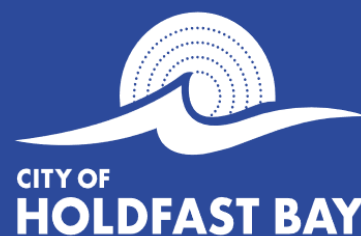


EVENT TERMS AND CONDITIONS



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1. DEFINITIONS

Approval

A written order issued by the City of Holdfast Bay, granting special permission to conduct your event in accordance with the terms and conditions.

Event Organiser

The authorised individual or representative of the organisation conducting the event as nominated on the Event Application.

Event Application

The Event Application must be completed in full to apply to conduct an event in a park, open space or street within the City of Holdfast Bay.

Council

Refers to the City of Holdfast Bay.

Event Team

The City of Holdfast Bay Events Team, who will assist you in the safe and successful planning of your event.

Remediation

The action of fixing something, in particular the reversal of damage.

Tested and Tagged

Is a generic name given to the process of visually inspecting and electrically testing in-service electrical equipment for public and personal safety which must be undertaken by an accredited person or licensed electrician.

2. GENERAL

- To apply to hold an event within the City of Holdfast Bay, the Applicant/Event Organiser must complete an [Event Application Form online](#). The application must be received and approved at least six (6) weeks prior to your event date. The application for a major event must be submitted 3 months prior to the event date.
- Council areas and reserves will not be held unless a completed application has been received and receipted.
- The submission of this application does not imply the booking is confirmed; it is a registration of interest only. This also applies for events that have occurred previously or are happening on an ongoing annual basis. Final approval is subject to a detailed review, the fulfilment of all conditions, and may be amended based on additional requirements identified during the review process.
- Approval for an event is only final once the Event Application has been reviewed by Council and the approval email has been provided by your designated event team member.
- The Event Approval email is non-transferable and is only valid for the date and time specified.
- Failure to submit the required documentation by the deadlines and make payment of all fees can result in the cancellation of your Event Approval.
- Council will not accept any liability for loss, damage or any financial consequences as a result of the Event Approval being cancelled or revoked.
- The Event Approval Holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
- Whilst the Event Approval allows the Approval Holder to use a designated space or facility for a specific purpose, the Event Organiser will not prevent other people from using other areas surrounding the approved event site.
- The Event Organiser shall comply with and give all notices required by any Legislation, Regulation or By-Law relating to their activity. In particular, participants agree to comply with the Food Act of 2001 and Food Safety Standards, the Liquor Licensing Act 1997, the Fire and Emergency Services Act 2005 and the Work Health and Safety Act 2012.
- Event Approval Holders must ensure that at all times they have sufficient numbers of persons (over the age of 18 years) available to properly supervise and manage all activities on the site or facilities (including amenities).

NON-APPROVAL OF EVENT APPLICATION

Event application assessments are guided by the Councils [Events Strategy](#). Council reserves the right to refuse the hire of any Council reserve or foreshore area at its discretion. Such circumstances may include, but are not limited to:

- Submission of inadequate, incomplete or misleading information or lead time to assess an application.
- Undesirable impacts on and/or unreasonable inconvenience to the public, residents and businesses.
- Concerns from the Event Team that the Applicant/Event Organiser does not have the resources and necessary experience to suitably manage the activity.
- Unpredictable and/ or controversial aspects of a proposed event.
- Conflicts with other events already approved for the area.
- Inability to provide required licences, permits, certificates, etc.
- Submission of an application to hold an event that is not consistent with Council's values and objectives.

3. INDEMNITIES AND INSURANCES

PUBLIC LIABILITY INSURANCE

Council requires the Applicant/Event Organiser to have Public Liability Insurance to a minimum value of twenty million (\$20,000,000) dollars in the event's legal organisation name or governing body. The Applicant/Event Organiser must ensure that the insurance provides coverage for the specific event location. All large and major events must list the City of Holdfast Bay as an interested party on their insurance policy. Council will not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event. A copy of a current Public Liability Insurance Certificate of Currency must accompany all applications, and final approval will only be issued once all required documentation is received and verified. Council may request, at its discretion, other relevant insurance such as professional indemnity and worker compensation insurance relative to the event context.

