

For small or medium events, an EVENT NOTIFICATION FORM must be submitted at least six (6) weeks prior to your event date. Large or Major (more than 1000 participants) event applications must be received at least three months in advance.

Council reserves the right to shut down any event that has not been approved ie. an EVENT NOTIFICATION RECEIPT has not been issued by the City of Prospect events team.

Please Circle: Small Event: 1-50 Medium Event: 51-200 Large Event: 201+

APPLICANT (EVENT ORGANISER) DETAILS

Organisation (Legal name):	
Contact Person #1:	
Contact Number:	
Contact Person #2:	
Contact Number:	
Contact Postal Address:	
Contact Email:	
ABN (if applicable):	
Website:	
Facebook page:	

EVENT DETAILS

Event name:			
Event location park or reserve:			
Facebook event name:			
Event dates:			
Estimated Event attendance:			
Event start time:		Event end time:	
Set up (bump-in) start date and time:		Pack up (bump-out) date and time:	
Road closure start time (if required):		Road closure end time:	

PUBLIC ENQUIRIES (if different to above)

Contact Person:	
Contact Number:	
Email:	
Website:	

EVENT DESCRIPTION

Please provide a brief outline of your event program and activities.

OPERATIONS AND INFRASTRUCTURE

Have you supplied the following documents? (please indicate yes or no)

Public Liability Insurance (Certificate of Currency):	Yes	No	Please supply a copy of your Public Liability Certificate of Currency to the value of \$20,000,000. Lesser amounts will not be approved.
Risk Management Plan:	Yes	No	Please ensure a Risk Management Plan relevant to the event is attached to this application. A template can be found on Council's website and Events Team staff can assist you.
Event site map:	Yes	No	Details of all infrastructure and facilities must be included on the event site map and attached to this application. Maps of most of Council's large parks and reserves can be found on Council's website.
Temporary food and beverage vendors:	Yes	No	If food and beverage will be served and/or sold at your event, an Annual Food Permit form must be completed by the vendor. Forms can be found on Council's website.
Temporary road closures:	Yes	No	Please provide a copy of the event Traffic Management Plan at least six (6) weeks prior.
Promotional signage:	Yes	No	Please provide details including how they will be fixed. Please note Council By-Law 2.1 - Advertising
Details: Number of signs, types (banner/corflute) and locations to be installed.			

OPERATIONAL AND INFRASTRUCTURE (cont'd)

Limited liquor license:	Yes	No	Please note a separate application to Consumer and Business Services is required if you are planning on serving or selling alcohol at your event. Limited liquor licenses require suitably licensed security personnel and other restrictions may be imposed. https://www.cbs.sa.gov.au/liquor-and-gambling-licenses/apply-for-a-new-liquor-or-gaming-licence/
Security:	Yes	No	Please provide details of the security agency including name, License number and number of guards.
Security Details:			
Animals or petting zoos:	Yes	No	
Amusements or bouncy castles:	Yes	No	Certificate of Compliance required
Portable toilets:	Yes	No	Please ensure these are prefilled with water as Council cannot provide this service. <i>Note: there is no waste water or dumping sullage available.</i>
Amplified music / PA announcements / DJs	Yes	No	Please note Council's noise limits in the Event License Conditions 2017-2018. No PA announcements to be made prior to 9am or after 9pm
Stage:	Yes	No	Please provide details of dimensions, quantity and company providing the infrastructure.
Staging Details:			
Marquees / tents:	Yes	No	Please provide dimensions, quantity, how they will be anchored (water weights/sandbags), company providing the infrastructure.
Infrastructure Details:			
Perimeter fencing:	Yes	No	Not allowed – non-exclusive use only is permitted
Generators:	Yes	No	
Please note: Contractors employed at this event are required to comply with SafeWork SA Guidelines and all WHS procedures imposed by Council.			

OPERATIONAL SERVICES

Power – St Helens and Memorial Gardens only: (Fees apply)	N/A Yes / No	3 Phase	240 volt
Vehicle access: Only essential vehicles deemed vital to the operations of the event will be permitted to remain on site at the discretion of Council. All request are subject to approval and are not guaranteed.	Yes / No		
	Access only Allows you to access the site for no longer than 10 minutes to drop off/pick up items.	Preferred dates, times and locations:	Quantity:
	Parking off-site Allows complimentary public car parking.	Preferred dates, times and locations:	Quantity:
Irrigation mark out: (fees apply)	Yes / No	If yes: date and time required:	
Water connection/taps required: Charges apply (St Helens and Memorial Gardens only – fees apply)	Yes / No	If yes, please indicate outlet	
Other: Please indicate any other infrastructure you may require assistance with.			

EVENT ENTRY AND TICKETING

Free events only will be considered	Events which are free for the general public to attend as no exclusive use or ticketed event areas permitted
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NOTIFICATION

Emergency Services: Emergency Services must be notified of all medium or large events held within City of Prospect no later than one (1) week prior to the event. Notification date: ___/___/___	Yes	No
Residents and businesses: If your event includes road closures and/or music, PA or DJs you are required to produce a draft resident and business notice for Council's approval. A template can be found on Council's website. Affected residents and businesses must be notified no later than one (1) week prior. Date distributed: ___/___/___	Yes	No

BOND REFUND

The refundable bond will be reimbursed within four (4) weeks following the event if there is no misuse, damage or excessive rubbish left on site. This will be via EFT unless alternative arrangement has been made with the Council's Finance Department.

Branch Name:

Branch Address:

Account Number:

BSB Number:

Account Name:

Name of authorised person:

Signature of authorised person:

ATTACHMENTS

Please submit documentation requested with this EVENT NOTIFICATION FORM. The form can be submitted without all attachments however all documentation requested will be required prior to an EVENT NOTIFICATION RECEIPT being issued by City of Prospect Events Team.

EVENT NOTIFICATION CONDITIONS

I have read and understood the Event Notification FORM conditions including Hire and Bond Fees and agree to abide by and be bound by the conditions outlined in this document.

Name (please print):

Date:

Signature:

Please forward completed EVENT NOTIFICATION FORM and/or queries to:

City of Prospect – Event Management
 PO Box 171
 PROSPECT SA 5082
 Phone: 08 8269 5355
 Email: admin@prospect.sa.gov.au

OFFICE USE ONLY

External Event:

Approved / Not Approved

Date:

Account Manager:

Internal Task List

Hire Charge:

Bond Fee:

Waste Management Fee:

Traffic Management Fee:

Power Supply Fees:

TOTAL FEES: