



Event Management VENUE HIRE APPLICATION FORM

This application **MUST** be completed and submitted a minimum of **4 weeks prior** to the proposed event/activity

SECTION 1 – APPLICANT CONTACT DETAILS

Organisation Name			
Contact Person			
Organisation Type	<input type="checkbox"/> Community Group	<input type="checkbox"/> Commerical Group	<input type="checkbox"/> Private Function
Postal Address		Postcode	
Contact Number			
Email Address			
Booking Details: Prior to completing this form please phone Council on 8584 8000 to check availability and make a tentative booking relating to your desired venue.			
Event Title			
Reason for use			
Venue/room			
Set up Date		Pack up Date	
Event Date/s from		Event Date/s to	
Time/s required			
Number of guests/participants			
Public Liability Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/> The permit holder MUST provide a copy of their current public liability insurance policy which covers the event to the minimum level of \$20 million per claim – This is a mandatory requirement.		

SECTION 2 – REQUEST FOR OTHER SERVICES, EQUIPMENT AND KEYS

Will your event require additional rubbish bins?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please indicate the most suitable time/date/location/number for these bins to be delivered			
Day/Date	Time		
Location	Number of bins		
Please indicate the most suitable time/date/location for these bins to be emptied/collected			
Day/Date	Time		
Location			
Will you require keys? Some keys may be obtained from Council to access doors, gates and electricity boxes.			
		Yes <input type="checkbox"/>	No <input type="checkbox"/>



If yes, please specify what keys			
Will food and/or beverages be served at your event? <input type="checkbox"/> Sold <input type="checkbox"/> Supplied (without cost)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Food Business Notification Number of caterer			
Type of food/beverage being served			
Contact person			Phone Number
Structure Type	Mobile Food Van <input type="checkbox"/>	Temporary Stall <input type="checkbox"/>	Trailer <input type="checkbox"/>
Other (specify)			
Will more than (1) vendor be supplying food and/or beverages at your event? <i>If yes and there are multiple food/beverage vendors please complete an Event Food Safety Notification Form (14) days prior to the event. http://www.loxtonwaikerie.sa.gov.au/page.aspx?u=2316</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all food vendors confirmed their understanding that they must use compostable products to serve food and/or beverages at the event?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Will power be required? If yes, please state number of power points, AMPs required and location.			Yes <input type="checkbox"/> No <input type="checkbox"/>
If using electrical equipment at the event site has the required equipment been tagged and tested?			
Do you have any other requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, provide details
Will amplified music or a public address system be used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, provide details
Erection of structures/signage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, you MUST advise the type of structure, size, wording on the sign and its location. <i>Damage to Council property, such as broken/damage irrigation will be charged to the event organisation.</i>
Additional 3 rd parties	Please list the names of any contractors and or service that you will be engaging as part of your event/activity eg catering, stalls, bands, amusement devices (insurance details and relevant documentation must be attach as per the conditions of hire) and any specific requirements negotiated with Council.		

SECTION 3 – ALCOHOL

Will alcohol beverages be provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, has an application for a Liquor License been made and on what date? A Liquor License may be required. Please refer to https://www.sa.gov.au/topics/business-and-trade/liquor/apply		
Has it been approved and issued?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your event require Dry Area Exemption?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please provide requested times and attach a site map of the indicated areas when submitting this form</i>		



SECTION 4 – RECOGNISING SOCIAL INCLUSION AND ACCESSIBLE EVENTS

Is your event disability and sensory friendly?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details
--	--

Will the event have disability bathroom facilities, if not do you require Council's disability portable and accessible toilet?	Yes		No	
--	-----	--	----	--

For more information on planning an accessible and inclusive event, please visit <https://inclusive.sa.gov.au/resources/state-authority-resources/accessible-and-inclusive-community-events/planning-an-accessible-and-inclusive-event>

SECTION 5 – CHECKLIST

The issuing of this permit is subject to the applicant submitting and answering all the questions in this application. The following checklist is to ensure you have provided all the necessary documentation. If you require further assistance with the application, please contact the Community Development Officer on 8584 8000.

<input type="checkbox"/>	Copy of your Public Liability Insurance Certificate of Currency for a minimum of \$20 million
<input type="checkbox"/>	Third party Public Liability Insurance Certificate of Currency/Licences
<input type="checkbox"/>	Individual ad-hoc Public Liability Insurance payment
<input type="checkbox"/>	Limited Liquor Licence Application Form (<i>if applicable</i>)
<input type="checkbox"/>	Limited Liquor Notification Form (<i>if applicable</i>)
<input type="checkbox"/>	If more than 1 food/beverage vendor is registered for your event than a Event Food Safety Notification Form (<i>if applicable</i>)
<input type="checkbox"/>	Site Plan (<i>if applicable</i>)
<input type="checkbox"/>	Covid Safe Plan (<i>if applicable</i>)
<input type="checkbox"/>	APRA & PPCA Licence (<i>if applicable</i>)
<input type="checkbox"/>	Payment of any prescribed fees (<i>if applicable</i>)
<input type="checkbox"/>	Is your event disability and sensory friendly?

