

Greater Shepparton City Council Tatura Park Exhibition & Events Complex Event Booking Application Form

NAME OF YOUR EVENT:	
DATE OF YOUR EVENT:	
<p>Organising an event can be an immense task and this application outlines Council's required documentation and conditions that pertain to general events.</p> <p>For any assistance with this booking form or risk assessments please contact Greater Shepparton City Council Events Facilities Coordinator (03) 5832 9700.</p>	

PROCEDURE FOR APPLICATION

<p>The following application form is to be completed if you are organising an event on a Greater Shepparton City Council managed Tatura Park Exhibition & Equestrian Complex event facility.</p>
<p>There are 21 questions that relate to holding an event, some of these questions may not be relevant for your event, however all questions must be answered. Where indicated there are conditions and requirements to be adhered to and these are outlined on the attachments 1 to 9</p>
<p>Please ensure that you read the conditions and requirements.</p>
<p>A checklist (Attachment 10 p. 15) is attached for you to ensure all administrative application procedures have been attended to.</p>
<p>A declaration must be signed by the organiser and returned with the application.</p>
<p>Council may set additional conditions - these may be outlined in a booking confirmation.</p>
<p>The booking fee and bond (if applicable) will be set along with appropriate conditions determined by nature, size and time of the event. The fee, bond and conditions can only be set after the application is assessed.</p>
<p>Complete the following application form and forward it to:</p> <p>Events Venues Coordinator Greater Shepparton City Council, Locked Bag 1000, Shepparton, Vic, 3632</p> <p>Email events@shepparton.vic.gov.au All enquiries please telephone: 03 5832 9700</p>
<p>This form must be received at least 8 weeks prior to the event, otherwise approval cannot be guaranteed.</p>
<p>The bond (if applicable) is refundable in whole or in part, following an inspection after the event by authorised Council staff to determine compliance with Council's conditions.</p>
<p>A booking confirmation will be forwarded that will advise of approval and conditions. By accepting your application, Council and the applicant automatically become bound by the terms of the conditions and approval as set out in this application.</p>

**COMPLETION OF ATTACHMENT 1 & ATTACHMENT 2
IS COMPULSORY FOR ALL APPLICATIONS.**

GREATER SHEPPARTON CITY COUNCIL MAJOR EVENT BOOKING APPLICATION FORM

NAME OF EVENT:			
EVENT FACILITY NAME	<i>Tatura Park Exhibition & Equestrian Complex</i>		
DATES OF EVENT: <i>*Please note use of facilities during bump in days will incur charges</i>		Dates	Time
	<i>Bump in</i>		
	<i>Event Days</i>		
	<i>Bump out</i>		
DATES & TIMES VENUE SPACES REQUIRED	<i>Including set up and pack down times</i>		
Indoor Arena (please include your preference for sand preparation)			
Outdoor Sand Arena (please include your preference for sand preparation)			
Eastern Oval (please include your preference for grass length)			
Wilson Hall			
Eastern Oval Meeting Room			
Grandstand Seating			
Stables (please indicate a rough number)			
Camping - Toilet & Shower Amenities (please indicate number of sites)			
TYPE OF EVENT:			
PROVIDE A DESCRIPTION OF THE EVENT, INCLUDING THE OVERALL AIMS & OBJECTIVES:			

CONTACT NAME OF EVENT ORGANISER :	
ON BEHALF OF:	
ADDRESS:	
POST CODE:	
PHONE:	
EMAIL:	
ALTERNATIVE CONTACT NAME & PHONE:	

GENERAL INFORMATION

- The cost to restore any damage to the venue or surfaces as a result of the activities above regular use or through inappropriate use will be borne by the organiser.
- The decision to use the reserve and to ascertain that the surfaces and areas of use are of suitable quality for the proposed event is the responsibility of the hirer.

1. ESTIMATED ATTENDANCE

a. Estimated attendance of participants:	
b. Estimated attendance of spectators:	
c. Estimated number of horses:	

2. ACCESS BY VEHICLES

a. For access to the proposed event site, describe the nature/size/number of vehicles and the purpose of access:	
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- *Please indicate the vehicle locations & access paths on Attachment 2 (site plan).*

IT IS THE EVENT ORGANISORS RESPONSIBILITY TO ENSURE ALL VEHICLES ARE PARKED IN COUNCIL DESIGNATED AREAS ONLY.

