

Outdoor Event Application for hire of Council Parks, Lands, Roads (including Road Closures), Foreshores or Reserves.

Please return completed forms to:

In Person: Kangaroo Island Council, 43 Dauncey Street, Kingscote
Penneshaw Community Business Centre, 99 Middle Terrace, Penneshaw
By Post: PO Box 121, Kingscote SA 5223
Fax: 08 8553 2885
Email: kicouncil@kicouncil.sa.gov.au

Purpose and Scope of this Permit:

This Permit applies to those entities that wish to hire a defined area of open Council property for an organised function or event and allows the Event Organiser to set the conditions of entry to that event – such as the number of invitees, age limits and whether the defined area is for invitees only or open to walk-in members of the public. This Permit also documents Outdoor Event logistics such as waste removal, street closures and the provision or sale of food and alcohol.

- Permits are issued for the use of Council land in accordance with Council's By-Law No. 4: Local Government Land. Parks and reserves are often booked well in advance, please do not send invitations or promote your event unless approval has been granted.
- Electricity and water usage will be charged as per Councils Fees and Charges Schedule.
- Waste Management on Kangaroo Island is managed by Fleurieu Regional Waste Authority [FRWA]. It is the responsibility of the Permit Holder to make arrangements with FRWA in relation to their Waste Management needs.

PART 1:

Section A: Event Organiser Details

Organisation Name: <small>If Applicable</small>	<input type="text"/>	
ABN / ACN Number: <small>If Applicable</small>	<input type="text"/>	
Contact Name:	<input type="text"/>	
Postal Address:	<input type="text"/>	
Phone Number:	<input type="text"/>	Mobile Number: <input type="text"/>
Email:	<input type="text"/>	

Section B: Event Details

Nature of Event:

Proposed Location:

Proposed Dates From: **To:**

Proposed Times From: **To:**

Contact Person:
The person/s in charge of the event and who will be in attendance for the duration of the event

Mobile Number:
Number for the person in charge of the event

How Many People are Expected to Attend?

Section C: Hiring Fee Schedule (select your requirements and applicable Fee/s):

DAY (24hours) HIRE: Community / Private-resident Hire	\$26	\$_____
DAY (24 hours) HIRE: Commercial Hire	\$51	\$_____
BOND: (Compulsory* and conditionally refundable)	\$270	
SET-UP FEE: (if required)	\$141 per hour	\$_____
CLEAN-UP FEE: (if required)	\$141 per hour	\$_____
DAMAGE FEE: (if required)	Assessment based.	\$_____
	TOTAL HIRE FEES	\$_____

* The Bond will be taken in the form of a Credit Card pre-payment and only drawn down if the site is left untidy and/or damaged.

WASTE MANAGEMENT:
\$31.00 per bin / per month (to be arranged with Fleurieu Regional Waste Authority FRWA contact 8555 7407).

Section D: Road Closure (tick if required)

Office to inform to Asset Services

Please note that Council requires 3 months notification for all road closures.

Road/s to be Closed:

1.

2.

3.

4.

Road Closure From:
 am/pm

To:
 am/pm

ADDITIONAL FEES APPLIED TO EVENTS REQUIRING ROAD CLOSURE:
ADMINISTRATION:

(Set Fee)

\$292

\$292

ADVERTISEMENT:

(Set Fee)

\$221

\$221

ERECTION OF SIGNS/BARRICADES BY COUNCIL (if required):

 \$70 per hour
\$274 per event

\$ _____

* The Bond will be taken in the form of a Credit Card pre-payment and only drawn down if the site is not left as found.

TOTAL ROAD CLOSURE FEES

\$ _____

Section E: Car Parking (tick if required)

Office to inform to Asset Services

Please discuss your parking needs with Council staff.

Will reserved/modified parking be required?

If yes, will it be required:

Street:

Off

Street:

On

	Yes	No
Will reserved/modified parking be required?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, will it be required: Street:	<input type="checkbox"/>	<input type="checkbox"/>
Street:	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL PERMIT FEE
TOTAL SECTIONS C + D + F =

\$ _____

Section G: Sponsorship (tick if required)

(Office Only) Copy form to Community Affairs

PART 2: Legal Responsibilities and Risk Management & Mitigation:

Section A: Indemnity Form for Holding a Private Function on Council Land

This form must be completed in all instances

By Organisation/individual
 (Here in after called “the Indemnifier” to Kangaroo Island Council (hereinafter called “the Council”).

WHEREAS the Indemnifier has applied to the Council for authority to use a portion of a public area under the Councils control and care, for the purpose of holding a private function.

The Indemnifier agrees to indemnify the Council, 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 them or any of them, arising out of or in relation to the issuing of the permit.

The 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 ten million dollars (\$10,000,000)** against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.

The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.

Section B: Risk Management Plan

SafeWork SA provides an *Event Safety Management Information Series* aimed to assist event organisers in ensuring that safe management systems are put in place. For further details or questions contact SafeWork SA on 1300 365 255 or visit www.safework.sa.gov.au

Section C: Food, Beverage and Alcohol provision and sales.

Are food and beverages being provided / sold?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please complete and submit an Event Organiser Temporary Food Notification form within 14 days to finalize the application process.

