent to the Eighteenth Street 'Roundabout' or on Ral Ral Avenue.**

Would you like to apply to display a banner advertising your event?  Yes  No

**Note:** If approved, it is the responsibility of the permit holder to arrange for the banner to be professionally erected and removed within the approved time frame. Contact the Event Management Team at the Renmark Paringa Visitor Information Centre for a recommendation.

Please indicate the preferred location to display your event banner

**Note:** Approval of a banner booking will depend on availability. Renmark Paringa Council's Event Management Team will inform you of the final schedule, this will not be negotiable. Council reserve the right to remove any banner considered to be offensive, unprofessionally designed, not structurally sound or not appropriately secured. The permit holder will be charged for any costs relating to its removal.



**SECTION 5: MANAGEMENT OF EVENT**

**This section will help to establish if other permits/approval is required**

<p><b>5a.</b> Will ALCOHOL be available at this event?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <i>(if NO continue to question 5b)</i></p>
<p>Please describe in detail the Alcohol Services available at your event (eg. Sale of Alcohol, BYO, Supply FOC etc.)</p>	

**Note:** You must contact the Office of the Liquor and Gambling Commissioner to confirm your liquor licence requirements. It is the event applicant's sole responsibility to get the right information.  
The Office of the Liquor and Gambling Commissioner can be contacted by phone on 131 882 or email [olgc@agd.sa.gov.au](mailto:olgc@agd.sa.gov.au). If required, the 'Limited Liquor Licence Application Form' can be downloaded from [www.olgc.sa.gov.au](http://www.olgc.sa.gov.au).  
Renmark Paringa Council's Parks & Gardens including Jarrett Memorial Gardens and the Riverfront Esplanade are designated 'Dryzone' areas between the hours of 7pm & 7am; alcohol cannot be consumed during these times.

<p>Please provide the date you contacted the Office of the Liquor and Gambling Commissioner regarding your event liquor licence requirements</p>	<p>___ / ___ / 20___</p>
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<p>Have you been advised by the Office of the Liquor and Gambling Commissioner that your event requires a Liquor Licence?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
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If 'Yes' – You are required to submit a completed **Limited Liquor Licence Notification Form** (signed by an Authorised Council Officer and SA Police) along with your **Limited Liquor Licence Application Form** to the Office of the Liquor and Gambling Commissioner(OLGC). The OLGC require at least 14 days to process completed and authorised application forms. The **Limited Liquor Licence Notification Form** can be collected from the Renmark Paringa Visitor Information Centre or download the PDF from [www.renmarkparinga.sa.gov.au](http://www.renmarkparinga.sa.gov.au). *Click on Application Forms and scroll down to Governance.*



**SECTION 5: MANAGEMENT OF EVENT – CONTINUED**

**5b.** Will FOOD or DRINKS be available at this event?  Yes  No (if NO continue to question 5c)

If 'Yes', it is the event applicants responsibility to ensure all organisations involved in any provision of food or drinks at your event complete and submit a **Temporary Food Premises Form** to the Renmark Paringa Visitor Information Centre for assessment by Council's Environmental Health Officer. The **Temporary Food Premises Form** can be collected from the Renmark Paringa Visitor Information Centre.

Please list the relevant organisations providing food and drinks at your event:

Name of Organisation	Type of Food or Drink	Provided, BYO or Sold

Please provide details of the toilet facilities available at your event?

**Note:** Depending on the availability of toilet facilities at the event site and your estimated attendance, you may need to provide portable toilets at your event. 1-2 toilets per 50 people is the recommended guideline.

**5c** Will AMPLIFIED SOUND/IMAGES be used at this event?  Yes  No (if NO continue to question 5d)

If 'Yes' please describe Amplified Sound/Images to used

**Note:** You may be required to purchase APRA or PPCA licences. Please contact the Australasian Performing Right Association (APRA) on (08) 8239 2222 or visit <http://www.apra-amcos.com.au/> and/or the Phonographic Performance Company of Australia (PPCA) on (02) 8569 1111 or visit <http://www.pcca.com.au/> with any enquiries. There are penalties for performing or playing music works publicly without the appropriate licences.