3. TENTS/MARQUEES/STALLS

a. Do you propose to erect tents, marquees or stalls?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. If yes provide dimensions of marquee/tents/stalls:	
c. Do you propose to use star pickets or similar at the venue?	YES <input type="checkbox"/> NO <input type="checkbox"/>
d. If yes provide details of proposed location of these	

Please indicate location of tents/marquees/stalls on Attachment 2 (site plan)

- o **Because of the potential damage of underground services by using pegs, posts & star pickets conditions will apply depending on site location.**

4. ROAD/CARPARK CLOSURES

a. Do you require full or partial temporary road closures?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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- o **If yes, please liaise with Councils Asset Maintenance Branch on telephone 03 5832 9354.**
- o **Notification of road closures requires at least 4 weeks notification.**

5. PARKING

a. Have any transport services been arranged to bring attendees e.g. Shuttle service or buses?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. If yes please provide traffic management plan e.g. pick up and drop off area.	

6. SALE OF FOOD AT THE EVENT

a. Is it proposed to sell food or drink?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. Is it proposed to give away food or drinks at your event?	YES <input type="checkbox"/> NO <input type="checkbox"/>
c. Please List the name and contact number of food operators you would like to be in attendance, in addition to Tatura Football Netball Club:	

All food vendors or alcohol proprietors are required to register with Streatrader as per amendments to Victorian Food Act 1984. Please follow this link https://streatrader.health.vic.gov.au/public_site or read through the attached document in attachment 3.

7. ALCOHOL

a. Is it proposed that alcohol be sold at your event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b. Have you applied for a Liquor permit to consume alcohol on council land?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c. Have you applied for a VCGLR Liquor license to sell alcohol?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d. Have you supply a RSA certificate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

- o **To consume liquor on council land, you must apply for a liquor permit**
- o **Any person or organisation that intend to supply liquor in Victoria must apply for a liquor license online - <https://www.vgccc.vic.gov.au/>**

8. PUBLIC ADDRESS SYSTEM/PERFORMANCES

a. Will there be a public address system used?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b. Name of sound system provider including contact details		
c. Audio equipment setup date & times		
d. State the number of speaker/sound power level (e.g. 240-watt speakers)		
e. Proposed usage times:		

- o **Location of speakers are to be noted on Attachment 2 (site plan)**
- o **Applicants must comply with conditions as detailed on Attachment 4**

9. POWER

a. Do you require the use of Council's power supply? (where available)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b. Detail location and requirements if additional power in excess of 10 amp is required		
c. Will a generator or other power source be used?		

- o **If the answer is yes to either of these questions then applicants must refer to conditions on Attachment 5.**
- o **If additional power supply or floodlights are required in excess of that available on-site, the hirer will be responsible for all costs associated with the upgrading of the power source.**

10. WASTE MANAGEMENT AND CLEANING

Council provides approximately 50 general waste and recycling bins at the venue that are emptied on Mondays and Wednesdays. All facilities, amenities and area must be left in a clean and tidy condition at the conclusion of the event devoid of all rubbish and debris. A fee will be charged to the Hirer if this is not adhered to.

a. Do you anticipate additional waste bins required for your event? Charges may apply.	YES <input type="checkbox"/> NO <input type="checkbox"/>
a. Have you organised a private contractor to provide waste management at your event? If yes, please outline what your waste management arrangements are:	
b. Please outline the cleaning management strategy in place to ensure the event site is clear of waste following the event:	

- o **Applicants must comply with conditions as detailed on Attachment 3**

11. AMENITIES

The following amenities are provided onsite between the old block and new block.

Male – 4 toilets, 3 shower facilities

Female – 8 toilets, 3 shower facilities

All abilities – 1 toilet and shower facility

Council provides once daily cleaning of amenities during event days. Additional cleaning of amenities may be required for some events.

a. Are the provided amenities sufficient for your event?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. Are the additional change room shower facilities required for your event? Charges may apply.	YES <input type="checkbox"/> NO <input type="checkbox"/>
c. Are additional, portable temporary toilets required for your event? These are at the cost of the venue hirer.	YES <input type="checkbox"/> NO <input type="checkbox"/>

- o **Applicants must comply with conditions as detailed on Attachment 3**

12. VENUE USE

Where deemed appropriate, Council has the right to hire areas of the venue to multiple hirers for simultaneous use. Where this is not considered possible, please detail below.

a. Do you require exclusive use of a sporting facility?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. If yes, give reasons:	

- o **Applicants must comply with conditions as detailed on Attachment 6**

13. STABLING

a. Is venue stabling required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. If yes, how many stables are expected to be required on each day?	
c. Please indicate preference of stables block(s):- to also be shown on site map	
d. Are competitors required to provide their own bedding? Or is this being managed by the event organiser?	

