

# EVENT BOOKING APPLICATION FORM



With this application you must include the following:

- Event brief (detailed description of the event including the reason it is being held)
- Copy of site plan (displaying all event equipment, structures, vehicles, routes and facilities)
- Copy of your public liability Insurance - Certificate of Currency
- Application must be sent in at least one (1) month prior to the event
- Council must receive payment within 7 days **prior** to the event.

<b>Office Use</b>	Booking fee: \$	Cabarita:	Prince Edward:	Misc:
	Fee Paid \$	Receipt No:	Date:	
	RM Number:		CSO:	

## Organisation details

Organisation name:			
Contact name:			
Company Seal: (If applicable)			
ACN:		ABN:	
Organisation address:			
Suburb:		Postcode:	
Phone (m):		Phone (w):	
Email:			

## Event Details

Date/s of Event:				
Location:				
Times the area is required: (including setup and pack up):	From:		To:	
Times of Event:	Start:		Finish:	
Description of event:				
Site contact person:		Phone(m):		
Estimated number of people:				

## General information

(Please complete each section) if a category does not apply to your event please mark NOT APPLICABLE.

### 1. Estimated attendance

a) Estimated attendance per day of participants:	
b) Estimated attendance per day of spectators:	

## 2. Access to event site by machinery/ vehicles

If access to the proposed event site is required, describe the nature/size/number of vehicles, number of vehicle movements and the purpose of access: (Please indicate in your site plan the vehicle access corridor and vehicle locations).


**Please note: No vehicles other than those specially approved are permitted on Councils sportsgrounds or reserves.**

## 3. Parking

Is it proposed to provide extra parking?  Yes  No  
(If yes, please indicate where on the copy of site plan)

## 4. Road closures

Do you require full or partial temporary road closures?  Yes  No

If yes, a traffic management plan is required, (in accordance with RTA Guidelines – ‘Traffic Management for Special Events’) please provide details below or attach to this document.


**Please note:**

- **Permission must be obtained from the City of Canada Bay Traffic Committee (attended by Council, RTA and Burwood Police) for road closures. This must be requested 16 weeks (4 months) prior to the event to allow for referral to the Traffic Committee, Council and Advertising. Failure to comply may jeopardise approval of application.**
- **All emergency services must be advised of any road closures prior to the event.**

## 5. Barricades

Do you require any barricades?  Yes  No

If yes, how many?

## 6. Waste Management

Do you have a cleaning management strategy in place to ensure the event site is clear of waste following the event?  Yes  No

Do you require Council to provide bins for your event?  Yes  No

No. of Bins Required:

Date(s) required:  Time of delivery:

Fees: **As per Council's Fees and Charges**

### 7. Advertising signs

Is outdoor advertising planned?  Yes  No

(If yes, please indicate where on the copy of site plan)

If yes, a Temporary Sign Banner Display application form must be completed which can be found on Councils website link: [http://www.canadabay.nsw.gov.au/council\\_forms/council\\_forms\\_page.html](http://www.canadabay.nsw.gov.au/council_forms/council_forms_page.html)

### 8. Sale of food at the event

Do you proposed to sell food?  Yes (continue below)  No

If yes, have you completed:  Section 68 Local Government Approval 'Temporary Food Event (Public Land) application form

(please see information below for more detail) **AND**

Temporary Food Event - Food Vendor Notification forms

All food sold within NSW must comply with the requirements of the NSW *Food Act 2003*, NSW *Food Regulation 2015* and the FSANZ *Food Standards Code*.

To register the sale of food at your event on public land and satisfy the notification requirement for food vendors under the Food Act 2003 you are required to:

- Complete and return Councils 'Section 68 Local Government Approval 'Temporary Food Event (Public Land) application form' located on Council's forms and fact sheets page under the forms section 'Food Handling' [http://www.canadabay.nsw.gov.au/council\\_forms/council\\_forms\\_page.html](http://www.canadabay.nsw.gov.au/council_forms/council_forms_page.html). Note: this form applies for approval under the Local Government Act 1993 to sell food on Public Land.
- Pay applicable fees upon lodgement of this form
- Distribute the 'Temporary Food Event - Food Vendor Notification form' located on Council's forms and fact sheets page under the forms section 'Food handling' [http://www.canadabay.nsw.gov.au/council\\_forms/council\\_forms\\_page.html](http://www.canadabay.nsw.gov.au/council_forms/council_forms_page.html) to all food vendors. Note under the Food Act 2003, the proprietor of a food business, including a temporary food stall, must not conduct the food business unless the proprietor has given written notice, in the approved form that is to be notified to the appropriate enforcement agency before the business is conducted.
- Submit the completed Temporary Food Event Food Vendor Notification Form for each food vendor in one submission. (The 'Temporary Food Event - Food Vendor Notification form' form must be completed by each food vendor and returned to the nominated event organiser and submitted to Council at least fourteen (14) days prior to the event)

Approval will not be granted until both the Section 68 Local Government Temporary Event form has been submitted and each Food vendor has completed the Temporary Food Event - Food Vendor Notification form and all forms submitted to Council by the event organiser. **Penalties apply to businesses selling food without a valid approval.**

### 9. Noise

Will there be a public address system used?  Yes  No

Times P.A system is proposed to be used: From:  To:

Are there any other potentially noisy activities proposed for the event?  Yes  No

If yes, please specify:

If the answer is yes to any of the above, please complete the following. You may be required to produce a current copy of your APRA licence.

**Noise is controlled under the NSW *Protection of the Environment Operations Act 1997* and is administered by Council and the NSW Police. Any approval for use of a reserve by Council is subject to the above Act.**

What type of musical performance is proposed?

Number of speakers/ Sound Power level (e.g. 240 - watt speakers)

Proposed performance times or occurrence of noisy activities: From:  To:

What measures have been taken to reduce the noise impact on neighbouring residents?

**10. Alcohol**

Is it proposed that alcohol be consumed?  Yes  No

It is proposed that alcohol be sold?  Yes  No

**PLEASE NOTE:**

- If it is proposed to sell alcohol, an appropriate liquor licence must be obtained from the liquor Administration Board, Level 13, 323 Castlereagh Street, Sydney. A copy of this liquor licence is to be provided to Council a minimum of 7 days prior to the event.
- Alcohol is not permitted in Council's Parks and Reserves

**11. Power requirements**

Will you be using Council power (is available/approved)?  Yes  No

Please give details of your power requirements:

**Conditions and requirements**

- All electrical equipment must have been tested and tagged as per Work Cover Code of Practice
- Residual current detectors should be used as an added safety precaution
- All your power connections must conform to the Australian Standards for electrical wiring

**12. Temporary Structures**

Do you propose to have temporary structures?  Yes  No

Type of devise and structure:

Is it proposed to have a fireworks display?  Yes  No (For a fireworks display, approval must be granted by WorkCover: see [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) for more information

(If yes, for any of the above, please indicate size(s) and location on the copy of site plan and provide details below:

**Conditions:** Council requires a copy of Public Liability from the company providing the amusement devices/scaffolding etc.

**Device/Structure Owner Details**

Name of Organisation:

Contact Name:

Address:

Suburb:  Postcode:

Phone (m):  Phone (w):

Email Address:

Device Details		
NAME OF DEVICE	REGISTRATION NUMBER	REGISTRATION EXPIRY DATE

**Temporary Structures - Dimensions**

**13. Safety procedures**

Please provide safety procedures that will be in place for the event (for example evacuation plans, safe work methods, first aid arrangement etc.). An event safety checklist has been attached to this form to assist you in organising a safe event.

**14. Security**

Please detail event security measures that will be in place?

Have you notified emergency services e.g. Police, Ambulance and Fire?  Yes  No

**15. Financial**

Is this a profit making venture or a community awareness campaign with monetary gain?  Yes  No

(If yes, please indicate where profit will be directed, and please indicate if it is part of a business enterprise. If it is part of a business enterprise, you must provide a copy of your Certificate of Registration or Business Name and your ABN).

