

EVENT BOOKING APPLICATION FOR PUBLIC SPACES

Procedure for Application

- The following application form is to be completed if you are organising an event on City of Ryde Council's public space (excluding parks which has a separate application form).
- Please ensure that you read the conditions and any requirements.
- Please ensure that you answer all questions in the application form.
- A declaration must be signed by the Organiser and returned with the application.
- Council may set additional conditions. These will be outlined in your permit if issued.
- This form must be received at least 4 weeks prior to the event, otherwise approval cannot be guaranteed.
- If your event includes a food element you must submit your application 6 weeks prior to the event.
- Temporary partial road closures are to be submitted 12 weeks prior to the event.
- If your application is successful, a permit will be forwarded that will advise of approval and conditions. By accepting your application, Council and the Organiser automatically become bound by the terms of the conditions and approval as set out in this application.

How to lodge this form

Complete the following application form and forward it to:

Email events@ryde.nsw.gov.au
Post EVENTS City of Ryde,
Locked Bag 2069, North Ryde NSW 1670

All enquiries please telephone: 9952 8222

Allow 4 weeks from the date of application for an outcome on your application.

PART 1 : CONTACT DETAILS

Contact name of Event Organiser	<input type="text"/>			
Company / Organisation	<input type="text"/>			
Address	<input type="text"/>			
Suburb	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>
Business Phone	<input type="text"/>	Home Phone	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>			

PART 2 : EVENT DETAILS

Name of Event	<input type="text"/>										
Site Location	<input type="text"/>										
Event start date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	Event end date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Multiple dates	<input type="text"/>										
Set up time	<input type="text"/>	:	<input type="text"/>	am/pm							
Start time of event (Including set-up and pack-up)	<input type="text"/>	:	<input type="text"/>	am/pm	End time	<input type="text"/>	:	<input type="text"/>	am/pm		
Site vacated	<input type="text"/>	:	<input type="text"/>	am/pm							
Type of Event	<input type="text"/>										
About Event (provide a description of the event, including the overall aims and objectives):	<input type="text"/>										

PART 2 : EVENT DETAILS (CONTINUED)

Estimated daily attendance of patrons:

If vehicular access to the proposed event site is required, describe the nature/size/number of vehicles, number of vehicle movements and the purpose of access:

Please indicate the vehicle access corridor and vehicle locations on a site map (attachment 1)

Do you propose to set up tents, marquees or stalls? Yes, provide dimensions and number of marquee/tents/stalls: No

Please indicate location of marquee/tents/stalls on a site map (attachment 1).

Conditions will apply depending on site location.

PART 3 : ROAD/CARPARK CLOSURES

Do you require full or partial temporary closure of a road or cycle path?* Yes No

Do you have a traffic management plan? Yes No

Will you be providing traffic controllers at your event? Yes No

Notification of road closures requires at least 12 weeks notification.

Please provide details of road / cycle path closures on site map (attachment 1).

*If you answered yes, you will be required to complete an additional form.

PART 4 : SALE OF FOOD AND DRINK AT THE EVENT

Do you propose to sell food or drink at your event? Yes No

Do you propose to engage food or drink stallholders to sell at your event? Yes No

Do you propose to give away food or drinks at your event? Yes No

Please provide details of food / drink to be sold or given away.

Notification of food activities requires at least 6 weeks notification.

Should you be considering food activities at your event please refer to the http://www.foodauthority.nsw.gov.au/_Documents/retail/temp_events_guideline.pdf.

Will alcohol be sold or supplied? Yes No

If yes then please note the following that must be complied with:

- An "On-licence (functions), liquor licence, or other appropriate liquor licence" must be obtained from the Liquor Administration Board and submitted to the Licensing Police at least 14 days prior to the date of the function. A copy of this liquor licence is to be provided to Council a minimum of 7 days prior to the event. For further information regarding Licensing law details please contact the Licensing Police on telephone 9879 9699 (Gladesville) or 9858 5944 (Eastwood).
- As Council has Section 632 signs within public areas prohibiting consumption of alcohol a charge will be made to cover these signs for the duration of the event if approval for selling and/or consumption of alcohol has been granted by Council.