- o **A list of allocated stables is to be provided to Council at least 7 days prior to event key collection and bump in.**

- ***It is the responsibility of the Hirer to ensure all stabling is paid and accounted for on the post event usage form. This will be strictly enforced. Council reserves the right to impose a penalty on any Hirer who does not enforce this rule with competitors/participants.***
- ***All signage, twine, wire and/or cable ties on stables and venue facilities are to be removed by the venue Hirer. Council reserves the right to impose a fee if not satisfactory.***
- ***Any costs for damage to stables will be the responsibility of the Hirer.***

14. ONSITE CAMPING

a. Is camping expected during your event?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. If yes, what is the expected maximum number of camp sites required?	
c. Please indicate the type of camping (Caravan, tent, float, swag)	
d. I understand it is the responsibility of the Hirer/Event Organiser to ensure all camping is OH&S compliant and that camping is in designated areas only	YES <input type="checkbox"/> NO <input type="checkbox"/>
e. How will waste water, water discharge and grey water be adequately disposed of?	
f. How will sewage or sullage be disposed of?	

- ***Location of preferred camping areas is to be shown on Attachment 2 (Site Map).***
- ***A list of allocated campsites is to be provided to Council at least 7 days prior to key collection/bump in.***
- ***It is the responsibility of the Hirer to ensure all camping is paid and accounted for on the post event usage form. This will be strictly enforced. Council reserves the right to impose a penalty on any Hirer who does not enforce this rule with competitors/participants.***

15. AMUSEMENT DEVICES

An "amusement device" means anything mobile of fixed made available to members of the public on which, or any part of which, or by means of which, they may ascend or descend, or be carried, transported, raised lowered or supported for the purposes of amusement, games, recreation, sightseeing or entertainment.

a. Do you propose to have amusement devices?	YES <input type="checkbox"/> NO <input type="checkbox"/>
AMUSEMENT/TYPE OF RIDE	SUPPLIER INC CONTACT DETAILS

- ***All amusement devices must be shown on Attachment 2 (site plan)***
- ***Applicants must comply with conditions as detailed on Attachment 7***

16. SCAFFOLDING, VIEWING STANDS, JUDGING STANDS, STAGES

a. Is it proposed to erect any scaffolding, view stands or stages?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. Please provide details of size and type of structure to be erected:	

- **All structures must be shown on Attachment 2 (site plan)**
- **Applicants must comply with conditions as detailed on Attachment 7**

17. FIREWORKS

a. Is it proposed to have a fireworks display?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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- **If yes, Council will request more information**
- **Applicants must comply with conditions as detailed on Attachment 8**

18. HELICOPTER/AIRCRAFT LANDINGS

a. Are you proposing to have a helicopter/aircraft take-off and/or land on a site?	
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- **If yes, Council will request more information**
- **Applicants must comply with conditions as detailed on Attachment 8**

19. SAFETY PROCEDURES & RISK MANAGEMENT

a. Please provide full details of the procedures to be taken to ensure the safety of participants and spectators, including First Aid, emergency vehicle access etc. (Please include names of individuals responsible and their roles):	
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Please submit a Risk Management plan with this document.
This is a requirement to hold an Event on Council land.
**If you require a Risk management plan or assessment template –
please contact 03 5832 9700. This is very important.**

20. SECURITY

a. Have you advised your local police service of the event?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If no, it is the responsibility of the applicant to notify all relative authorities of the event.	
b. Has security been arranged for crowd control, equipment, safety, displays, structures or overnight security needs:	YES <input type="checkbox"/> NO <input type="checkbox"/>

- **The organiser must take suitable precautions to ensure the safety and orderly behaviour of the spectators and appropriate crowd control.**

21. EVENT CLASSIFICATION

Please complete either section A – Commercial Events or B – Non Profit/Community Events.