**5d** Will and ROAD CLOSURE/S be required?  Yes  No (if NO continue to question 5e)

Please describe Road Closure requirements (indicate specific roads involved)

**Note:** A **Road Closure Application Form** must be completed and submitted **28 days** prior to the proposed event/activity. Costs associated with a Road Closure may be passed onto the applicant.



**SECTION 5: MANAGEMENT OF EVENT – CONTINUED**

**5e** Do you intend to use equipment or temporary structures?  Yes  No (if NO continue to question 5f)

**Note:** Equipment or Temporary Structures may include: Marquees, Shade Tents, Stages, Portable Toilets etc.

Please describe ALL equipment or structures to be used (e.g. Quantity, Size & Type)

**Note:** If you intend to erect any structure for your event on land under the care and control of Renmark Paringa Council, you must accurately indicate this above and mark the location clearly on your Site Plan.

**5f** Will RIDES, AMUSEMENTS, JUMPING CASTLES be used at your event?  Yes  No (if NO continue to question 5g)

Please describe the Ride/s, Amusement/s or Jumping Castle/s to be used

**Note:** Applicants are to supply Safework SA registration documentation for each ride/amusement/jumping castle to be used. Contact Safework SA Riverland Office 8595 2 199 or 1300 365 255 for further details.

**5g** Will a WATER CLOSURE be required  Yes  No

**Note:** Any event that involves activities such as water sport demonstrations, competitions or fireworks on the river that may interfere with normal river use will require an Aquatic Activity Licence.

Please describe the water closure requirements

An **Application For An Aquatic Activity Licence** must be completed and submitted to the South Australian Department for Planning, Transport and Infrastructure – Recreational Boating Unit not less than 4 weeks prior to the event. For more information or to obtain an application form contact the unit on 13 10 84 or download a form at [www.sa.gov.au/boatingmarine](http://www.sa.gov.au/boatingmarine).

**Note:** Applicants are required to provide a copy of their Aquatic Activity Licence.

**SECTION 6: RISK MANAGEMENT OF EVENT**

**Event Organisers are required to submit a Site Plan for their event. A Risk Management Plan will be required for events where deemed necessary by the Event Management Team. Council approval will NOT be issued without these plans.**

Please attach a detailed site plan of your event

Please attach a copy of your RISK MANAGEMENT PLAN for this event if applicable

**Note:** A Risk Assessment, Job Safety Analysis or Event Safety Procedure may also be accepted providing it contains adequate detail. A generic Risk Management Plan (RMP) template is available from the Renmark Paringa Visitor Information Centre for your convenience upon request. All RMP's will be reviewed by the Renmark Paringa Council's Risk Management Officer to ensure that it sufficiently identifies relevant risks and how they will be managed.

Has this event been coordinated in consultation with Emergency Services/Police?  Yes  No

In the absence of a site Risk Management Plan, please detail emergency procedures

Please attach a copy of your \$10 million + Public Liability Insurance covering this event



**SECTION 7: ERECTING AN 'A' FRAME OR MOVEABLE SIGNAGE**

**This section is only applicable to any Advertising/Sponsorship signs being placed at events. This helps us to ensure signage is used in accordance with Government by-laws and all safety regulations are met.**

Will any Advertising or Sponsorship signs be required at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes' please describe your signage	
Please indicate the measurements of each sign (include all dimensions)	
What material will the sign be constructed from?	
How will the moveable sign be anchored?	
Describe the proposed location for the moveable sign/s	

**Note:** *The location of signage must be accurately indicated on your site plan*

**SECTION 8: CHECKLIST**

**After you have completed answering all the questions in your Event Application Form – Small & Large Events, use the following checklist to ensure you have provided all the necessary documentation.**

<input type="checkbox"/> Event Application Form
<input type="checkbox"/> Risk Management Plan <i>(if applicable)</i>
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Copy of Public Liability Insurance Certificate of Currency
<input type="checkbox"/> Program of Activities <i>(if applicable)</i>
<input type="checkbox"/> Limited Liquor Licence Notification Form <i>(if applicable)</i>
<input type="checkbox"/> Temporary Food Premises Form for each Food and Drink Vendor <i>(if applicable)</i>
<input type="checkbox"/> Road Closure Application Form <i>(if applicable)</i>
<input type="checkbox"/> Copy of Aquatic Activity Licence <i>(if applicable)</i>
<input type="checkbox"/> Copy of APRA and PPCA Licence <i>(if applicable)</i>
<input type="checkbox"/> Copy of Safework Documentation for Rides/Amusements <i>(if applicable)</i>
<input type="checkbox"/> Program of Events
<input type="checkbox"/> Community group is registered with SAcommunity – Connecting Australia