LIMITS ON COUNCIL'S LIABILITY

The Applicant/Event Organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, 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 an approval to conduct an event on property under the care, control and management of Council. The Council is not responsible for any loss of or damage to any fixtures, fittings or personal property of the Event Organiser or event attendees.

EVENT ORGANISER'S RESPONSIBILITIES

The Applicant/Event Organiser responsibilities include full responsibility for any damage to Council property, loss of Council property, or breaches of the [Noise Management Fact Sheet \(noise process\)](#) during the hire period. If any damage or loss occurs, a notice will be issued specifying the cost required for repair or replacement, or the penalty for breaching the noise process. To ensure immediate availability of resources for site remediation and deter compliance breaches a bond amount will be calculated for each event. Costs incurred by Council for site damage/loss and non-compliance with noise process will be deducted from the bond monies, and if necessary, an invoice will be issued for any additional amount required.

The purpose of the bond is to hold event organisers accountable, provide funds for site damage remediation immediately, and discourage noise management process procedure breaches.

The Applicant/Event Organiser is responsible for the safety of event participants and spectators at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event. The Applicant/Event Organiser is responsible for ensuring all conditions are met by their staff, contractors and/or any other party.

4. OPERATIONAL REQUIREMENTS

RISK MANAGEMENT PLAN

A comprehensive risk management plan tailored to your event must be submitted to the Event Team at least 4 weeks before the event date. Any material changes to the event plan must be promptly reported with an updated risk management plan for review and approval. Final approval will not be given until it is received. The plan must demonstrate that all potential risks have been identified and considered. A risk management template can be obtained from our website.

EVENT SITE MAPS

A detailed site map must be provided as an attachment to the event application. The site map must be reviewed and approved by the Event Team prior to placement or installation of any equipment or infrastructure on Council property. The Event Application will be approved based on the site map that accompanies the application. Should you wish to alter the approved event site layout, you must first seek approval in writing from your designated Event Team Member. Maps and details of reserves and the foreshore areas can be obtained from our website.

NOTIFICATION OF EVENT

The Applicant/Event Organiser is responsible for notifying all relevant emergency service organisations and for providing Council-approved notification to affected residents and businesses at least fourteen (14) days before the event. Confirmation of notification distribution must be provided to the Event Team.

5. SAFETY AND LICENSING

INFRASTRUCTURE

All temporary infrastructure must be erected in accordance with applicable safety standards and approved specifications. A Certificate of Compliance from a qualified installer or engineer is required prior to the start of the event. The Applicant/Event Organiser is responsible for ensuring that all installations remain safe throughout the event and are removed promptly afterward.

DRY AREAS – ALCOHOL FREE ZONES

The City of Holdfast Bay has [Three Permanent Dry Areas](#) (regulated by Long-Term Legislation) located at Glenelg, Brighton, and Seacliff. These Dry Areas are in effect 24 hours per day all year round. Events in Dry Zones require a valid liquor licence, subject to approval by the Consumer Business Services, Council's Event Team, and the South Australian Police. Liquor licence applications must comply with all relevant legislative and safety standards. The Applicant/Event Organiser must ensure that all personnel handling liquor are suitably accredited and that all operational procedures are strictly followed. Liquor licences require suitability approval and accredited security personnel. Additional restrictions could apply. For more information regarding applying for a liquor licence, please contact the Consumer Business Services.

SECURITY

It is the Applicant/Event Organiser's responsibility to engage appropriately licensed and qualified security personnel. For events where equipment or infrastructure remains on site overnight, or where liquor licences apply, proof of engagement with a reputable security service must be provided as part of the application.

ACCESS TO POWER

Access to power at designated event sites can be arranged through the Event Team, with a key provided and required to be returned within five working days post-event; failure to do so incurs a \$100 bond fee reduction. All electrical equipment and fittings must comply with SafeWork SA and Council regulations, including mandatory tagging, testing, and adherence to installation standards to prevent trip hazards—electrical leads must be secured in cable trays or elevated (2.75m above walking areas and 6m above roads). Equipment not properly tagged, enclosed in approved cable covers, or found faulty by a Council representative may be disconnected or removed until rectified. The Event Organiser is responsible for ensuring that all power supply

requirements are accurately detailed in the event application and that every service supplier is aware of their legal obligations. All electrical work must be carried out by a qualified electrician per AS/NZS2003:2021, with a Certificate of Compliance provided to the Applicant and account manager, and in the event of a power outage, the Applicant must secure an alternate supply.