Is Alcohol going to be provided / sold?

<input type="checkbox"/>	<input type="checkbox"/>
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LIQUOR LICENSING REQUIREMENTS

If the sale of alcohol is proposed at the function, separate approval is required from the Office For Consumer & Business Services [OFCBS]. An application in the form of a letter should be lodged with the OFCBS seeking a temporary license. The application should clearly state the date and time for which a license is sought and should be accompanied by a site plan indicating the site for which a license is sought. A copy of the Liquor Licence is to be provided to Council and attached to this Permit application.

For further information contact OFCBS via their website: www.cbs.sa.gov.au

Section D:
Item Checklist (to be initialled by the Applicant [A] and Council Representative [C])
FACILITY BOOKING

	A	C		A	C
Copy of Terms and Conditions provided to Hirer:	<input type="checkbox"/>	<input type="checkbox"/>	Contact person details provided:	<input type="checkbox"/>	<input type="checkbox"/>
Bond received:	<input type="checkbox"/>	<input type="checkbox"/>	Facility booked on calendar:	<input type="checkbox"/>	<input type="checkbox"/>
Payment received and receipt number issued:	<input type="checkbox"/>	<input type="checkbox"/>	If set-up/clean-up required notification sent to Asset Services:	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Public Liability Insurance attached:	<input type="checkbox"/>	<input type="checkbox"/>	Food Notification Form provided:	<input type="checkbox"/>	<input type="checkbox"/>

ROAD CLOSURE

Asset Services notified:	<input type="checkbox"/>	<input type="checkbox"/>	Road Closure advertised:	<input type="checkbox"/>	<input type="checkbox"/>
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BOND REFUND

Facility checked for damage and cleanliness:	<input type="checkbox"/>	<input type="checkbox"/>	Bond refunded:	<input type="checkbox"/>	<input type="checkbox"/>
Bond withheld and Hirer advised of charges in writing:	<input type="checkbox"/>	<input type="checkbox"/>			

Office Use Only
Approved: YES NO
Conditional Approval: YES NO
Follow-Up Action For Condition Approval**Conditional Approval Review Date:** /
Name:

Kangaroo Island Council Representative

Signature:
Date: /

Section E: General Conditions of Permit

1. The Form of Indemnity (**Part 2 Section A**) must be signed and a copy of public risk policy supplied with the application.
2. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
3. The event may only be held in the area, on the date/s and between the times as indicated on the permit. The times, date and location of the permitted event are **not** transferable unless by prior arrangement with, and agreement by, Council.
4. The permit holder shall comply with and give all notices required by an Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
5. 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 forfeiting part of or the entire Bond and the possibility of additional cleaning fees being charged.
6. The cost of repairs to Council property damaged as a result of the event may be on-charged to the permit holder.
7. On the day the event, please ensure you have arranged for people within your party to cordon off preferred areas at the location, as the Council is unable to do this on your behalf. Please note that this permit does not secure sole access to this public area.
8. If your party/event is using a shelter, stakes, pegs, marquee or amusement structures; **once permit has been granted** you will be required to contact Council to ascertain where sprinkler systems and piping are located in the lawns a minimum of five days prior to the event. You may be liable for costs associated with the damage to such.
9. We strongly advise you to notify SAPOL of your Event, no matter how small or private, so that they can be prepared and provide support if you have any security issues.
10. The function must not cause annoyance to shopkeepers, local residents or the general public, and may be terminated at the direction and/or discretion of a member of the Police or an authorised Council Officer. **If you are concerned that your event is becoming beyond your control or the conditions established by this permit, please contact SAPOL on 131 444.**
11. This permit is liable to be revoked by Council if the permit holder fails to comply with any conditions of this permit or any other justifiable circumstance.

Name and Position of Person Submitting This Form: _____

Signature of Person Submitting This Form: _____

Date of Submission: _____

Original to be kept by the applicant.

Copy to the Office file.

**Kangaroo Island Council Permit for:
Outdoor Event Use of Council Parks, Lands, Roads, Foreshores or
Reserves.**

Organization name:	
Organizer name:	
Contact details:	
Date/s of the Event	
Date of Permit issue:	
Date of expiry:	

It is hereby certified that the above mentioned Business complies with the provisions of Councils by-Law 4 (2010) and relevant Policy and Procedure in respect of operating a commercial business on Kangaroo Island Council' properties.

This permit is not transferable and must be produced and shown to a Council Officer upon request. Failure to do so may result in the cancellation of this Permit.

Executive Officer

Date: / /

Original to be kept by the applicant.

Copy to the Office file.

Bond Payment Form

This section of the hire agreement will be destroyed for the applicant's privacy and security fourteen (14) days after the event.

I / We _____ (applicant's name) agree to pay for all costs incurred for cleaning or damage occurred to the value of the bond as set out in the Terms and Conditions of the hire agreement. In the event Kangaroo Island Council deems the applicant liable for costs incurred due to damage or cleaning after the event, the applicant will be informed of these charges in the writing.

Name on Card:

Card Type:

Card Number:

Expiry Date:

Signature:

/ / /
/

Office Use Only:

Name of Event:

Date(s) of Event:

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