



SPECIAL EVENT APPLICATION FORM FOR COUNCIL FACILITY HIRE

- 1) This completed form must be received by Council at least 12 weeks prior to the event occurring. If the application is not received within this timeframe, they will generally not be accepted. Council requires this advance notice to ensure that all permits can be applied for in time, the requested facility is suitable and available and there is adequate time available to advise the relevant authorities.
- 2) Applications will be assessed as soon as possible after receiving the fully completed application forms. Do not assume your event is approved until you receive written confirmation from Alice Springs Town Council.
- 3) A site fee will be charged according to the size, scale, nature and location of the event and is for the use of the designated site only. A refundable bond against damage and litter will also be charged according to the size and impact of the event. Site fees will range between \$100 and \$5,000.
- 4) The bond will be refundable in whole or part, following an inspection after the event by appropriate Council staff to determine compliance with Councils pre set conditions. Bond's will range between \$300 and \$5,000
- 5) An application fee of \$100 will be charged for all applications. This fee is a non-refundable administration fee.
- 6) A permit and formal approval letter will be forwarded to you prior to the event, if approved by Council. By accepting your application, Council and the applicant automatically become bound by the terms of the licence and approval as fully set out in the application.
- 7) In certain circumstances, if deemed appropriate, Council officers may wish to interview event applicants.
- 8) The Alice Springs Town Council reserves the right to determine and approve the number/length/space and location of all event applications. The Council reserves the right to reject applications based on information provided in the application and that:
 - a) Will cause major inconvenience to permanent users of the requested facility
 - b) Will cause damage to the facility and grounds
 - c) Will be a noisy and general nuisance to the public and residents.
 - d) At Councils discretion for events that will not be of benefit to the Community

Complete the following forms and forward to:

Alice Springs Town Council
Sport & Recreation Officer
PO Box 1071
Alice Springs NT 0871

Phone: 8950 0500 Fax: 8953 0558

Event Application Checklist

- Estimated attendance & hours
- Details of access by machinery & vehicles
- Details of tents/marquees/stalls proposed to be erected
- Parking details
- Transport details
- Application for road closure (if required)
- Details of any advertising signage proposed
- Details of the sale of food at the event
- Liquor Licence (if applicable)
- Details of public address system to be used or any musical performances planned
- Power supply required
- Details of proposed set up of amusement devices/scaffolding, view stands and stages/fireworks
- Details of safety procedures
- Security Information
- Financial information
- Sales or give-aways
- Waste Management plan
- Amenities required
- Insurance cover
- Forms 1 – 7

All applicants are encouraged to refer to the Alice Springs Town Council Events and Festivals guidelines. This document outlines aspects of event and festival management on Council property including sports facilities. Copies can be downloaded from Councils website:

http://www.alicesprings.nt.gov.au/council/council_pubs.asp

FINANCIAL IMPLICATIONS:

Is this a profit making venture or a community awareness campaign with monetary gain?

YES / NO

If yes, please indicate where profit will be directed and please indicate if it is part of a business enterprise. If it is part of a business enterprise, you must provide a copy of your Certificate of Registration of Business name and your ABN.

Will this event be "sponsored"
If yes, please provide details:

YES / NO

Are you charging an entry fee for this event?
If yes please indicate how much you are charging

YES/NO

\$ _____



SPECIAL EVENT APPLICATION FORM

1. Name of Organisation:
2. Nominated Contact Person:
Address:
Town: Postcode:
Phone: BH AH
Mobile number during the event:
Email:
Fax:
3. Name of Event:
4. Date/s of Event: Alternative date:
5. Location of Event:
6. Timing of event: Start: Finish:
7. Details of Event:
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.....
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GENERAL INFORMATION

Please complete each section. If a category does not apply to your event please mark NOT APPLICABLE.

1. ESTIMATED ATTENDANCE & HOURS

- a) Estimated attendance of participants (per day): _____
- b) Estimate attendance of spectators (per day): _____
- c) Time/day at which access is required to the site: _____
- d) Time/day at which you estimate you will vacate site: _____
- e) Hours during which event will be run: _____

See Form 1 – event description

2. ACCESS BY MACHINERY & VEHICLES

If vehicle access to the proposed event site is required, describe the nature, size, and number of vehicles, number of vehicle movements and the purpose of access. (Please indicate on Form 1 A, the vehicle access corridor & vehicle locations)

Please note: No vehicles other than those specifically approved are permitted on Councils reserves.

3. TENTS/MARQUEES/STALLS

Do you propose to erect tents, marquees or stalls? YES / NO
If yes, please indicate on Form 1 A

4. PARKING

Is it proposed to close off any car parks for the event purpose YES / NO
If yes, please provide details below:

5. TRANSPORT TO & FROM THE EVENT

Will additional transport be supplied for the event? YES / NO

If yes please outline:

6. ROAD CLOSURES

Do you require full or partial temporary road closures: YES / NO

If yes please fill in Form 2 – road closures

7. ADVERTISING SIGNS

Is outdoor advertising planned? YES / NO

If yes please see Form 3 – temporary signage

8. SALE OF FOOD AT THE EVENT

Is it proposed to sell food at the event: YES / NO

If yes, all food permits and licences are now issued by the NT Government – Central Australian Environmental Health Unit. Please contact them on Ph: 8951 6920, fax: 8951 7859.

9. ALCOHOL

It is proposed that alcohol will be consumed YES / NO

Is it proposed that alcohol be sold YES / NO

If alcohol is to be consumed, then a “Liquor consumption in a public place” application form will need to be completed and handed in with this application. See Form 4

If it is proposed to sell alcohol at the event, you are required to complete an “Application for Special Licence to Sell Liquor” available from the Racing, Gaming & Licensing Commission, Peter Sitzler Building on the North Stuart Highway – phone 8951 8458. A copy of this liquor licence is to be provided to Council a minimum of 7 days prior to the event.