AMUSEMENT STRUCTURES

Amusement structures are only permitted at public events within the City of Holdfast Bay with Council approval. A current copy of SafeWork SA Certificate of Amusement Structure Registration must be submitted to the Events Team at least six (6) weeks prior to the event. Points addressing the amusement structure need to be included in the Risk Management Plan. Please ensure the amusement structure operator holds valid Public Liability Insurance to the value of twenty million (\$20,000,000) dollars. Please note that no inflatable structures will be approved for use on foreshore areas.

All amusement devices must also have:

- Certificate of annual inspection issued by a professional engineer and qualified electrician.
- Appropriate space and suitable ground surface allocated for each ride, including access and egress for patrons.
- Adult supervision at all times.
- Appropriate fencing surrounding rides.
- Appropriate soft-fall area for inflatable structures
- Consideration of the location of overhead electric lines, overhanging trees, sloping ground and drainage; and
- A risk assessment and emergency plan that covers the devices.
- There is to be no pegging into the grounds, and all structures must be secured using weights only.
- It is the hirer's responsibility to be aware of and comply with the SafeWork SA guidelines. Visit the SafeWork SA website [here](#) to obtain general guidance information on inflatable amusement devices.

PYROTECHNIC DISPLAYS ASSOCIATED WITH APPROVED EVENTS

The Applicant/Event Organiser must seek approval from the Events Team to hold a fireworks display at approved events within the City of Holdfast Bay. Requests will be assessed on a case-by-case basis and need to be submitted at least six (6) weeks prior to the event. A request will not be considered unless the display is being conducted by a licensed pyrotechnician.

The pyrotechnician will also be required to provide evidence of their current Public Liability Insurance to the value of twenty million (\$20,000,000) dollars and appropriate licences. Fines of up to \$5,000 (enforced by the State Government) apply for possessing or using fireworks without a licence.

6. CLEANING AND WASTE MANAGEMENT

PROVISION OF TOILETS

The Applicant/Event Organiser must provide an appropriate number of portable toilets to cater for the needs of the expected number of participants and spectators. The number of required toilets is a variable with factors such as the event duration and licensing. Event organisers should be guided by their provider with many companies having online calculators. Toilets should be delivered to the

approved site pre-filled with water and must be regularly cleaned and stocked with relevant items i.e. toilet paper and soap for the duration of the event.

WASTE MANAGEMENT

All events in the City of Holdfast Bay are required to have a comprehensive, approved waste management plan as a condition of event approval. The plan must cover all aspects of waste handling, including the segregation of waste into recyclables, organics, and general waste, and must detail the measures taken to minimize waste generation. Where public bin services are inadequate, the event organiser shall contract external waste management providers or supply additional skip bins, which must be grouped in a designated, fenced, and visually screened area to ensure site safety and aesthetics. The event site must be inspected and cleaned at the end of each day of hire, and all wastewaters must be disposed of through a licensed waste contractor via sullage channels, with strict penalties imposed for any disposal on Council land. Non-compliance with these terms will result in fines, additional cleaning fees, and potential revocation of event approval.

VACATING THE SITE

The event site must be left in a clean and tidy condition and all debris, especially cable ties, metal stakes/fragments, empty bottles, food scraps etc., must be removed by the user immediately after the event. The Event Organiser must ensure there is no damage to any area of the event site including all grassed and/or paved areas, footpaths, and kerbs. Failure to do so will entitle Council to employ the necessary labour to clean up the site, the cost of which will be recovered from the licence holder. Any costs incurred by Council to repair any damaged infrastructure directly caused by failure to clean up following the event will also be passed onto the Applicant/Event Organiser.

7. ROAD CLOSURES AND TRAFFIC MANAGEMENT

VEHICLE ACCESS

All essential event vehicles require prior written approval from the Event Team to access foreshore, reserve, and other Council lands during event set-up and pack down. Vehicles must be unloaded or loaded only at designated sites and then immediately removed to public parking areas. Any vehicle parked on or transiting through Council land—including parks, reserves, or the foreshore—must display a valid event parking permit issued by the Event Team upon a formal request by the Applicant/Event Organiser. No exceptions will be tolerated; unauthorized parking or transit will incur penalties, including possible revocation of event approval. Vehicles must remain strictly on formal paths or hard surfaces where possible, and additional restrictions may apply under vulnerable ground conditions, such as following heavy rain.

