



### RESERVE NAME

Name of the Function:

Purpose of Function:

Applicant's Name:

Organisation (if applicable)

Postal Address:

Phone, Fax, E-mail and Mobile:

.....

Website Address (if applicable)

Date(s) of the Function:

Duration Time(s) of the Function:

Setting Up Time/Date(s)

Pack Down Time/Date(s)

**PLEASE ANSWER THE QUESTIONS BELOW THAT ARE RELEVANT TO YOUR FUNCTION. IF PARTS OF THIS FORM ARE NOT RELEVANT PLEASE DRAW A LINE THROUGH THAT SECTION.**

### REASONS FOR AN APPLICATION FORM

The venue requested for hire is public land for the benefit of the community of Victor Harbor. Council needs to be confident that events and functions occurring on community land are suited to the space and that events and functions are properly managed reducing the risk of damage to the asset and residual risk to the Council. The information sourced through this application assists Council staff with ensuring that all insurances, environmental health guidelines, environmental pollution notifications and alcohol permits/zones are covered for your function. It also allows the City of Victor Harbor staff to adequately prepare the site for the function (ie marking of irrigation systems) and ensures that programmed functions do not conflict with other such events or capital works in the area. Hire fees collected cover costs associated with any power usage, reserve and street infrastructure maintenance and administration costs.

PLEASE NOTE : By completing the form and gaining approval for the use of the reserve does not provide exclusive use of the reserve as it is a public area.

## HIRE CLASSIFICATION

Is your function activity anticipated to :

Require road closures

Involve the sale of alcohol and or require alterations to the existing dry zone

Likely to cause significant inconvenience to local residents / businesses

Seek significant sponsorship either cash or in-kind from Council (greater than \$500)

Attract over 500 people

**If yes** to any of the above, your function is likely to be considered a Major Festival or Event. Further detail can be obtained from the City of Victor Harbor website ([www.victor.sa.gov.au](http://www.victor.sa.gov.au)) or contact the City of Victor Harbor on 8551 0500 for further information. If classified a Major Festival or Event applicants will need to complete the Major Festivals & Events Application Form in lieu of the Oval/Reserve Beach Hire Application Form. Prior to completing the Major Festivals & Events Application Form applicants must contact the Council's Economic Projects Co-ordinator.

## HIRE FEES

Please refer to [www.victor.sa.gov.au](http://www.victor.sa.gov.au) for the current hire fees and associated charges.

Please note that bond will be required on confirmation of booking along with a power box key deposit (if applicable).

### **Hire of Encounter Lakes/Franklin Island Waterway**

Does your event require use of the Encounter Lakes waterway for any aquatic activity?

YES

NO

*If yes, please complete the Encounter Lakes Aquatic Activities Permit Application which can be downloaded from Council website [www.victor.sa.gov.au](http://www.victor.sa.gov.au) or contact Council on 8551 0500 for further information.*

## PUBLIC LIABILITY INSURANCE

The Applicant agrees to indemnify and to keep indemnified the City of Victor Harbor, 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 any of them, arising out of, or in relation to the related hirer. The Applicant shall provide confirmation to the satisfaction of the City of Victor Harbor of such Public Liability insurance cover prior to the commencement of the said hire period.

If an applicant – other than a business or organisation - can not obtain public liability insurance to cover the event an individual or one off booking is covered under City of Victor Harbor General and Products Public Liability cover, but in the event of any claim a \$250 Excess will be the responsibility of the said hirer.

I have provided evidence within my application of a current Public Liability Insurance Policy with a minimum cover of \$10 Million.

I acknowledge that I have not provided evidence of a current Public Liability Insurance Policy. As an individual or one-off booking (in accordance with the above conditions) I understand that I may be covered under City of Victor Harbor General and Products Public Liability Policy, but in the event of any claim I understand that I will be liable for the payment of a \$250 excess, in the event of a claim.

