

Minor Event Application

Mid Murray Council 49 Adelaide Road, Mannum SA 5238 - Phone 08 8596 0100 - postbox@mid-murray.sa.gov.au

For an event to be held on Mid Murray Council land or land under the care and control of Council

Event Type	Description	Lodgement Deadlines
Minor Event	An event expecting to attract no more than 50 people at any one time, includes a formal ceremony, intends to provide (not sell) food or beverages or requires amplified music, etc.	30 days or more prior to the event


Examples of a **Minor Event** may include a Club Gathering, Wedding, Exhibition or Display, or other 'formal' social gathering.

1. APPLICANT & EVENT DETAILS

Organisation:			
Contact Name:		Position:	
Address:		Mobile:	
Phone:			
Email:			
Name of Event:			
Event Description:			
Date(s):			
Estimated Daily Attendance:			
Event Start Time:		Event End Time:	
Proposed Location:			
Location Address:			

2. EVENT INSURANCE

Note: Event Organisers are responsible for the safety of event participants and spectators. Council does not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of your event.

 Please attach a copy of your Certificate of Currency of your Liability Insurance (Public and Products) to the minimum sum of \$20 million

If a copy has not been attached, please explain:

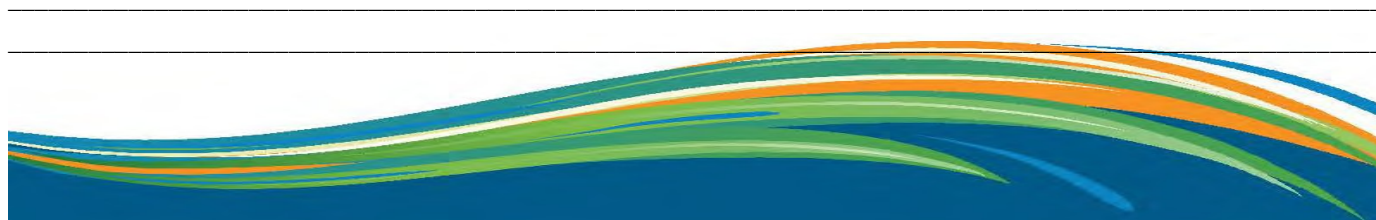
3. POWER

Note: Single-phase power involves a 240kw power outlet. Most domestic loads are single phase. Three-phase systems allow you to power larger motors and other devices such as generators. If using a portable power source for audio, power must be earthed.

Is power required for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, safety issues must be considered. All power leads must be tagged and tested and must be covered with approved safety pads to prevent damage by both pedestrian and motorised traffic. Potential hazards relating to power must be addressed. Refer to Section 6: Risk and Emergency Management

Details of requirements:



4. WASTE MANAGEMENT

Will your event require assistance with waste management?

Yes ☐ No ☐

If yes, please provide details (e.g. number of bins required):

5. NOISE

Under the requirements of the Local Nuisance and Litter Act 2016, applicants are required to seek an exemption from Council from creating a local nuisance (Noise)

Will your event include amplified music, speeches, etc?

Yes ☐ No ☐

If yes, please provide details including what will be amplified, volume (decibel level if known) and time:

6. LIQUOR LICENSING & ALCOHOL CONSUMPTION

Will alcohol be provided or sold?

Yes ☐ No ☐

Note: If yes, a 'Limited Liquor Licence' may be required



Attach a copy of the Limited Liquor Licence

Comments:

7. FOOD OUTLETS

Will food be provided (not sold) at the event?

Yes ☐ No ☐

Note: If yes, please indicate the Food Business Notification (FBN) number for the food outlets in attendance. If the food outlet does not have a FBN number, please complete a Food Business Notification (FBN) form, available on Council's website.

A copy of Public Liability Insurance Certificate of Currency for the minimum sum of \$20 million must be lodged with Council at least 14 days **PRIOR** to the event for each participant.

Business Name	Contact Details	Type of Food (or provide copy of menu)	Food Business Registration Number
	Name:		<input type="checkbox"/> FBN _____ <input type="checkbox"/> Public Liability Insurance
	Address:		
	Phone:		

Ref: Food Act 2001

8. OTHER PARTICIPATING ORGANISATIONS/BUSINESSES/GROUPS

Will any (non-food related) organisations/businesses be participating in the event?

Yes ☐ No ☐

Note: Please list the any contractors and or services that will be engaged as part of the event (e.g. entertainment)

Name of Stall/Exhibitor	Type of Stall (Products/Goods for Sale)	Contact Details	Documents
		Name:	<input type="checkbox"/> Public Liability Insurance Expiry:
		Address:	
		Phone:	



9. COVID-19 SAFETY REQUIREMENTS

Minor Event Applications are required to meet any COVID-19 restrictions applicable at the time of submission.

Council encourages all applicants to familiarise themselves with the current Emergency Management Direction on Public Activities, as well as the latest information on the official South Australian Government's website.



Attach a copy of any relevant COVID Management Plans and/or documents

If a copy has not been attached, please explain:

10. CONDITIONS

1. This Permit does not give exclusive use of any total reserve, park or garden area, and the general area must remain accessible to other members of the public throughout any private or corporate Event therein.
2. Persons organising or participating in private Events in a reserve, park or garden area, do so at their own risk. The Council accepts no liability for loss, and the permit applicant must agree to indemnify and to keep indemnified the council, its servants and agents 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.
3. The Applicant / Permit 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 Applicant / Permit Holder in relation to the activity.
4. No umbrellas or marquees/tents may be erected within the reserve, park or garden area without specific prior written permission being obtained.
5. No vehicles of any type may be driven onto the reserve, park or garden without the prior written approval of Council. Unauthorised vehicle access on reserves is a breach of Council By-laws, and will result in the issue of an expiation notice.
6. Any amplifiers, announcements, music or other noise, is to be kept to a minimum and at a volume that will not cause undue disturbance or annoyance to nearby residents.
7. No food or drink may be offered **for sale** without the prior approval of the Council.
8. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
9. Repair or replacement of damaged property will be the responsibility of the permit holder. If repair or replacement of damaged property is not undertaken within a reasonable time, council may repair or replace and recover costs from the permit holder.
10. Any incident(s) which may give rise to any potential claim(s), is to be notified as soon as practical to the Councils' Risk Management Officer.

DECLARATION

I declare that I am over 18 years of age and have read and understand the permit conditions, and agree to abide by the said conditions.

Name (Print):	Position:
Signature:	Date:

FOR OFFICE USE ONLY

Council Authorisation

Application Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>
By (Print Name):	Date:
Position:	
Signature:	

END OF DOCUMENT

