

# Events on Council Reserves

## Terms and Conditions

1. A Special Event Permit approval for your event does not provide **exclusive use** of the reserve as it is a public area, with the exception of ticketed events.
2. Payment of any reserve hire fees and bonds to City of Victor Harbor is required to the event.
3. City of Victor Harbor requires evidence of Public & Products Liability Insurance Cover (minor events - \$10 million, medium/major events -\$20 million minimum) of 14 days prior to the event.
4. Approved individual or one off bookings covered under City of Victor Harbor General and Products Public Liability cover will be liable for a \$250 excess fee in the event of any claim.
5. All residents/businesses impacted by operational matters associated with the event are to be notified at least one month before the event.
6. If required, a noise management strategy is developed for the event that meets the requirements of Council and the Environment Protection Authority
7. Fireworks must have approval from the Metropolitan Fire Service prior to the event.
8. Balloons and confetti are not permitted to be used on a City of Victor Harbor reserve or oval. Biodegradable materials may be accepted on disclosure e.g. rose petals, rice etc.
9. Events must notify Council of any food provision 14 days prior to the event by completing the 'Food Business Notification' form in accordance with the Food Act 2001
10. Tree Protection Zones on reserves are to be observed and event set outs are to avoid these zones unless authorised.
11. Only approved vehicles required for set up are allowed to enter the reserve/oval, no vehicles are to remain on the reserve/oval without written approval.
12. Any signs or banners are to be properly secured, and are not to pierce the ground surface unless marking of underground irrigation has been arranged.
13. All signage, litter, marquees and other event related materials must be removed from the reserve and nearby roadsides within twelve hours of the conclusion of the event.
14. Any damage incurred to public property as a result of the event must be reported to Council as soon as possible.
15. In the event that either public or private property is damaged as a result of the event, the organisers are to repair / reinstate damaged property immediately.
16. The City of Victor Harbor does not provide waste bins or collection services. Additional waste bin provision and collection is to be arranged with Fleurieu Regional Waste Authority at [www.fleurieuregionalwasteauthority.com.au](http://www.fleurieuregionalwasteauthority.com.au) or 8555 7402.
17. Any costs associated with additional waste services for the event is to be paid for by the applicant.
18. Any additional costs incurred by Council as a result of the event will be passed on to the event organiser for payment.
19. It is the responsibility of the applicant to ensure that discharge of any substance does not enter any waterway or watercourse either directly or indirectly as a result of the event.

**For more information visit [www.victor.sa.gov.au](http://www.victor.sa.gov.au) or call 8551 0500.**



## Event Marketing

20. The use of Council's logo on event promotional material must be approved prior to publication.
21. Distribution of promotional materials
  - a. Handing out of brochures is permitted to promote the event in the two weeks leading up to the event on the basis that they are handed to people and do not create a litter problem in the area.
  - b. Placement of brochures under windscreen wipers is not permitted.
  - c. It is the responsibility of the applicant to ensure that the promotional material, including balloons, will not enter any natural or constructed waterway, will not enter any stormwater infrastructure, will not be released into the atmosphere, and all materials and litter will be removed from City of Victor Harbor land.
22. Approval must be sought prior to the event for the use and installation of digital message boards.
23. Upon request, events may be promoted via Council's tourism website Encounter Victor Harbor [www.encountervictorharbor.com.au/events](http://www.encountervictorharbor.com.au/events).

## Special conditions for religious group bookings

24. Use of mechanical, electronic or other means of amplifications is not permitted.
25. The applicant and attendees to the event must not convey, whether verbally, in writing or on signage, a message or communication which jeopardises public order or otherwise might encourage a breach of the peace.
26. The applicant and attendees to the event must not adversely affect or disturb the peace, comfort or convenience of users of the public place.

## Fees and bonds

1. Payment of any reserve hire fees and bonds to City of Victor Harbor is required to the event.
2. Current reserve hire fees are available at [www.victor.sa.gov.au](http://www.victor.sa.gov.au)
3. A minimum \$300 bond applies to all events, unless otherwise identified in the permit special conditions.
4. Payment of hire fees and bonds can be made at City of Victor Harbor with Customer Service, or credit card payment by phoning Customer Service on 8551 0500.

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## Operational Requests

- 1. Underground irrigation system mark-up:** To ensure no damage is caused to underground irrigation systems. During business hours and at least 48 hours prior to the erection of any structures, contact Andrew Comas on 08 8551 0703 to coordinate the irrigation mark out of suitable sites and disclose any potential need for staking of the ground.
- 2. Power access:** To access power on site contact the Environment and Infrastructure Department to arrange collection of the key prior to the event, on 8551 0523.  
  
To collect the key: attend the City of Victor Harbor Customer Service Desk; a \$50 cash deposit is required, which will be refunded once the key has been returned. All of the above key collection processes need to be conducted within normal business hours, 9am – 5pm Monday to Friday with the exclusion of public holidays.
- 3. Food Safety Enquires:** Council's Environmental Health Officer on 8551 0500.
- 4. Bunting or cones:** if required please arrange with the Environment and Infrastructure Department during normal business hours on 8551 0500 no less than 24 hours before the event. All items supplied need to be returned to the City of Victor Harbor office during business hours the next working day after. A cash deposit will be required, refunded on return. Deposit will vary depending on number of items borrowed.
- 5. Vehicle access:** Vehicles are not to drive on the paved footpath in the reserve. Where applicable, use designated crossovers to access the reserve and drivers are to be aware of the safety of other park/reserve users and Council infrastructure.

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