



Event Management **WEDDING/FUNERAL CEREMONY 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

Contact Person			
Organisation Name			
Contact Email		Contact Mobile	
Postal Address			
Wedding Participant to complete only			
Bride's Contact Details	Name		
	Mobile		
	Email		
Groom's Contact Details	Name		
	Mobile		
	Email		

SECTION 2 – EVENT DETAILS

Ceremony Date			
Ceremony Location			
Anticipated Attendance	<input type="checkbox"/> 1 - 50	<input type="checkbox"/> 51 – 100	<input type="checkbox"/> 101 - 150
	<input type="checkbox"/> 151 - 200	<input type="checkbox"/> 201 - 250	
Set Up Start Time		Pack Up End Time	
Ceremony Start Time		Ceremony End Time	
Applications are processed in date order, please indicate when you intend on sending out wedding invites to your guest, so approval can be organised prior to this			
Date for sending invitations			
Outline the cleaning management strategy for the site after the function			
Will food and/or beverages be served at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Food Business Notification Number of caterer	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide your Trading name of business: Do you have a Food Business Notification (FBN) Number? Yes <input type="checkbox"/> No <input type="checkbox"/>		



	<p>If yes, please attach Food Business Notification Certificate. (If unsure of your FBN please contact Council's Environment Health Officer on 8584 8000)</p> <p>Please list the food and/or drinks that will be supplied below. Do these comply with your FBN certificate?</p> <p>Will the items be Sold or Consumed? Sold <input type="checkbox"/> Consumed (free) <input type="checkbox"/></p>
Contact Person	Contact Number

SECTION 3 - EVENT SERVICE REQUIREMENTS

If available at the site do you require any of the following services?
NOTE A cost may be applicable, please clarify with the Community Development Officer approving this application

	Yes	No
Access to Power If yes, provide details of requirements and locations on your site map		
Access to water (note - water is not available on all reserves) If yes, provide details of requirements and locations on your site map		
Access through locked gates/bollards If yes, provide details of requirements and locations on your site map		
Access to Toilets If yes, provide details of requirements and locations on your site map		
Are reserved/modified car parking arrangements required? If yes, provide details of requirements and locations on your site map		
Have transport services been arranged to bring guests eg shuttle services of buses? If yes, provide details of requirements and locations on your site map		
Are you requesting to park wedding/funeral cars on location? If yes, provide details of requirements and locations on your site map		
Please take particular care when driving or parking on any of Council's Parks & Gardens. Any damage to the lawns and its surroundings will be the responsibility of the event applicant, therefore we advise that cars should not be parked on the lawns if wet. Council's General Inspector may inspect the area to ensure compliance.		
Will you be erecting any structures? E.g. Archway, shade marquees If yes, provide details of requirements and locations on your site map Please describe the temporary structures (size & type)		
If you intend to erect any structure for your ceremony on land under the care and control of the Council, you must accurately indicate this. Council has a complex irrigation system and will advise of appropriate areas prior to your event to ensure irrigation systems are not damaged or punctured.		
Do you require amplified sound at your ceremony? Please list equipment that will be used (PA system, band sound system, etc)		
You may be required to purchase 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.		
Access to Traffic Cones If yes, provide details of requirements and locations on your site map		
Will alcohol be consumed at your ceremony? If yes, 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. If required, the 'Limited Liquor Licence Application Form' can be downloaded from www.olgc.sa.gov.au.



Note: Some areas are designated 'Dry Zone' areas where alcohol cannot be consumed during certain times. Please check on the below link if your requested area is included in a Dry Zone area
<https://www.loxtonwaikerie.sa.gov.au/community-information/dry-zone-areas>

Please provide the date that you contacted the Office of the Liquor and Gambling Commissioner	
<p>Have you been advised by the Office of the Liquor and Gambling Commissioner that your wedding ceremony requires a Liquor Licence?</p> <p>If 'Yes', please remember that a Limited Liquor Licence Application Form must be lodged with the Office of the Liquor and Gambling Commissioner at least 14 days prior to the event. You will also need to submit a completed Limited Liquor Licence Notification Form. This form can be downloaded from the District Council of Loxton Waikerie website to submit along with your Limited Liquor Licence Application Form.</p>	
<p>Other Requests – Please Specify Below</p>	

SECTION 4 – SITE PLAN

Please provide a site plan of your ceremony on this application or please attach

Please ensure to indicate where chairs, archways and shade tents (if applicable) will be located. If you are using power for a CD Player or PA System, please mark where equipment and cords will be safely placed. (If you ticked yes to any items in section 3 these need to be included either below or on an attached site plan document.)