Section A - Commercial Events:	
If the event is a commercial event please supply a copy of your certificate of Registration of	Business Name and your ABN:
a. Is the event a promotional activity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. Is merchandise being sold by the organiser?	YES <input type="checkbox"/> NO <input type="checkbox"/>
c. Do you plan to sell or give away products? If yes, detail items.	YES <input type="checkbox"/> NO <input type="checkbox"/>
d. Are you charging participants an entry fee for this event? If yes, please indicate how much you are charging:	YES <input type="checkbox"/> NO <input type="checkbox"/>
e. Is there a gate entry fee for spectators? If yes, please indicate how much you are charging:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Section B - Non Profit/Community Events:	
a. Are you a non-profit organisation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. Are you a charity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
c. If yes, please provide charity number:	
d. Are you raising funds for a charity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, then a letter of endorsement from the charity must be supplied quoting their charity number and the amount of percentage of donation expected.	
e. Has the organiser arranged sponsorship for the event?	YES <input type="checkbox"/> NO <input type="checkbox"/>
f. Will this event be "sponsored" financially?	YES <input type="checkbox"/> NO <input type="checkbox"/>
g. If yes, please provide details of sponsorship:	
h. Do you plan to sell or give away products? If yes, detail items.	YES <input type="checkbox"/> NO <input type="checkbox"/>
i. Are you charging participants an entry fee for this event? If yes, please indicate how much you are charging:	YES <input type="checkbox"/> NO <input type="checkbox"/>
j. Are you charging spectators an entry fee for this event? If yes, please indicate how much you are charging:	YES <input type="checkbox"/> NO <input type="checkbox"/>

22. ADVERTISING SIGNS/BANNERS

a. Is outdoor advertising planned?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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b. If yes, please provide details of signs /banners and locations:	
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- o *It is the organiser's responsibility to ensure signage is erected securely and safely.*

23. PUBLIC LIABILITY INSURANCE

Public Liability Insurance cover for a minimum of \$20,000,000 with coverage for the date of your event must be supplied.

a. Have you attached a copy of your Public Liability Insurance?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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*** BOOKINGS WILL NOT BE PERMITTED IF PUBLIC LIABILITY IS NOT SUPPLIED ***

TERMS & CONDITIONS

1. This agreement shall come into effect upon the Council issuing a Booking confirmation to the Hirer.
2. The Hirer must, within the time notified in the Booking confirmation, pay to Council any applicable fees or bond.
3. The Hirer must use the venue/facilities only for the approved purpose and at the approved times
4. The Hirer must not (whether by act or omission) cause any damage to the Facilities or leave the Facilities in an untidy state. The Council may remedy a breach of this clause, the cost of which shall be a debt due from the Hirer to the Council.
5. The Hirer must not use the Facilities at any times that the Council, in its absolute discretion, determines that the Facilities are unfit for use or occupation.
6. Where in this Agreement there is a debt due to the Council from the Hirer, the Council may, in its absolute discretion, call upon the Bond to satisfy the debt. In any such event, the Hirer must, as soon as practicable, replenish the bond.
7. The Hirer shall have in effect throughout the term of this Agreement a policy of Public Liability Insurance in a sum of \$20,000,000. The Hirer must provide evidence of the currency of the requisite policy upon request by Council.
8. The Hirer must not do anything that will void or otherwise negatively affect the insurance policy obtained under clause 9 and must, as soon as is practicable, inform the Council in writing of any such voidance or negative effect.
9. The Hirer must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
10. The Hirer indemnifies the Council against any claim, demand, action, suit or proceeding that may be made or brought against the Council arising from the Hirer's use of the facilities, except where the claim demand, action, suit or proceedings relates to the negligent act or omission of the Council.
11. The Hirer must comply with all applicable laws and Australian Standards at all times when using the venue/facilities.
12. The Hirer must, as soon as practicable, make good any damage caused (whether by act or omission) to the facilities. The Council may remedy any breach of this clause, the cost of which shall be a debt due to the Council from the Hirer.
13. The Hirer must not assign its rights under this agreement without the prior written consent of the Council, which may be withheld at Council's discretion. Any consent given under this clause may be given conditionally.
14. The Hirer must not cause any nuisance to properties within the neighbourhood of the venue.
15. The Hirer must not drive any vehicle onto the venue or into the Facilities unless there is provision for vehicles by way of roads and parking areas or where Council have given approval.
16. Where Facilities are being repaired/maintained by Council, the Hirer must, in its use of the Facilities comply with any lawful direction given by the Council.
17. The Hirer must remove any of its members from the facilities where, in the opinion of the Council, the member misconducts themselves and Council directs their removal.
18. The Hirer must not copy any keys made available by the Council to the Hirer for the Facilities. Any such keys must be returned to Council immediately following the completion of this agreement.
19. The Hirer's address for service of any notices under this agreement shall be the address specified in the Application.
20. All electrical equipment brought onsite should have a current test and tag. In the event of an incident arising due to faulty electrical equipment, the event organiser will be liable for all repair costs associated.
21. Definitions