**SECTION 9: VERIFICATION BY APPLICANT**

***Please read the conditions of this application as it is important that you understand the requirements outlined by the Renmark Paringa Council.***

I/we acknowledge that I/we have read and understand the permit conditions and agree to abide by, and be bound by the said conditions. I/we have read and completed the Event Application Form in good faith and all details provided are true and correct. The event will be organised and managed as I have documented unless otherwise advised by the Renmark Paringa Council and/or its authorities. Any changes that I/we may require will be requested in writing with at least two weeks notice and I/we understand that these changes are subject to approval.

Print your full name

Signature

Date

**Note:** *Renmark Paringa Council reserves the right to revoke a Permit where the applicant/s fails to comply with a condition of the Permit or may be revoked in any other justifiable circumstance. Applicants are encouraged to continue planning their event during the application process, however, it is recommended that any advertising and promotion of your event does not commence until formal approval has been issued by the Renmark Paringa Council. Council will not be held responsible for any losses or expenses incurred if your event application is not approved.*

Please ensure to keep a copy of your application including **Section 10: General Conditions of Permit**

**Privacy Statement:**

The personal information on this form is being collected to issue you with a Permit to conduct an event(s). Your personal information will be solely used by the Renmark Paringa Council for this purpose or for directly related purposes. Should you wish to access or amend this information, you can contact the Council on 08 8580 3000. Failure to provide the requested information may result in the Council not being able to process your event application. Some details may be passed onto relevant departments within the Renmark Paringa Council as well as other appropriate bodies.

**The issuing of this Permit is subject to:**

- The permit holder submitting a completed 'Event Application Form – Small & Large Events'
- The permit holder agreeing to and abiding by the General Conditions of Permit contained herein.
- The permit holder paying any prescribed fee(s).  
The permit holder providing a copy of insurances, licences and other supporting documentation applicable to your application or as required by the General Conditions of Permit.





## **SECTION 10: GENERAL CONDITIONS OF PERMIT (*applies to ALL applications*)**

- 1.** The permit holder agrees to indemnify and to keep indemnified the Renmark Paringa Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever, which may be brought or made or claimed against them arising out of or in relation to the issuing of the Permit.
- 2.** The permit holder, where appropriate, shall ensure that it is licenced or registered to carry out the activity authorised by the issuing of the Permit.
- 3.** The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- 4.** No music system or amplified sound is to be used by any permit holder without the prior approval of the Renmark Paringa Council. Provide proof that APRA & PPCA Licences have been obtained where applicable.
- 5.** Stalls and exhibitors sites may be allocated by the Renmark Paringa Council and no allocated sites may be altered without the approval of the Council.
- 6.** The permit holder shall ensure that the site/s (including all facilities and equipment used) are left in a clean and tidy state at the end of the event and in the same condition that it was found prior to the event. Failure to do so may result in cleaning fees and damages being charged. Pre & post event inspections may be conducted by Council officers.
- 7.** The use of power by permit holders shall not exceed that agreed to and approved by the Renmark Paringa Council. Unauthorised access to electricity boxes will not be permitted. All electrical cords are to be tagged and tested, appropriately covered and not placed in such a way that could cause a trip hazard.
- 8.** This Permit will not come into operation until Council officers are satisfied that your event does not pose any safety concerns to the general public. A satisfactory Risk Management Plan and Site Plan received and accepted, proof of the appropriate insurances and all applicable supporting documentation received by the Renmark Paringa Council and the Permit, signed by an authorised officer of the Renmark Paringa Council has been issued. The Permit is not transferrable.
- 9.** A refundable deposit is required when you collect keys or hire equipment (applicable to your event) from the Renmark Paringa Visitor Information Centre. Keys or equipment may only be collected during business hours on a weekday. The permit holder will within two days (or as agreed) at the conclusion of the hire period return all keys and equipment provided to the Renmark Paringa Visitor Information Centre during business hours on weekdays (or otherwise by prior arrangement) or an appropriate authority specified by Council.
- 10.** The prescribed fee (refer to current Fees & Charges Schedule) must be received by the Renmark Paringa Council at least 14 days prior to the permit period unless agreed to by the Renmark Paringa Council. The Permit does not come into effect (regardless of whether you have received the Permit / Council Approval documentation) until all fees and deposits have been paid in full.