SECTION 6 – DECLARATION AND ACKNOWLEDGEMENT

I acknowledge that I have read and understood the permits conditions and agree to abide by the conditions and any special conditions that Council may determine.

I agree to adhere to State Government requirements under the Emergency Management (Public Activities) Direction 2020 in relation to COVID-19 and will prepare and submit a COVID Safe or COVID Management Plan for SA Health if required.

Name		Date
Organisation and Position		
Signature		

LODGEMENT DETAILS

District Council of Loxton Waikerie PO Box 409 35 Bookpurnong Terrace, Loxton SA 5333 Email: council@lwdc.sa.gov.au	For enquiries, please contact: Sue Schultz Community Development Officer Phone: 08 8584 8000 / Email: council@lwdc.sa.gov.au
--	---

Your application will be assessed and if elements of your information is incomplete a Council representative will be in contact with you.



TERMS AND CONDITIONS

1. The hirer agrees to indemnify and to keep indemnified the Council, its employees and/or agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against any of them arising out of or in relation to any activities under the hire agreement or arising out of breach of any condition attaching to the hire agreement.
2. Where the hirer is a business or the venue hire is associated with a revenue raising activity, incorporated body or corporate function, the hirer shall take out and keep current a public liability insurance policy in the name of the hirer insuring the hirer for the minimum sum of twenty million dollars (\$20,000,000) in respect of any negligent act or omission of the hirer in relation to any activities under the hire agreement.
3. Council has an ongoing public liability insurance policy that may be granted to ad hoc or occasional hirers for liability claims that arise due to acts of negligence. This is provided to uninsured individuals, non-commercial, non-revenue raising or private functions.
4. The hirer is responsible for insurance coverage of all their property equipment and goods that are used, left or stored in our buildings. We accept no responsibility for loss, damage or theft of anything owned by you, on loan to you or on deposit with you.
5. The hirer shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this hire agreement.
6. The hire agreement is not transferable.
7. The hirer shall comply with applicable laws and give all notices required by any legislation relating to an activity under the hire agreement.
8. No food or drink will be offered for sale by any hirer without the prior approval of the Council.
9. Alcohol consumption will be prohibited without prior permission from Council. Council may require the hirer to provide a liquor licence and engage a licenced security officer for large events or if alcohol is being served.
10. No music system or amplified sound to be used by any hirer without the prior approval of the Council.
11. Stalls and exhibitors' sites must be approved by the Council and no approved sites may be altered without the approval of the Council.
12. The hirer is responsible for setting up and cleaning the venue and associated areas and shall ensure that the hire site or sites are left in a clean and tidy condition at the end of the hire.
13. The use of power by hirers shall not exceed that agreed to and approved by the Council. Circuits are not to be overloaded.
14. All doors and windows are securely fastened, and lights shall be extinguished when leaving the venue.
15. In consideration of residents, the hirer is required to ensure that noise is always kept to a reasonable level including when entering or departing the venue.
16. The hirer is required to ensure compliance with the safe operating procedures provided and displayed on site for the operation of Council's equipment.
17. Access to the venue, including deliveries and contractors, is restricted to the hours stated on the hire agreement unless by prior arrangement and confirmation in writing from Council. An inducted person for the hire must always be present whilst the venue is being accessed by you, your representatives, contractors, guests or attendees.
18. A hire agreement is liable to be revoked by Council if the hirer fails to comply with a condition of the hire agreement or may be revoked in any other justifiable circumstance.
19. The District of Council of Loxton Waikerie reserves the right to change the Conditions of Hire and any agreements entered into regarding hire at any time.
20. Animals shall not be brought into the premises unless they are an accredited assistance dog, or otherwise approved by Council.
21. The user/hirer must report to Council all major/critical/serious incidents involving person on Council property or Council property as soon as possible by phoning during office hours Loxton - 08 8584 8000 or Waikerie - 08 8541 0700.
22. Casual hire is normally a family party or private function eg a wedding and hirers cannot use the facility for more than a total of ten (10) days over any twelve (12) month period. Casual hire excludes commercial/income producing hirers, incorporated bodies, sporting clubs or associations of any kind. Casual hirers must provide evidence of suitable liability cover. If cover is required, it can be provided through Local Community Insurance www.localcommunityinsurance.com.au
23. NO ADDITIONAL KEYS MAY BE CUT BY THE HIRER. A hirer or person nominated by the hirer may collect the key(s) and sign out/in the nominated key(s) during office hours 9.00am-5.00pm at the respective council office.
24. Nails, screws or any other fastening devise are not to be driven in or attached in any way to the walls, floors, timberwork, ceilings, furniture or fittings.
25. The emergency exits and walkways must always be kept clear.
26. Repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the permit holder.
27. A contractor or third-party participating organisation must take reasonable care for their own health and safety. They must ensure their acts do not negatively affect the health and safety of others.



