

# EVENTS GUIDE

## Disclaimer

The District Council of Mount Remarkable Event Guide is to be used as a guide only. An event organiser must ensure all laws are complied with including obtaining any necessary permits. The District Council of Mount Remarkable accepts no liability for any loss or damage incurred by an event organiser or third party from relying on this guide.

## Introduction

Council encourages local events to be held on land owned or managed by Council. This guide offers information about holding events on public land, whether you are holding a small private celebration or you are a major public event.

For support or further information when planning an event within the District Council of Mount Remarkable please contact Council's Community Engagement Officer on 8666 2014 or email [postmaster@mtr.sa.gov.au](mailto:postmaster@mtr.sa.gov.au).

Depending on the size of the event and the equipment needed on-site a permit for events may be required. A permit ensures all activities comply with the necessary requirements and legislation and are undertaken in a safe manner.

## Do I need a Permit?

A 'Permit for Events' **is required** if:

- The event is held on Council owned, public land
- There will be 50 more attendees
- If any type of infrastructure (pop up tents, marquee, staging, jumping castle, climbing wall) is being used
- If you are charging an entry/participation fee

A 'Permit for Events' **is not required** if:

- The event is on private land
- Or
- If the event is held on Council owned, public land and;
  - o There is no entry/participation fee
  - o There are less than 50 attendees
  - o You do not require any additional structures or equipment

### Event Categories

#### Small Scale Event

- Less than 50 attendees
- Using only existing infrastructure (such as BBQs, shelters, tables, chairs)

NO APPROVAL REQUIRED

#### Medium Scale Event

- Up to 500 attendees
- Additional Infrastructure and Equipment are being used during the event

APPROVAL REQUIRED

#### Public Community Event

- More than 500 Attendees
- Event is open to the public
- Event has significant impact on stakeholders
- Involves a road closure or speed reductions
- Involves additional structures and equipment
- Involves an activity that Council deems as potentially dangerous or high risk

APPROVAL REQUIRED

If the event requires approval, a 'Permit for Events' must be completed and submitted to Council along with the relevant fee, 4 weeks prior to the event.

A permit for events can be **downloaded** from the Council website at [www.mtr.sa.gov.au](http://www.mtr.sa.gov.au), **picked up** from the Council Office, 3 Stuart Street Melrose SA 5483 or contact Council for an **emailed** copy via [postmaster@mtr.sa.gov.au](mailto:postmaster@mtr.sa.gov.au) or phone 8666 2014.

## Permits

Fees and charges apply to activities and events conducted in the District Council of Mount Remarkable. To determine the fee refer to 'Councils Fees and Charges' located on the website [www.mtr.sa.gov.au](http://www.mtr.sa.gov.au).

Any facilities within Council-owned or managed parks or reserves are available for public use as a 'first-come, first-served' basis and cannot be reserved. When you are given event approval it does not ensure exclusive use.

Council has the right to refuse the hire of any park or reserve at its discretion.

## Public Liability

'Small Events' of under 50 people with no additional equipment or infrastructure and the event has no entry/participation fee - Public Liability Insurance is not required.

'Small' to 'Medium' size events that require Public Liability Insurance can either provide a copy of their own insurance or if the event organiser does not have insurance, you can apply to be covered under Councils 'Adhoc Hire Public Liability Insurance', which will include a prescribed fee.

For 'Public Community Events' the event organiser must have their own Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000) in the legal organisation name or governing body. The event organisers must ensure that the insurance provides coverage for the specific event location. A copy of the current Public Liability Insurance Certificate of Currency must accompany the application.

All events that require a permit are to have Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000).

Please note: you are responsible for the safety of event participants and attendees at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants, attendees or third parties or their property as a result of staging the event.

## Risk Assessment & Emergency Plan

All events have associated risks and when requested by Council you must undertake a risk assessment to ensure you appropriately manage and control the risks posed by the event. An emergency plan may be required for high risk events.

## Site Map

Event organisers must submit a detailed aerial view of the site to show where the event will take place and detailed location of any additional infrastructure or temporary structures.

## Temporary Structures

Permission, along with public liability insurance, is required to use temporary structures on land owned or managed by Council. These include:

- Marquees
- Inflatables
- Staging
- Entertainment Equipment
- Temporary Flooring
- Wedding arches
- Chairs

Event organisers (or their engaged contractor) are responsible for ensuring structures are correctly installed, have undergone regular maintenance and comply with Australian and manufacturer standards.

## Permits and Licenses

It is the responsibility of the event organiser to ensure that all laws are complied with including obtaining any necessary permits. A range of permits and licenses may need to be applied for and granted to ensure your event is safe and risk-free for attendees, staff and volunteers and adheres to all legislative requirements. These may include:

- Liquor license (when applying for an event permit you may include your request for support from Council for your Limited (Event) License application. If you are seeking a Limited (Event) License for an event on private or leased land do not complete an event permit. You must write a letter to Council requesting support.
- Traffic Management (Road Closure, Temporary Parking, use of footpath)
- Trading Table/Stall Holders Permit
- Food Vendor requirements (eg. Food business notification)
- SafeWork SA (fireworks, pyrotechnics, amusement structures, inflatables)
- Australian Performing Rights Association (Live Music License)
- Phonographic Performance Company of Australia (Recorded Music License)
- Country Fire Service
- SAPOL

## Community Notification

Residents, local businesses and community groups who may be affected by the event must be given written notification prior to the event. The notification should highlight issues including:

- Music and noise
- Changes to traffic conditions
- Food sales
- Increased visitors to the area
- Contact details of event organisers

If you have any enquiries about hosting events or completing the Permit for Events please contact Council on 8666 2014 or email [postmaster@mtr.sa.gov.au](mailto:postmaster@mtr.sa.gov.au).