- **Application** means the **Tatura Park Exhibition & Events Complex Event Booking Application Form** submitted to the Council by the Hirer
- **Approved Purpose** means the purpose identified in the booking confirmation
- **Approved Time** means the dates and times specified in the booking confirmation
- **Bond** means either:
 - cash; or
 - an unconditional agreement issued by a bank or other body approved by Council to pay to Council the amount specified in the Booking confirmation.
- **Council** means the City of Greater Shepparton and includes, where the context allows, its employees and authorised agents
- **Facilities** means the facilities identified in the booking confirmation
- **Fee** means the fee identified in the booking confirmation
- **Hirer** means the Hirer specified in the Application and includes, where the context allows, the Hirer's employees, agents and invitees.
- **Booking confirmation** means a letter issued by the Council to the Hirer approving an Application and specifying the terms and conditions of the approval.

ATTACHMENT 1

DECLARATION

The following declaration is to be signed by the organiser of the event.
It is important that you fully understand the terms and conditions pertaining to the hiring of Council's Event Facilities. It's the responsibility of the organiser to meet the conditions and contact the relevant authorities ensuring that all necessary documentation outlined in the application are obtained and a copy is forwarded to the Events Facilities Coordinator within 10 working days prior to the event.

Name of Event:

Location of Event: **Tatura Park Exhibition & Equestrian Complex**

Dates From:

To:

I accept and understand the terms and conditions of hire pertaining to organising the event.

Name: _____ (Please Print)

Position: _____ (Please Print)

Signature _____

Date: _____

Contact telephone number during business hours: _____

Would you like your event to be promoted by Council?

In the Tatura Park Newsletter

Share your contact details for Participant enquiry

Share your event for Spectators

ATTACHMENT 2

SITE PLAN OF THE VENUE

Please provide a detailed site plan including location of

- tents/marquees
- proposed camping & parking;
- proposed stabling usage;
- details of road closures where applicable;
- PA systems;
- amusement devices;
- food/drink/merchandise stalls;
- stage, sound & lighting towers;
- temporary seating;
- signage & displays;
- first aid/emergency vehicles inc access

Venue maps including camping and stabling plans can be obtained by contacting the Events Facilities Coordinator 03 5832 9700

ATTACHMENT 3

SALE OF FOOD AT THE EVENT

- All temporary food premises (stalls) are to comply with Council's Code for Temporary Food Premises, the Food Act 1989 and Food Regulations 2001.
- Details of the stall layout, construction equipment, facilities and power source to be used are to be submitted to Council with this application.
- Any vans used for the preparation and sale of food should be constructed in accordance with Councils "Code for Food Stalls and Food Vans" as well as the above mentioned legislation.
- The stalls and /or vans are to be inspected and approved by Council's Environmental Health Officer on a workday prior to their use at the event.
- All enquiries for food and/or drink outlets, food preparation, storage, handling and arrangements for inspection can be made with Council's Health Services on telephone 03 5832 9740 at least 4 weeks prior to the event.
- https://streatrader.health.vic.gov.au/public_site
- <http://www.foodstandards.gov.au/scienceandeducation/factsheets/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/>

RUBBISH & WASTE MANAGEMENT INCLUDING STABLE BEDDING & MANURE

- All facilities, amenities and area must be left in a clean and tidy condition at the conclusion of the event devoid of all rubbish and debris. A fee will be charged to the hirer if this is not adhered to.
- Stable bedding and manure is to be placed in the designated manure pits where possible. Any bedding and manure placed at the front of stables must be away from stable walls, trees and other objects. If this is not adhered to there may be additional costs incurred.
- Stable bedding and manure must be void of contaminants including twine, wire, cans, feed bags etc.