PART 5 : PUBLIC ADDRESS (PA) SYSTEM/PERFORMANCES

Will there be a public address system used? Yes, provide details below No, proceed to PART 6

What time will the PA system be used? Start time : am/pm End time : am/pm

Will there be entertainment at the event? Yes No

Will there be live musical performances? Yes No

What type of performance/music/entertainers are proposed? (include times)

Please include a program detailing the performers and the type of music and include with this application.
Location of speakers are to be noted on site plan (attachment 1).

PART 6 : WASTE MANAGEMENT AND CLEANING

Please state what arrangements have been made to minimise waste, e.g. recycling stations and provision of additional garbage bins for the event (if you have a Waste Management Plan, please attach to your application):

Please outline your post-event cleaning strategy to ensure the event site is clear of waste following the event.

PART 7 : AMENITIES

Please provide details regarding the number of toilet facilities to be placed on-site and the name of the provider of the service (please include permanent facilities in this total).

PART 8 : FILMING/PHOTOGRAPHY*

- Is commercial photography proposed? Yes, provide details below No
- Is private filming proposed? Yes, provide details below No
- Is commercial filming proposed? Yes, provide details below No
- Will backdrops be used? Yes, provide details below No

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*Fees may be applied depending on the impact to the site

PART 9 : AMUSMENT DEVICE

Do you propose to have amusement devices / rides? Yes, provide details below No, proceed to PART 10

Amusement / type of ride	Supplier

All amusement device locations must be shown on the site map (attachment 1).

PART 10 : STAGES, SCAFFOLDING AND VIEW STANDS

- Is it proposed to erect any stage, scaffolding, view stands? Yes No
- Will you be fencing any area of your event site? Yes No

Please provide details of size and type of structure or fence to be erected:

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Please provide the name of the supplier of this equipment:

PART 11 : FIREWORKS

Is it proposed to have a fireworks display?

Yes, provide details of the person obtaining the permit to detonate the fireworks

No, proceed to PART 12

Name

Address

Suburb

Postcode

Business Phone

Home Phone

Mobile

What are your proposed times of display? Start time : am/pm End time : am/pm

Please tick the appropriate box on the type of permit held: Local display permit (1) day Professional General Permit

Permit number

Have you advised your local fire service of the event?

Yes

No

Will a local fire control officer be present?

Yes

No

Has notification to neighbouring residents been made advising of fireworks?

Yes

No

PART 12 : SECURITY

Have you advised your local police service of the event?

Yes

No

If no, it is the responsibility of the applicant to notify all relative authorities of the event.

If the duration of your event is for more than a day and/or over 300 people are proposed to be in attendance, please provide details of security for crowd control, equipment, safety, displays, structures and security needs:

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

PART 13 : EVENT CLASSIFICATION

Is the event a promotional activity for your organisation/business?

Yes

No

Is merchandise being sold by the Organiser?

Yes

No

Do you plan to sell or give away products?

Yes

No

If yes, please provide details of items for sale/give-away including sponsored product:

PART 13 : EVENT CLASSIFICATION (CONTINUED)

Has the Organiser arranged sponsorship for the event? Yes No

If yes, please provide details of sponsorship:

Are you charging participants an entry fee for this event? Yes No

If yes, please indicate how much you are charging \$

Are you a non-profit organisation? Yes No

Are you a charity? Yes, provide details below No

Charity Number

Are you raising funds for a charity? Yes No

If yes, then a letter of endorsement from the charity must be supplied quoting their charity no. and the amount of percentage of donation expected.

PART 14 : ADVERTISING SIGNS/BANNERS

Is outdoor advertising planned? Yes, provide details below of signs /banners including dimensions
 No, proceed to PART 15

Please provide details of the proposed location of signs in your site plan.