VEHICLE DISPLAYS/CAR SHOWS AND ROAD MARSHALS

Approved display vehicles will be permitted to drive and park on Wigley Reserve or Colley Reserve when participating in a vehicle display. To implement a vehicle display, the following must occur:

- Traffic Marshals must be present at the vehicle entrance of the reserve to control entering and exiting vehicles.
- Vehicles will only be permitted to enter and exit the reserve during the agreed entry and exit times and must stay for the event duration except in the case of an emergency.
- Each vehicle participating in the event must be registered with the Applicant/Event Organiser.

TEMPORARY ROAD CLOSURES AND TRAFFIC MANAGEMENT

All temporary road closure requests must be submitted within the Event Application Form and will be executed in compliance with the Road Traffic Act 1961, SAPOL delegated powers, and the Local Government Act 1999. Event organisers must engage an approved external company to prepare a Traffic Guidance Scheme (TGS), which is to be emailed to the SAPOL Traffic Planning. For small/medium events, the TGS must be submitted at least

- 50 days prior to the event

For major events, at least

- 80 days prior to the event

TGS's are mandatory for vehicular management on roads, and Council may require one for pedestrian management as necessary at our discretion. All costs associated with planning, advertising, implementation, and supervision are the sole responsibility of the event organiser, and an approved notice must be distributed to affected residents and businesses at least 14 days before the event

PEDESTRIAN AND CYCLING PATHS

Except with express permission of Council, all pedestrian and cycling paths must not be obstructed in any manner either during set up, pull down or the duration of the event.

8. ENVIRONMENTAL HEALTH

VENDORS

The distribution of free food/product sampling as part of marketing activations cannot be undertaken on Jetty Road, Moseley Square, Glenelg Foreshore, Glenelg Beach and Brian Nadilo Reserve. Events located in these areas who wish to provide catering are encouraged to use Jetty Road traders in the first instance. If you wish to engage external caterers, they must hold a valid Food Permit from the City of Holdfast Bay. See Food and Beverage for further information.

MERCHANDISE

All stall holders (including merchandise, fundraising, and information stands) must be listed on the Event Application Form. The Applicant/Event Organiser shall ensure that each stall holder maintains valid Public Liability Insurance with a minimum coverage of \$20,000,000. Failure to provide such proof obligates the Applicant/Event Organiser to include the stall holder under the overall event insurance at their expense. In addition, under Council By-law 3, Clause 9.17 and Section 23 of the Local Nuisance and Litter Control Act 2016, no handbills, books, notices, leaflets, or other printed materials may be distributed on Council land without prior written permission. These conditions are mandatory and non-negotiable.

FOOD AND BEVERAGE

Mobile Food Vendors shall submit a Temporary Street Traders Permit Application with all required supporting documentation at least 10 days prior to the event. The application must include the garaging Council's name and proof of food business notification—via an official notification letter or the latest food safety inspection report—and any applicable Food Safety Supervisor Certificates. Vendors shall also provide a current copy of Public Liability Insurance with a minimum cover of \$20,000,000, accompanied by supporting evidence. Incomplete applications will not be considered. Permits are valid until the end of the current financial year, with day permits available where applicable. All vendors must comply with the Food Act 2001 and associated Food Safety Standards. Environmental Health Officers shall inspect vendors, and failure to produce a valid food permit when requested will result in immediate removal from the event. The Applicant/Event

Organiser is responsible for ensuring all mobile food vendors are notified of these non-negotiable terms.

ANIMALS

If there is an animal nursery or petting zoo at the event it is important that the Event Organiser ensures that any animal faeces are removed immediately, so that no health risk or inconvenience arises. Event Organisers are required to provide a copy of the contractor's current Public Liability Insurance to the value of twenty million (\$20,000,000) dollars to your designated Event Team Member.

Full hand washing facilities must be provided, consisting of running water (i.e. from a water container or similar), soap and paper towel, hand sanitiser is not to be used as a substitute. A bucket or similar to collect the wastewater is also required. The wastewater must be disposed of appropriately (i.e. in a sullage tank, sewer drain). Animal nurseries and petting zoos must comply with the requirements of [Animal Contact Guidelines](#) to ensure there is no risk to public health.