SECTION 5 – RECOGNISING SOCIAL INCLUSION AND ACCESSIBLE EVENTS

<p>Is your event disability and sensory friendly?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details</p>			
<p>Will the event have disability bathroom facilities, if not do you require Council's disability portable and accessible toilet?</p>	<p>Yes</p>		<p>No</p>	
<p>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</p>				



SECTION 6 – 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 eg celebrant
<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"/>	Food Business Notification Number and Certificate <i>(if applicable)</i>
<input type="checkbox"/>	Food Safety Supervisor Certificate <i>(if applicable)</i>
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Traffic Management 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 7 – 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.

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 event holder agrees to indemnify and to keep indemnified the 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 or any of them arising out of or in relation to the issuing of the permit.
2. The event holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of twenty million dollars (**\$20,000,000**) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The event holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. 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.
5. The Permit holder shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit, and where appropriate shall comply with, and give all notices required by any Act of Parliament, ordinance, regulation or By-Law relating to the activity.
6. The permit is NOT transferable.
7. No food or drink will be offered for sale by any permit holder without the prior approval of the Council. The permit holder must complete a "Temporary Food Premises" application form at least 7 days prior to the event if food is to be sold or provided.
8. A contractor or third-party participating organisation to the permit holder 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.
9. No music system or amplified sound to be used by any permit holder without the prior approval of the District Council of Loxton Waikerie. Provide proof that APRA & PPCA Licences have been obtained where applicable.
10. The position of stalls and/or exhibitor's sites are to be approved by the Council prior to the date of the event and may not be altered without the approval of the Council.
11. The permit holder shall ensure that the site or sites are left in a clean and tidy condition at the end of the event. It is the responsibility of the permit holder to remove from the site all litter resulting from the event. Failure to do so may result in cleaning fees being charged.
12. The use of power by permit holders shall not exceed that agreed to and approved by the District Council of Loxton Waikerie. 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.
13. The permit holder must take all reasonable precautions to avoid damage to services and must immediately notify the council in the event of damage to any grassed surface, tree, shrub, flower bed, water, gas, electric, telephone, or other service within the area or connected to the activity.
14. This permit will not come into operation until proof of the Certificate of Currency Insurance has been provided to the Council, all fees have been paid, and a copy of this document, signed by the Council has been returned to the applicant.
15. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit & may be revoked in any other justifiable circumstances.
16. This permit must be available for inspection by the General Inspector if requested.
17. Permission is liable to be revoked by Council if the event organiser fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
18. Permission to commence event will not come into operation until proof of all required documentation has been provided to the Council and a permit, authorised by Council, has been returned to you.
19. Public space areas cannot be reserved or cordoned off
20. Applicants must be eighteen (18) years or over.



COUNCIL USE ONLY SECTION 7 – 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			Date & Method
Public Liability Insurance - Certificate of Currency Insurance for a minimum of \$20m			Yes
Are there any other third-party participating organisations who may provide the following services – Celebrant and party equipment			N/A
Public Liability Insurance Certificate of Currency, licences, site inductions			
Individual ad-hoc Public Liability Insurance payment			
Limited Liquor Licence Application Form (<i>if applicable</i>)			
Limited Liquor Notification Form (<i>if applicable</i>)			
Food Business Notification Number and Certificate (<i>if applicable</i>)			
Food Safety Supervisor Certificate (<i>if applicable</i>)			
Site Plan			
Traffic Management Plan/Map (<i>if applicable</i>)			
APRA or PPCA Licence (if applicable)			
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	