Are you charging an entry fee for this event?  Yes  No

If yes, please indicated how much you are charging: \$

**16. Product sales or give-aways**

Do you plan to give away products? (other than food)  Yes  No

Please provide details:

### 17. Current Insurance cover

- a) Assets: - Council will not be responsible for any equipment
- b) Liabilities: - Your organisation is to produce a current Public Liability Policy (Certificate of Currency) held with an acceptable Insurance Company with a minimum cover of \$20 million indemnity

A copy of the Certificate of Currency is to be provided to Council with this application at least one (1) month prior to the date of the event, following site confirmation. A receipt for payment of an insurance premium will not be accepted. **The event will not be permitted to commence without such a policy in place.**

- c) Personal Accident/Workers Compensation: - The event organiser is responsible to ensure that all parties involved in the organisation of the event has suitable insurance cover. Council will not be responsible for any personal injury to event personnel and requires indemnification from the event organiser should any claims be made against Council. A copy of the Personal Accident/Workers Compensation Certificate should be supplied.

**I certify that the foregoing information is correct to the best of my knowledge and belief, and undertake to advise Council should there be any alterations or additions to the information supplied.**

Council requires evidence of your current Public Liability Policy, identifying and naming the City of Canada Bay Council or 'any local government where the activity is taking place', with a cover of \$20 million.

Public Liability Insurer:

Amount of Cover: \$       Expiry Date:

### 18. Amenity block keys (\$100 bond per key)

Do you require keys for the amenity block toilets?     Yes     No

### 19. Declaration

I have supplied all required documents and confirm that all of the details I have provided are true and correct. I understand that I will need to submit a new application for each event. In signing this form I acknowledge that I have read and accepted the 'Conditions of Park Hire'.

Full Name:

Signature:       Date:

### OFFICE USE ONLY - Checklist

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Access Plan (if required) | <input type="checkbox"/> Alcohol/Liquor licence   | <input type="checkbox"/> Barricades (if required) |
| <input type="checkbox"/> Bins (if required)        | <input type="checkbox"/> Copy of Public Liability | <input type="checkbox"/> Safety Plan              |
| <input type="checkbox"/> Temporary Sign            | <input type="checkbox"/> Temporary Food Vendor    | <input type="checkbox"/> Temporary Structures     |
| <input type="checkbox"/> Transport Management Plan | <input type="checkbox"/> Toilet keys              |   |