NOISE MANAGEMENT

The City of Holdfast Bay is committed to ensuring that events held in our community are enjoyable for all, while also minimizing noise impacts on nearby residents and businesses. To this end, we have developed a comprehensive [Noise Management Process Fact Sheet](#) that all event organisers must adhere to.

ADVERTISING AND SIGNAGE

Advertising is not permitted on Council property without written permission from the City of Holdfast Bay. Council does not accept responsibility for the content of any advertising conducted by the Applicant/Event Organiser.

9. COUNCIL GROUNDS AND FACILITIES

INSTRUCTIONS FOR THE PROTECTION OF COUNCIL LANDS AND ASSETS

All events shall comply with the following non-negotiable conditions for protecting Council lands and assets. Pre- and post-event inspections with Council representatives are mandatory. Infrastructure must not be pegged within one meter of irrigation mains, on a 45° angle toward mains, or within a tree's dripline. Event organisers must ensure that reserve areas are promptly restored to an acceptable condition post-event. Heavy equipment or items shall not be attached to or suspended from any shelter, handrail, building, or structure, including for fitness activities. Vehicle movement or parking within tree root zones is strictly prohibited. Under no circumstances may nails, screws, or fixtures be used on trees; no signage or infrastructure shall be affixed to trees, nor shall any tree pruning be undertaken by the event organiser. Furthermore, all event infrastructure must be positioned to respect significant sites and memorial structures, ensuring that patrons do not interfere with or access them.

GRASS REMEDIATION LEVY

A Grass remediation levy is required for some events at the discretion of council. The purpose of the grass remediation levy is to ensure parks and reserves that are utilised for events continue to be maintained to a premium standard. The grass remediation levy is specific to each event and will be discussed with your Event Team contact.

USE OF PLAYGROUNDS AND BARBECUES

Exclusive use of BBQs and playgrounds is not permitted. Playgrounds and BBQs must always remain accessible to the general public. Use of portable barbeques is permitted provided residue is removed from the reserve and not left on the grass surface or in litter bins. Barbeque fires are not permitted on days when a total fire ban is declared for the inner-metropolitan area. More information regarding the use of BBQs and flames can be sought from the CFS Hotline (1300 362 361).

UNDERGROUND SERVICES

Events which have infrastructure (e.g. marquees, bouncy castles, signage, etc.) that require pegging/anchoring into the ground must ensure that underground services are located and marked. Council will only take responsibility for marking out its own infrastructure (i.e. irrigation lines and low voltage irrigation cables). Council will identify the irrigation system through a series of lines marked within the required area. It is the responsibility of the Event Organiser to ensure pegging of any structure is not within one metre of any mark out line. Any damage that occurs through not adhering to this guideline will be at the cost of the Event Organiser. It is the responsibility of the Event Organiser to locate other services such as gas, electricity, communications, and sewer using Before you Dig. Council may request an underground survey at our discretion. Most parks and open spaces are irrigated with recycled water. Under no circumstances are you permitted to plumb into irrigation or recycled water lines.

10. CANCELLATION

ADVERSE WEATHER CONDITIONS

As the Event Organiser, it is your responsibility to monitor the weather conditions in the lead up and on the day of your event and make the determination whether or not it is safe for your event to proceed. If an event is cancelled due to extreme weather, all hire fees will be refunded. A refund will not apply where the event was deemed to have commenced prior to cancellation. Extreme weather will be defined as weather that threatens the immediate or long-term safety of individuals, as a result of rain, lightning, wind or temperature.

CANCELLATION OF EVENT

If cancellation is necessary, the Applicant/Event Organiser must notify Council at least five (5) business days prior to the scheduled event set-up date. In cases where cancellation occurs with less than five (5) business days' notice, any incurred hire fees may be forfeited. In the event of cancellation due to extreme weather conditions, refunds will be issued only if the event has not commenced.

NON-COMPLIANCE

Event approval is liable to be revoked by Council if the Applicant/Event Organiser fails to comply with any condition outlined in the Event Terms & Conditions or in any other justifiable circumstance. The Event Team and/or Council's decision will be final and reserves the right to withhold any monies paid.