PART 15 : INSURANCE / BOND / RISK & SAFETY

CURRENT INSURANCE COVER

The Organiser is required to be covered for Public Liability Insurance for a minimum of \$20,000,000;

have you attached a copy of your Public Liability Insurance? Yes No

FEES AND CHARGES

Commercial Event Permit (1 day Permit) \$930.00

Community Event Permit (1 Day Permit) \$232.00

A tax invoice will be sent to you if your application is approved.

BOND

No Bond is required however should council deem that your event represents a high risk, a bond amount can be requested.

RISK & SAFETY

Please fill out the risk assessment document attached to this application form and include in your application.

PART 16 : TERMS AND CONDITIONS

1. This agreement shall come into effect upon the Council providing a Permit to the Organiser.
2. The Organiser must use the Facilities only for the Approved Purpose and at the Approved Times.
3. The Organiser 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 Organiser to the Council.
4. The Organiser 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.
5. Where there is a debt due to the Council from the Organiser, the Council may, in its absolute discretion, call upon the Bond to satisfy the debt. In any such event, the Organiser must, as soon as practicable, replenish the Bond.
6. In accordance with section 5N of the Civil Liability Act 2002 (NSW), the Organiser uses the Facilities at its own risk.
7. The Organiser shall have in effect throughout the term of this agreement a policy of public liability insurance in a sum of \$20,000,000. If requested, the policy must note the interest of the Council and must be on terms acceptable to the Council. The Organiser must provide evidence of the currency of the requisite policy upon request by Council. Where the Organiser is in breach of any provision of this clause, the Council may affect its own public liability insurance policy to cover the Organiser's activities under this agreement, the cost of which shall be a debt due to the Council.
8. The Organiser must not do anything that will void or otherwise negatively affect the insurance policy obtained under clause 7 and must, as soon as is practicable, inform the Council in writing of any such voidance or negative effect.
9. The Organiser must promptly advise the Council of the occurrence of an incident 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 Organiser indemnifies the Council against any claim, demand, action, suit or proceeding that may be made or brought against the Council arising from the Organiser'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 Organiser must comply with all applicable laws and Australian Standards at all times when using the Facilities.
12. The Organiser 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 Organiser.
13. The Organiser 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 Organiser must not cause any nuisance to properties within the neighbourhood of the Facilities.
15. The Organiser must not supply or consume alcohol on the Facilities without the Council's written consent which consent may be withheld at Council's discretion and which may be given conditionally.
16. The Organiser must not drive any vehicle onto the Facilities unless there is provision for vehicles by way of roads and parking areas, unless approved by Council.
17. Where Facilities are being repaired/maintained by Council, the Organiser must, in its use of the Facilities comply with any lawful direction given by the Council.
18. The Organiser warrants that, prior to each use of the Facilities, the Organiser has either:
 - a) assessed that the toilets, waste receptacles and related amenities provided at the Facilities are sufficient to serve the needs of the likely number of spectators that will attend the Organiser's event(s); or, if that is not the case
 - b) obtained the Council's consent to the installation of any additional temporary Amenities to address any deficiency and, at its cost, installed the additional amenities in a proper and workmanlike manner and in accordance with any directions from Council and other industry standards.
19. Where clause 18(b) applies, the Organiser shall, as soon as possible after the relevant use of the Facilities, remove any temporary Amenities installed.
20. The Organiser 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.
21. The Organiser must not copy any keys made available by the Council to the Organiser for the Facilities. Any keys provided to the Organiser must be returned to Council immediately following the completion of this Agreement.
22. A party may terminate this Agreement where the other party fails to pay any money due under this Agreement or commits a material breach of this Agreement. Without limiting the foregoing, a material breach is taken to have occurred where a party gives the other party notice to remedy a breach within a reasonable time and the other party fails to remedy the breach within that time; or
23. The Organiser's address for service of any notices under this Agreement shall be the address specified in the Application. Service shall be taken to have been affected in accordance with section 76 of the *Interpretation Act 1987*.
24. Sale Of Food At The Event
 - a) All temporary food premises (stalls) are to comply with the NSW Food Authority Guidelines for Food Businesses at Temporary Events.
 - b) Details of the stall layout, construction equipment, facilities and power source to be used are to be submitted to Council with this application.
 - c) 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.
 - d) The stalls and /or vans maybe be inspected and approved by Council's Environmental Health Officer at the event.
25. Waste management
 - a) The Organiser is responsible for waste management of the event. Council **does not** provide waste services for private or commercial purposes.
 - b) 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 deducted from the bond held if this is not adhered to).
26. Amenities
 - a) It is the responsibility of the Organiser to open and close the Amenities and associated Facilities on the reserve.
 - b) The cost and supply of portable Amenities is the responsibility of the Organiser.
 - c) Portable toilets are not to be located within 20m of a storm water drain or watercourse.
 - d) Portable Amenities must be located on level ground and secured.
 - e) In the event of a spillage, the Organiser is responsible to contact the hiring company immediately to rectify the problem in accordance with the Protection of the Environmental Operations Act (1997).