Please note that it is a Alice Springs Town Council condition that NO Glass containers are permissible on Council ovals and grassed areas.

10. NOISE

Will there be a public address system used: YES / NO

Will there be musical performances: YES / NO

If yes to either of the above, please see Form 5

11. POWER

Do you require use of Councils power supply (where available) YES / NO

If yes please see Form 6

In no, will a generator or other power source be used YES / NO

If yes please indicate on Form 1 A

12. AMUSEMENT DEVICE/SCAFFOLDING, VIEW STAND AND STAGES AND FIREWORKS

Do you propose to have any amusement devices? YES / NO

Is it proposed to erect any scaffolding, view stands or stages YES / NO

If yes to any of the above please see Form 7

Is it proposed to have a fireworks display YES / NO

If you are planning fireworks at the event, an application form will need to be obtained from NT Worksafe at the Territory Business centre, Peter Sitzler Building on the North Stuart Highway phone 8951 8682.

13. SAFETY PROCEDURES

Please provide full details of the procedures taken to ensure the safety of participants and spectators including St Johns, First Aid, Ambulance on site etc... (Please include all relevant details of providers)

14. SECURITY

If proposed booking is for more than 1 day, give details for security in respect of equipment, displays etc... On-site overnight

15. PRODUCT SALES OR GIVE-AWAYS

Do you plan to sell or give away products (other than food)? YES / NO
If yes, please give details of items for sale/give-away:

16. WASTE MANAGEMENT & CLEANING

Will you be providing additional garbage bins for the event? YES / NO

If yes, how many will you provide & when will the rubbish be removed from the site?

Do you have a cleaning management strategy in place to ensure the event site is clear of waste following the event? YES / NO

If yes, please outline the strategies in place:

Do you require any additional rubbish bins to be supplied by the Alice Springs Town Council? YES / NO

17. AMENITIES

Do you require use of Council’s portable ablution block? YES / NO

If yes please fill in the application Form 8

Do you intend to supply any other portable toilet facilities for the event? YES / NO

If yes, how many? _____

Please indicate the proposed location of portable toilets on attachment 1A – sketch map of the event site

18. CURRENT INSURANCE COVER

- a) Assets: Council will not be responsible for any equipment.
- b) Liabilities: Your organisation must produce a current Public Liability Policy (certificate of currency) held with an acceptable insurance company with a minimum cover of \$20 million indemnity.

A copy of the certificate of currency must be provided to Council at least 21 days prior to the date of the event, following application confirmation. The event will not be permitted to commence without such a policy in place.

- c) Personal Accident/Workers Compensation: The event organiser is responsible to ensure that all parties involved in the organisation of the event has suitable insurance cover. Council will not be responsible for any personal injury to event personnel and required indemnification fro the event organiser should claims be made against Council. A copy of the Personal Accident/Workers Compensation certificate should be supplied.

I CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND UNDERTAKE TO ADVISE COUNCIL SHOULD THERE BE ANY ALTERATIONS OR ADDITIONS TO THE INFORMATION SUPPLIED.

_____ (Print Name) _____ (Signature)
On _____ Behalf _____ of:
_____ (organisation)
Date: _____



FORM 1 (A)

SKETCH MAP OF THE EVENT SITE

Including location of stages, viewing platforms, PA systems, stalls, tents, generators etc...

Please provide a DETAILED and dimensional site plan including location of all structures, parking and details of road closures, PA systems, amusement devices, tents, marquees, stalls etc... Please clearly mark location of tent pegs or other items intended to be driven into the ground.



FORM 5

MUSICAL PERFORMANCES

What type of musical performance is proposed?

Number of speakers/sounds, power level (eg: 240 watt speakers)

Proposed performance times:

Duration of performance: From: _____ To: _____

PUBLIC ADDRESS SYSTEM

Times PA is proposed to be used: From: _____ To: _____

Number of location speakers



FORM 6

POWER REQUIREMENTS

If available, power at Council facilities can be made available, at a charge, to events. All power connections must be undertaken by a qualified electrician. Please list power requirements:



FORM 7

AMUSEMENT DEVICES

Please complete the following for any amusement device that may be used during this event. (including children's rides, helicopter flights, hot air balloon rides etc...)

Type of Ride: _____

Size: _____

Certificate Number: _____

Amount of Insurance cover: _____

Date of expiry of Insurance cover: _____

REQUIREMENTS:

All mechanical amusement devices must be covered by a minimum \$20 million Public Liability Insurance (Certificate of Currency to be provided)

SCAFFOLDING, VIEWING STANDS, STAGES

Is it proposed to erect any or all of the above or similar?

YES/NO

If yes, please provide details of size, type and location.
(Indicate location on site plan at Attachment 1 A)

Schedule 1

Fees and Charges

Event Application Fee:

An application fee of \$100 will be charged for all applications. This fee is a non-refundable administration fee.

Facility Hire Fee:

A site fee will be charged according to the size, scale, nature and location of the event and is for the use of the designated site only. A refundable bond against damage and litter will also be charged according to the size and impact of the event.

Community based events	Starting from \$50 per day
Non – Profit groups	Starting from \$50 per day
Commercial venture events	Starting from \$1,000 per day

Refundable deposits:

A refundable bond against damage and litter will also be charged according to the size and impact of the event.

The bond will be refundable in whole or part, following an inspection after the event by appropriate Council staff to determine compliance with Councils pre set conditions. Bond's will range between \$300 and \$5,000

Refundable deposits include:

Council keys for access	\$100 per set
Cleaning deposits	starting from \$200
Damage deposit	Starting from \$1,000