Set Up and Pack Down

- Set up and pack up of the venue, the equipment and furniture is the responsibility of the hirer. There is no resident caretaker.
- Any equipment, decorations or personal items are to be removed from premises at the conclusion of the hire unless by prior arrangement.
- Please refer to the 'Special Activities' list for items, decorations, appliances and activities that are not permitted to be used in the venue or may require prior approval

Housekeeping, Rubbish and Cleaning

- The hirer shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
- All litter resulting from hire of the venue must be removed from the venue, including rubbish and recycling bins. Bins are not to be overfilled.
- At the completion of any hire, all floors must be swept, tables, chairs and other furniture placed in their original positions and all areas cleaned to the satisfaction of Council. Failure to do so may result in cleaning fees being charged.
- All venues are strictly non-smoking.
- Smoke/fog/haze machines or similar, candles and incense are not permitted to be used in any venue as they may set off the fire alarms.
- Instructions on safety and fire evacuation and procedures are displayed at the venue. It is the hirer's responsibility to ensure that they are aware of these instructions and that they are always followed.
- Children under the age of 18 years must always be under the direct supervision of an adult.
- All electrical equipment that is more than 12 months past its original purchase date must be tagged and tested and bear a current test tag. This includes any equipment brought onto the premises by the hirer, their contractors, or event attendees/guests.

Storage of Items and Equipment

- Storage of items and equipment is not permitted in any venue without prior written consent of Council.
- Approval for storage of items will be subject to suitable available cupboard, locker or other areas.
- Council deems appropriate to store items that will not impact normal business, other hirers, or activities such as cleaning and maintenance of the venue. Where permission for storage is granted, storage fees may apply.
- Where permission has been granted, storage of items is at the hirers own risk.
- Where permission for overnight storage has been granted, the hirer shall ensure that the surface that the items will be stored on has been cleaned in keeping with terms and conditions, and any further instruction provided by Council staff.
- All items stored overnight shall be removed from the venue by 9am the following morning unless by prior written agreement from Council.
- Storage space and keys to storage areas remain the property of the District Council of Loxton Waikerie.
- Council reserves the right to enforce the removal of stored items and return of keys to storage areas at any time.
- Storage areas are to be kept neat and tidy to ensure the safety of all venue users. Items that are found not to be stored within an allocated storage locker or cupboard, such as on top of lockers, floors, or any other area not expressly agreed by Council in writing, will be treated as lost property.

Special Activities – All Venues

Additional authorisation by Council will be required if the activity includes:

- temporary road closure
- advertising or vehicle displays
- filming or taking photographs in a public space or for commercial purposes
- operating a commercial activity or offering goods, services or products for sale from our Council premises
- cleaning or repairing vehicles,
- busking, singing, playing music, amplifying sound or entertaining in area other than the booked area
- erecting signage, banners or flags in area other than the booked area
- use of flames, lighting fires or igniting exploding or using fireworks/rockets
- consuming, carrying possessing or being in charge of liquor without a liquor licence
- conducting or participating in a marriage ceremony
- camping or staying overnight
- erecting obstacles, obstructions or temporary fencing
- Application requirements and forms can be accessed via the District Council of Loxton Waikerie website



Further Information and Useful Links

Consumer and Business Services: www.cbs.sa.gov.au or 131 882

- o Liquor licencing

Environmental Protection Authority (EPA): www.epa.sa.gov.au or 8204 2004

- o Environmental Information – Types of Noise

Safe Work SA: www.safework.sa.gov.au or 1300 365 255

- o Shop Trading Hours

Government of South Australia: www.sa.gov.au

- o Event Safety and Compliance

COUNCIL USE ONLY SECTION 6 – ASSESSMENT OF APPLICATION

Name of Event		Permit Number	
Name of Event Organiser			
Location of Event			
Date of Event		CM Record No	
Booked in Councils Calendar		Works Request	
Documentation Received and Reviewed			
Public Liability Insurance - Certificate of Currency Insurance for a minimum of \$20m			Yes
Third party Public Liability Insurance Certificate of Currency/Licences			N/A
Individual ad-hoc Public Liability Insurance payment			
Limited Liquor Licence Application Form (<i>if applicable</i>)			
Limited Liquor Notification Form (<i>if applicable</i>)			
If more than 1 food/beverage vendor is registered - Event Food Safety Notification Form is required			
Waste requirements			
Key requirements			
Power requirements			
Event Food Safety Notification Form (<i>if applicable</i>)			
Covid Safe Plan (<i>if applicable</i>)			
Site Plan (<i>if applicable</i>)			
Traffic Management Plan/Map (<i>if applicable</i>)			
APRA or PPCA Licence (<i>if applicable</i>)			
Payment of advertising (<i>if applicable</i>)			
Is your event disability and sensory friendly?			
Will the event have disability bathroom facilities, if not do you require councils disability portable and accessible toilet?			
Additional Notes/Requirements			
Signed on behalf of the District Council of Loxton Waikerie			
Signed		Date	
Name		Position	