PART 16 : TERMS AND CONDITIONS (CONTINUED)

- f) Hosing of waste material down storm water drains is not permissible.
27. Public address system/entertainment
Protection of the Environmental Operations Act (1997) applies in relation to noise control and is administered by Council, the NSW Police Service and the Environment Protection Authority. All approved events must adhere to conditions as set out in the Noise Guide for Local Government - www.epa.nsw.gov.au/resources/noise/20130127NGLG.pdf .
28. Power requirements
- All electrical installation shall comply with AS-3002 - Temporary Wiring of Amusement devices.
 - 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.
 - All outdoor lighting to be switched off by 10pm.
29. Use of Facilities
- The Organiser is responsible for 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 Organiser.
 - All star pickets are to be capped and flagged bunting is the preferred method of connecting star pickets.
30. 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 by the Organiser 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.
31. Scaffolding, viewing stands, judging stands, stages
- Stages and scaffolding must be erected by appropriately ticketed operators.
 - Public Liability Cover of \$20,000,000 is required for any persons setting up structures and/or scaffolding.
 - 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.
 - All structures must be weighted appropriately.
32. Fireworks
- A Fireworks Permit is to be obtained from the Work Cover Authority of NSW and Certificate of approval from the Dangerous Goods Branch of the Work cover Authority and Board of Fire Commissioners for Firework Display 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 NSW which indemnifies to an unclaimed extent or up to \$20,000,000 is required from the Fireworks Provider and submitted to the Organiser.
 - You are required to contact the local fire brigade and police and advise 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 Council).
 - Copies of the above details are to be submitted to Council no later than fourteen days prior to the event taking place.
33. Advertising/displays
- Signs are not permitted 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.

PART 17 : DEFINITIONS

Application means the "Event Booking Application for Public Spaces" submitted to the Council by the Organiser

Approved Purpose means the purpose identified in the Permit

Approved Time means the dates and times specified in the Permit

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 Permit.

Council means the City of Ryde Council and includes, where the context allows, its employees and authorised agents

Facilities means the facilities identified in the Permit.

Fee means the fee identified in the Permit

Organiser means the Organiser specified in the Application and includes, where the context allows, the Organiser's employees, agents and invitees.

Permit means a letter issued by the Council to the Organiser approving an Application and specifying the terms and conditions of the approval.

PART 18 : 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 running of events in Council's public spaces. 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 Council within 5 working days prior to the event.

Name of Event

Location of Event

Event start date

 / /

Event end date

 / /

I accept and understand the terms and conditions of usage of Council public spaces.

Name (please print)

Position (please print)

Signature

Date

 / /

Contact telephone number during business hours:

ATTACHMENT 1

SITE PLAN OF THE EVENT

Please provide a detailed site plan with dimensions including location of all structures: parking (including proposed additional parking): details of road closures; PA systems; amusement devices; tents, marquees; food/drink/merchandise stalls; stage; sound & lighting towers; portaloos; access path; temporary seating; marquees; signage; displays; first aid station; emergency vehicle access etc.