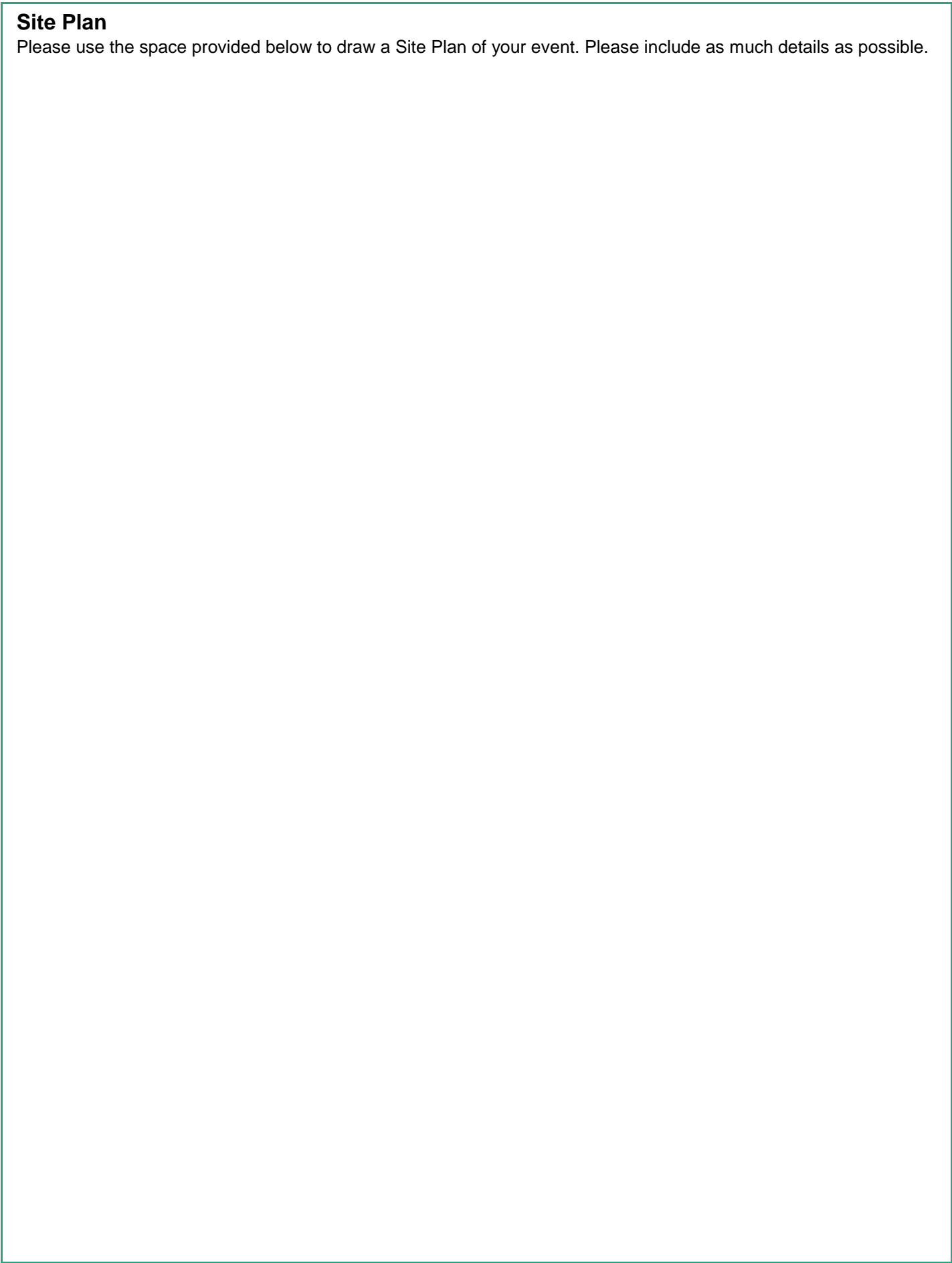
### Lodgement of form options

Postal Address: City of Canada Bay Civic Centre  
1A Marlborough Street, Drummoyne, NSW 2047  
Locked Bag 1470 Drummoyne NSW 1470

Email: [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
Contact: 9911 6555  
Website: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)

### **Site Plan**

Please use the space provided below to draw a Site Plan of your event. Please include as much details as possible.



# EVENT SAFETY CHECKLIST

(TO BE COMPLETED BY EVENT ORGANISER)

This checklist is designed as a guide only, to assist you in providing a safe and fun event for everyone.

(Tick box as required, place X if N/A)

## Event Organisation

- Have the following key personnel been identified? Event Organiser, Crowd Control, Security, First Aid, Council, Volunteers etc.
- Have you decided who should be responsible for health and safety at your event?
- Do you know how many people you are expecting?
- Do you have trained, briefed and clearly identifiable crowd control/security/volunteers?
- Have you set up a reliable system of communication between key people and with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?
- Do you require a Traffic Management Plan?
- Is a Place of Public Entertainment licence required?
- Have you set up a contingency in place of wet weather?
- Have you ordered bins?
- Have you completed the amusement devices section?
- Have you completed the Sale of Food section?

## Site Layout

- Is the site suitable for your event and its proposed activities?
- Do you know where the entrances and exits are on your site?
- Are the entrances and exits controlled, marshalled, suitable for prams and wheelchair and appropriately signed?
- Have you met the needs of people with disabilities?
- Are crowd barriers necessary?
- Do you need any other special arrangements i.e. lost children, lost property, drinking water, toilets, noise control or parking?
- Do you have methods in place for security equipment in case of strong winds?
- Is the event taking place at night? If so, are all areas that the public has access to adequately lit?

## Risk Management

- Have you carried out a Risk Assessment to make sure you have all the necessary health and safety measures in place?
- Do you have adequate insurance cover?
- Have you supplied a copy of your Certificate of Currency for Public Liability Insurance (minimum \$20mil) to Council?
- Have all third parties involved in your event supplied details of their insurance cover i.e. current Certificate of



### Emergency Services

- Are emergency procedures in place and have these been agreed to by emergency services?
- Can emergency services get into and out of the site easily?
- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you have access to fire extinguishers?
- Do you have an emergency plan? Does it cover everything? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?
- Have you distributed a list of emergency contacts?