**SITE MANAGEMENT**

**SITE MAP**

Please include a site map with your application, while providing details of any other types of structures that maybe erected/installed at the function:

Will the function impact on underground watering systems?	YES	NO
Do you require vehicle access to the reserve?	YES	NO

Purpose:

*NOTE: Vehicles are not permitted to remain on reserve; special condition of approval required.*

**POWER REQUIREMENTS**

All power leads used on site must be appropriately tagged and tested, in accordance with the Australian Standard.

Is there a requirement for power?	YES	NO
<input checked="" type="checkbox"/> 10 amp points		
<input checked="" type="checkbox"/> 15 amp points		

What purpose(s) will the power be used for?

*A key deposit will be required for access to power facilities. Keys are available from Councils Environment & Infrastructure Department.*

**PUBLIC ADDRESS SYSTEM/PERFORMANCES OR OTHER AMUSEMENTS**

Will there be a public address (PA) system used?	YES	NO
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**If yes**, at what times is the PA proposed to be used from: \_\_\_\_\_ to: \_\_\_\_\_

Will there be live music/entertainment performed at your function ?	YES	NO
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Do you intend to have amusements (eg. bouncy castles, rides)?	YES	NO
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**If yes**, what type of performance/musical/amusements are proposed?

*Please supply a program detailing the performers and the type of music and include with this application. Subject to the nature of the event some restrictions maybe placed on the extent of music where performance times may impact nearby residents.*

**PROMOTIONAL MATERIALS**

Will promotional materials be made available or circulated? YES NO

If yes, please specify type (ie. flyer/gift bag)

**SIGNS**

Are signs to be placed on Council land ie. street, road, reserve? YES NO

If yes, please specify type of sign (ie. feather banner, A Frame, LED Trailer) and location.

**CAR PARKING**

Will reserved/modified car parking arrangement be required? YES NO

*If yes, please supply a plan showing your proposed parking arrangements, this maybe shown on the Site Plan. Approvals for permits or the alteration of existing parking arrangements will need to be reviewed by the Senior General Inspector.*

Do you wish to hire the Esplanade Car park? YES NO

*The car park is located adjacent to Warland Reserve and has the capacity to accommodate up to 150 vehicles. Hire space is only available West of the ticket machine adjacent to Visitor Information Centre. Access to the parking permitted spaces adjacent to the Visitor Information Centre are to remain open at all times, consequently the entrance closest to the Visitor Information Centre is NOT to be closed-off to ensure access for permit holders. Please refer to [www.victor.sa.gov.au](http://www.victor.sa.gov.au) for the current hire fees.*

Applicants wishing to hire the space must complete the section below :

Reasons for your application to use the car park

Number of vehicles anticipated?

**SERVICE OF FOOD**

Is food being sold or provided at no cost, at your function ? YES NO

Is food being prepared on site or brought in? YES NO

*No food vendors are to operate on Warland Reserve, Soldiers Memorial Gardens or Soldiers Memorial Reserve, due to the proximity to existing food businesses, unless approved by Council.*

If food is being provided please specify the type and manner in which it will be served:

Will running potable water be required on site? YES NO

**If yes**, please provide details of how this will be provided.

Where council have approved food vendors to operate on council land, vendors will need to be registered with a local government and/or have a current Food Business Notification Number (FBN). Vendors wishing to become registered need to contact **The Environmental Health Department of City of Victor Harbor by phoning 8551 0500.**

*The Food Act imposes standards with respect to food intended for human consumption and to ensure the observance of proper standards of hygiene in relation to the manufacture, distribution and storage of food that is intended for human consumption. These standards are available on Council's website [www.victor.sa.gov.au](http://www.victor.sa.gov.au). Council's Food Vending Policy outlines the minimum requirements for safe disposal of wastewater.*

**PUBLIC TOILETS & PUBLIC HEALTH**

Does your function require access to Council's toilets? YES NO  
*If applicants require the use of existing public toilets to service their function, cleaners will be required to service the toilets between normal Council cleans. This cost will need to be covered by the applicant.*

**If yes**, which toilet facilities?

Do you wish to have access to toilets outside of normal opening hours (after 6pm) YES NO

Will your function be supplying additional temporary toilets? YES NO

**If yes** please advise how many toilets, will be installed onsite  
*Please ensure that toilets are indicated on the site map presented to council.*