AMENITIES

- It is the responsibility of the hirer to open and close the amenities and associated facilities at the venue.
- Keys for the facility will be available for pick up after payment of fees and within 5 days of the scheduled event.
- Cleaning of amenities will occur once daily. Additional cleaning requirements to be communicated with Council.

ATTACHMENT 4

PUBLIC ADDRESS SYSTEM/ENTERTAINMENT

Protection of the Environmental Operations Act (1997) applies in relation to noise control and is administered by Council, the Victoria Police and the Environment Protection Authority. Any approval for use of a facility or reserve by Council is subject to the above Act.

The following guidelines are contained in the Environmental Noise Central Manual published by the Environment Protection Authority.

Open Air Entertainment

- The LA10 (30min) noise level of the music should not exceed the background level LA90 (30min), measured in the absence of the open-air entertainment, by more than 5 dB(A) when measured at the nearest residential boundary.
- Mixing equipment should be regulated to control low frequency noise such as drums and bass.

PA Systems

- The environmental objective is a noise intrusion of not more than 5 dB(A) above the background at any affected residences or other noise sensitive locations.
- Speakers should be located and the volume controlled so that the noise levels do not impact on the amenity of any nearby residents.
- The public address system should only be used to control the event and not for giving commentaries, advertising or playing music.
- Speakers should be small lower power units no more than 20cm across and operated by an amplifier of no more than 30 watts. Horns should be pointed downward at 45 degrees.
- It is preferable to place more small power horns around the event area than use large power units.
- Any instructions issued by Council's Events Facilities Coordinator or other authorised persons relating to these conditions of approval shall be completed immediately.
- Any inquiries please contact Council's Tourism & Events department on telephone 03 5832 9700.
- PA Systems at the venue can only be used during the following times:

Monday - Thursday	0700 - 2200
Friday	0700 - 2300
Saturday/Public Holidays	0900 - 2300
Sundays	0900 - 2200

ATTACHMENT 5

POWER REQUIREMENTS

Conditions and requirements

- All electrical installation shall comply with AS-3002 – Electrical installations – Shows and carnivals.
- All events MUST have a Certificate for Electrical Safety completed by a registered electrician.
- Where flexible extension cords are used to provide power, a core balance earth leakage circuit breaker having a rated tripping current not exceeding 30mA, shall be installed at the first point of supply to protect the equipment and the user.
- Double adapters and 3 pin adapters (piggyback) are NOT to be used.
- Flexible extension cords shall be supported above the ground, at a height of not less than 2.5 meters or covered underground so as to provide clear access for personnel (as described in AS.3002). This does not apply within a distance of 2 meters from where the power is to be used.
- All electrical equipment used must have been tested and tagged as per Work Cover Code of Practice within 6 months of use.
- Residual current detectors should be used as an added safety precaution.
- All outdoor lighting to be switched off by 11.00pm.
- A key will be required to access power, to obtain the key please contact Events Facilities Coordinator on telephone 03 5832 9700.

GENERATORS

Conditions and requirements

- All portable generators used in the situation described must comply with AS2790 as amended, Electricity Generating Sets – Transportable (up to 25KW)

- The power supply for all wiring emanating from a portable generating set, must comply with the Code of Practice – Electrical Practices for Construction Work including protection be a core balance earth leakage device with a rated tripping current not exceeding 30mA.
- The above Code of Practice includes details of the requirements for the use of electrical leads that may be attached to the generator. This includes such things as protecting them from damage, inspection and tagging procedures, keeping leads away from wet places, locating leads above work areas or passageways so that clear access is provided beneath them, and so on.

ATTACHMENT 6

VENUE USE

- The organiser is responsible for event set up in such a way that it prevents damage to people or property by providing adequate precaution i.e. temporary netting or fencing.
- Any damage caused to persons or property will be the responsibility of the hirer.
- All structures are to be noted on Attachment 2 – site plan.
- No vehicles are allowed on the facilities unless advised, and where authorised by Council.
- Star picket locations must be noted on Attachment 2 – site plan. All star pickets used must be capped.
- Flagged bunting is the preferred method of connecting star pickets.
- Rope must be adequately highlighted by brightly coloured ribbon and long enough to be highly visible, tied at no less than one (1) meter along the full length of the rope.
- Under no circumstances are star pickets and ropes to be left up overnight or unattended on the playing fields.