# NOISE CONTROL AT EVENTS

**The City of Canada Bay area is host to many fantastic events throughout the year. Events can range from small events involving few people, to large events involving many thousands of people. Regardless of the event size, noise generated by the event can be a major issue for local residents and therefore must be managed when holding an event within the City.**

Noise from events is regulated under the NSW Protection of the Environment Operations Act 1997. The Act provides regulatory authorities with the adequate tools required to ensure that events do not create a nuisance to residents within the vicinity of the event. Under the Act, Council can issue Notices to control noise or fine event organisers that do not take the appropriate measures to control noise from their event.

When assessing noise from an event, Council will determine whether the noise is, or is likely to be offensive noise. Under the Act, offensive noise means:

- (a) that, by reason of its level, nature, character or quality, or the time at which it is made, or any other circumstances:
- i. is harmful to (or is likely to be harmful to) a person who is outside the premises from which it is emitted, or
  - ii. interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted, or

- (b) that is of a level, nature, character or quality prescribed by the regulations or that is made at a time, or in other circumstances, prescribed by the regulations.

Careful management of noise from events is required to ensure that offensive noise is not emitted. Noise mitigation measures might include:

- 'Letterbox drop' to neighbouring residents advising them of the event details and contact details.
- Siting potential noise sources as far away as possible from residents.
- Orienting potential noise sources away from residents (i.e. turn speakers away from residents).
- Restricting use of a PA system to authorised people and special announcements only.
- Mount any speakers as far down poles as possible and at a downward 45° angle.
- Ensuring that the noisiest activities at the event are conducted at 'reasonable' times.
- Controlling speaker volumes to 'reasonable' levels.
- Limit noisy activities to short durations.

By controlling noise from your event, both you and your event participants will be able to enjoy the event without troubling local residents and ensure that you are able to hold future events within the City.

# COMMUNITY SPONSORSHIP GUIDELINES

## This summary provides an outline of Council's Community Sponsorship Guidelines.

- Council considers sponsorship the purchase of usually tangible, exploitable potential for example rights and benefits associated with an event or activity which results in tangible benefits for the sponsoring company such as image or profit enhancement;
- The Community Sponsorship Guidelines outline the official procedure for external organisations who seek sponsorship for their privately run event/initiative from the City of Canada Bay;
- All sponsorships undertaken with Council will be in accordance to Council's Sponsorship Policy and procedures, and to the mutual benefit of both parties;
- Sponsorship requests will be assessed against whether:
  - the event or initiative contributes to one or more of the FuturesPlan20 key themes;
  - the event is targeted at local and/or regional audiences; and
  - the event is held in a local village or a location different to where Council stages its major events.

## Funding rounds

- Two funding rounds are available each year, each round with set budget limits determined annually as part of Council's overall budget;
- Round One - for events/initiatives scheduled from 1 July-31 December;
- Round Two - for events/initiatives scheduled from 1 January-30 June;

- Applications for Round One are to be made from April-May (inclusive); and
- Applications for Round Two are to be made from September-October (inclusive).

## Assessment of applications

- Council officers will assess applications in accordance to the criteria listed in the Guidelines and Council's Sponsorship Policy;
- Before any sponsorship can be assessed, a Seeking Sponsorship from the City of Canada Bay Council application form must be completed and sent to Council's Sponsorship Coordinator;
- An External Event Booking application form must also be completed and sent to Council's Parks and Recreation Bookings Coordinator;
- It is requested these two forms be submitted simultaneously;
- Recommendation of sponsorship agreements will be outlined in a report to Council for final determination; and
- Applicants will be advised of the result of their application one month after close of submissions (please note Council reserves the right to adjust this time-frame in complex applications beyond their control).

Please keep time frames in mind when preparing and/or making an application.

Please refer to Council's Community Sponsorship Guidelines for further detail. The Guidelines are available on Council's website [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au).