Does the function involve any animal keeping/handling? YES NO  
*For further information on animal handling procedures involving the public, please contact the Council's Environmental Health Department on 8551 0500*

**WASTE MANAGEMENT AND CLEANING**

Does your function require additional 240L mobile garbage bins? YES NO

For all waste management services please contact Fleurieu Regional Waste Authority on 8555 7402.  
*Costs associated with addition bins will be the responsibility of the applicant.*

Please outline the cleaning management strategy for the site, post function.  
*(if the site is not left clean, costs associated with cleanup will be deducted from any bonds collected).*

**SPONSORSHIP**

Victor Harbor based community non for profit organisations maybe eligible for council assistance in the form of fee waiver and services provided by council depot staff. Requests for sponsorship will need to address the essential criteria outlined within City of Victor Harbor’s Donation Policy. A copy of the donations policy can be obtained from [www.victor.sa.gov.au](http://www.victor.sa.gov.au). Applications that do not address or meet the criteria will not be considered.

Please detail your request for assistance in the box below. Applicants may wish to provide additional information in the form of a covering letter addressed to Council’s Director of Corporate & Community to support the application for assistance.

**DISABILITY DISCRIMINATION ACT**

Legislation exists in Australia to protect the rights of people with disabilities. It is therefore important that this legislation is not contravened by obstructing footpaths and access ramps for example. Further information can be obtained from Council’s Principal Building Officer on 8551 0500.

**ALCOHOL**

Is alcohol to be sold / consumed at your event?

YES

NO



Existing City Dry Zones

If the sale of alcohol is proposed at your event, your organisation will need to apply to the Office of the Liquor and Gambling Commissioner for a limited licence.

Applications maybe lodged online via the Office of the Liquor & Gambling Commissioner’s website [www.olgc.sa.gov.au](http://www.olgc.sa.gov.au) or by calling their office on 131 882.

A requirement of the application will be that Council provide written approval, supporting your application to the Commissioner. This written approval will be granted following Major Event Approval by Council.

Any vendors operating at your event will require their own independent licence that will be in addition to your event licence.

**Dry Zone**

A Dry Zone exists and is shown on the map. The consumption of alcohol in this area is prohibited from 10pm on each day to 8am on the following day.

## CHECKLIST & ATTACHMENTS

<b>ESSENTIAL</b>
Copy of Public Liability Insurance (Certificate of currency) covering the period of the event
Site Plan
<b>IF APPLICABLE</b>
Encounter Lakes Aquatic Activities Permit Application
Temporary Food Business Notification Form(s)
Sub contractor Workplace Health & Safety documentation
Additional Comments

## CONDITIONS OF APPROVAL

As the applicant you understand that (if required) the following actions / conditions will apply:

### General Conditions

- Applicants must hold a current public liability insurance policy with a minimum of \$10,000,000 coverage. The applicant must present Council with a copy of the Certificate of Currency relating to the policy prior to the function proceeding.
- The applicant agrees to indemnify, protect, defend and hold harmless the City of Victor Harbor from and against any and all claims, demands, actions and proceedings whatsoever in relation to personal injury or property damage caused by or occasioned during the period of the function and shall indemnify the Council for any and all fees, costs and expenses incurred in respect thereof.
- Council will not be responsible for any personal injury to function personnel and requires indemnification from the organiser should any claims be made against Council.
- That all bonds and hire fees required, are paid prior to the function. Bonds will be refunded to the applicant following inspection by council after the event.
- If the applicant causes damage to Council property it retains the right to withhold part or the entire bond towards the cost of repair and/or reinstatement.
- All Council facilities must be left in a clean and tidy state and all rubbish must be placed in bins or removed from the site.
- A site plan presenting the layout of any structures (marquees etc) must be submitted with the application.
- Approval may be subject to additional conditions.

***By signing this Application Form you are acknowledging that you have provided true and correct information to the best of your knowledge and that you fully understand the council's conditions pertaining to all elements of the application.***

Print Name

Position within Organisation

Signature

Date

Contact Number