## **SECTION 10: GENERAL CONDITIONS OF PERMIT – CONTINUED**

- 11.** Your organisation must hold a current Public Liability Insurance Policy for the minimum sum of ten million dollars (\$10,000,000) that provides insurance cover against all actions, costs, claims, damages, charges and expenses whatsoever, which may be brought, made or claimed against the permit holder in relation to the prescribed activity. The permit holder must provide confirmation of Insurance (Certificate of Currency) to Council. The policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
- 12.** The permit holder must contact the Office of the Liquor and Gambling Commissioner to confirm liquor licence requirements for the prescribed event. It is the event applicant's sole responsibility to get the correct information & licences. The Renmark Paringa Council has designated 'Dryzone' areas between the hours of 7pm & 7am; alcohol cannot be consumed in these areas during these times.
- 13.** The permit holder must ensure that each food vendor in attendance at the prescribed event has completed and submitted a Temporary Food Premises Form prior to the event for assessment/approval by Council's Environmental Health Officer.
- 14.** Advertising sign/s on A Frames or other moveable structures shall not encroach into the designated pedestrian walkways where a minimum unobstructed thoroughfare of at least 1.2m is maintained. They shall be well constructed, of neat appearance and designed to minimise the risk of collapse, overturning or falling objects during the event. If in the opinion of Council's authorised officer, the advertising sign/s on A Frames or other moveable structures is duly hindering the passage or may pose a risk to the public, the object or stand shall be removed or repositioned immediately upon request. All other signage requests must be made in writing to the Renmark Paringa Council.
- 15.** The permit holder agrees to pay the repair costs relating to any damage of Infrastructure associated to their event. Council has a complex irrigation system, for structures that require pegs or droppers to be placed into the ground, the permit holder must ensure irrigation has been marked out by an authorised officer of Council prior to their event and note that a clearance of 1 metre either side of the said mark must be avoided to ensure irrigation systems are not punctured. Marquees must be installed by qualified persons. In addition to this, applicants are encouraged to contact 'Dial Before You Dig' on 1100 to ensure underground electric cables and mains pipes are avoided.
- 16.** Event applicants are encouraged to continue planning their event during the application process, however, it is recommended that any advertising and promotion of your event does not commence until formal approval has been issued by the Renmark Paringa Council. Council will not be held responsible for any losses or expenses incurred if your event application is not approved.
- 17.** The event organiser is encouraged to advise any intrastate/interstate persons, groups, associations, clubs etc. that are intending to attend your function/event of the Fruit Fly restrictions within the Riverland and SA. Please refer to the booklet 'Traveller's Guide to Interstate Quarantine' or by accessing [www.fruitfly.net.au](http://www.fruitfly.net.au) or free call number 1800 084 881.



## SECTION 11: PERMIT COUNCIL / APPROVAL

### Office Use Only

Name of Event			
Name of Event Organiser			
Name of Organisation			
Location of Event			
Date of Event			
Synergy Record Number			
Documentation Received and Reviewed	Public Liability Insurance	<input type="checkbox"/> Yes	
	Risk Management Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Detailed Site Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Road Closure Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Temporary Food Premises Form/s	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Safework SA Registration Documents	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Liquor Licence	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Aquatic Activity Licence	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
APRA/PPCA Licence	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Permit Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fee/s Payable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Note:** All fees & charges are subject to annual CPI increase

Location Charge	\$	
Electricity	\$	(refundable deposit required on pick up of key)
Bins	\$	
Road Closure	\$	
Traffic Cone Hire	\$	(refundable deposit required on pick of cones)
Other	\$	Specify
<b>TOTAL</b>	<b>\$</b>	

### Signed on behalf of Renmark Paringa Council:

Name	
Position	
Address	Renmark Paringa Visitor Information Centre 84 Murray Avenue Renmark SA 5341
Phone	08 8580 3060
Email	tourist@renmarkparinga.sa.gov.au
Signature	
Date	
Comments	