ATTACHMENT 7

AMUSEMENT DEVICES

- Each amusement device must be registered with the Work Cover Authority as required under the Occupational Health and Safety Regulation 2001, Part 5 – and Australian Standard.3533 Registration.
- A copy of the current “Certificate of Worthiness” for each item must be submitted.
- Evidence of a current up to date service logbook must be provided.
- Each amusement device must have in force a contract of insurance or indemnity of not less than \$20,000,000 Public Liability Insurance. (Certificate of currency is to be presented.)
- Copies of the above requirements should be submitted to Council no less than 14 days prior to the event.
- The ground or other surface on which devices are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous because of its slope or irregularity or for any other reason.
- All structures being set up prior to the event are the organiser’s responsibility for security of equipment and safety to the public.

SCAFFOLDING, VIEWING STANDS, JUDGING STANDS, STAGES

- Stages and scaffolding must be erected by appropriately ticketed scaffolders and be certified structurally stable by a practicing Structural Engineer. This certificate must be submitted to Council one working day prior to the commencement of the event.
- Public Liability Cover of \$20,000,000 is required for any persons setting up structures and/or scaffolding. Current certificates are to be submitted to Council prior to the event.
- All structures being set up prior to the event are the organiser’s responsibility for security of equipment and safety to the public.
- The ground or other surface on which structures are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous because of its slope or irregularity or for any other reason.

ATTACHMENT 8

FIREWORKS

- A Fireworks Permit is to be obtained from the Work Cover Authority of Victoria and Certificate of approval from the Dangerous Goods Branch of the Work cover Authority and approval from the local Fire Brigade is to be submitted to Council prior to the event.

- Work Cover may refuse to issue a permit if Council has objections to fireworks in a particular location or at a particular time and/or day.
- Fireworks Permits must comply with “DG108” conditions of permit.
- No fireworks are permitted within 50 meters of dwellings.
- A copy of a Public Liability Policy (Certificate of Currency) with a minimum of \$20,000,000 indemnity, issued by an insurer carrying accident insurance company in Victoria which indemnifies to an unclaimed extent or up to \$20,000,000 is required and must accompany this application.
- You are required to contact the local fire brigade and police and advice of your proposed fireworks display.
- Fireworks displays are not permitted during a total fire ban.
- All fireworks displays are to be completed no later than 9.30pm. (Unless authorised by a Council Authority).
- Copies of the above details are to be submitted to Council no later than fourteen days prior to the event-taking place.

ADVERTISING/DISPLAYS

- Signs are not permitted in City of Greater Shepparton unless authorised by Council.
- The maximum period of display for signage will be determined by Council.
- Signs must be removed immediately after the event.
- It is the organiser’s responsibility to ensure signage is erected securely and safely.

HELICOPTER/AIRCRAFT LANDINGS

- The HLS is to be clear of all persons, other than person essential to the helicopter operation.
- No person outside the helicopter, other than a person essential to the operation is within 30 meters of the helicopter.
- Appropriate permission is to be sought from all relevant authorities and documentation of approval should be attached to this application, including CASSA and local Police Services.
- A minimum of 2 Security marshals to be in place for landing and take-off of the helicopter/aircraft.
- The pilot of the helicopter/aircraft operating must have a current license and comply with the Civil Aviation Regulations and Orders.

ATTACHMENT 9

Event Booking Application Checklist

Use this checklist to ensure you have covered off all requirements before submitting forms to Council

Item Required	Completed & Submitted
1. Event organiser details and contact phone numbers during business hours	
2. Estimated attendance and hours for event including set up and dismantling	
3. Access by machinery/vehicles	
4. Tents/marquees/stalls - Public Liability of person erecting structures.	
5. Road/Car park closure where required	
6. Traffic Management Plan where required	
7. Sale of food/drink at the event	
8. Public address system /sound	
9. Power requirements	
10. Waste Management and cleaning strategy	
11. Amenities & requirements	
12. Sporting events.	
13. Amusement devices and copies of logbooks and Public Liability Insurance	
14. Scaffolding/View stands/Stages and Public Liability Insurance.	
15. Fireworks Permit.	
16. Safety and Security details	
17. Event Classification	
18. Advertising/Banners	
19. Public Liability Insurance	
20. Site Plan	
21. Stable Plan	
22. Camping Plan	