

The Barossa Council

Event Application



For Hiring of Council Venues and Facilities

Event Application Lodgement:

8 weeks minimum notice is required to help us support your event. Return this Event Application in person to the Nuriootpa Office 43-51 Tanunda Road, Nuriootpa, or alternatively email events@barossa.sa.gov.au

1. Applicant Details	Booking Number Reference:
Name / Business / Organisation:	Contact Person:
Address:	Mobile :
Email:	Attendance Number:

2. Event Details	
Event Title (E.g. Amy's 21 st Celebrations):	
Venue / Location:	
Event Start Date:	Event End Date:
Event Start Time:	Event End Time:
Set up for Event Date:	Set up for Event Time:
Pack up Date:	Pack up Time:

3. Event Summary– tell us about your event. If you answer YES to any of the below we will require further information.		
Public Liability Insurance – Your event may be required to have insurance coverage – if this is required you will be contacted by Council	Policy Expiry date	
Site Map (including stall holder locations, entry/exit points, emergency access points)	Must be included	
Additional information	If "yes" please tick	Office Use Only
Will you require traffic management, temporary road closures and/or temporary parking controls? (a traffic plan is required) Please note: Requests for Road Closures where events impact our Roads and Road Reserves, Council will require a minimum of 3 months' notice.		
Will you be providing, consuming, or selling alcohol? Please note: Where alcohol is to be sold, supplied or consumed, you may be required to obtain a Limited Liquor Licence under the Liquor Licensing Act 1997. Refer to Consumer and Business Services (CBS) www.cbs.sa.gov.au or phone 131 882 for further details.		
Will food be sold and/or provided by a caterer? Please note: Where food is to be sold or catered for please supply food provider details below in (section 6) and ensure the food provider/s include their Food Business Notification Number (FBN) or complete a Temporary Food Business-Premises Small Application Form		
Will you be hiring and/or requiring security services? (If YES, please provide details in section 6)		
Will there be stall holders and/or food trucks for the event? (If YES, please provide details in section 6)		

Additional information (continued)	If "yes" please tick	Office Use Only
Will you require a marquee and/or tents? (If YES, please provide details in section 6) Please note: the pegging of any marquee or structure is not allowed due to underground services)		
Will you be providing any amusement devices, such as bouncy castles, or similar? (If YES, please provide details in section 6) Please note: Further information may be required		
Will you be setting off fireworks? (a permit will be required)		
Will you be using staging, platforms, party hire, portable toilets and/or other? (If YES, please provide details in section 6)		
Will there be animals and/or a petting zoo? (if YES ensure hand sanitisers are available) (If YES, please provide details in section 6)		
Will access to power be required?		
Will First Aid services be available at your event?		
Will your event be charging an admission fee?		

4. Temporary Road Closures

Do you require temporary road closures? Yes No
If you answered no, please skip to Section 5. If you answered yes, please fill out the below name of road/s to be closed and time of road closures

Please note: if you require Traffic Management please see Section 3 above – Event Summary

Name of road/s to be closed	1.	5.
	2.	6.
	3.	7.
	4.	8.
Time of road closures	From:	To:

5. Waste Management – Applicable only to not-for-profit **Community Events**. (charges may apply) If required, please contact Customer Support 08 8563 8444

Comments: (Office Use Only)

6. Additional Requirements– (Please attach additional pages if required)

Name of Business:	Business Type:	Business Details:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

7. Signs and Banners

Will you be requesting the use of event advertising signs or banners? [Conditions will apply.](#)

Please note: Separate application form to be completed

Yes

No

8. COVID 19 Requirements

All events must be COVID-19 compliant as per SA Health requirements at the time of your event.

For the latest information visit www.covid-19.sa.gov.au

For a QR Safe Plan and QR Code create a [COVID-Safe Plan](#)

[Create a COVID-Safe Plan](#)

If a COVID management Plan is required for your event [create a COVID Management Plan](#)

9. Considerations to make sure your event is a well-managed event. (Some events may require a risk assessment)

Hazard / Risk.....What could go wrong?

How will you manage the risk?

Electrical hazards, worn cables, aged electrical equipment

Use a licensed electrician to ensure your event is compliant in accordance with Australian Standards and Legislation. Refer to [SafeWork SA](#) and the [Office of the Technical Regulator](#) for further information.

Gas Safety – set-up, storage and use of LPG cylinders

There are rules and regulations surrounding the use of LPG at events. Please refer to the [Office of the Technical Regulator](#) for further information

Food Poisoning, illness or hospitalisation, incorrect food handling procedures and/or temperature control

Ensure correct food handling procedures are in place. Cold food is 5 degrees Celsius or below & Hot food 60 degrees Celsius or above.

Alcohol / Security, intoxication and or crowd control due to lack of security and irresponsible service of alcohol

Ensure alcohol providers have a current Liquor Licence and that any security requirements as approved by Consumer and Business Services are implemented.

Trips/Slips/Falls

Ensure walkways, ramps and steps are free of obstructions, ensure electrical cables and leads are secured
Fluid spills are cleaned up immediately

Adverse Weather

Consider access to shade, shelter, providing sun screen and water during extreme heat or cold weather. Consider cancellation of amusement devices during extreme wind.

Interaction of pedestrians and vehicles

Designated pedestrian exclusion zones and vehicle exclusion zones as appropriate. Ensure traffic management principles implemented where appropriate.

10. Event Organiser Declaration

I acknowledge that I have read and understood the Event Conditions.

I agree to adhere to all COVID 19 regulations and requirements at the time of my event (refer to Event Conditions) [Event Terms & Conditions](#)

I agree to indemnify and to keep indemnified The Barossa Council as outlined in Event Condition Number 1 if required.

I confirm that **all** participants are adequately insured through their own public liability and products insurance policy or covered by the Event Organiser's public liability and products insurance policy if required.

Name

Signature

Date

11. Fees Payable – Office Use Only

The fees payable are contained in The Barossa Council – [Fees and Charges Register](#) and are as follows. A bond may apply.

Significant Event:	Yes	No
Facility / Venue Hire		\$
Power		\$
Set-up / Clean-up days		\$
Other / Bond		\$
TOTAL EVENT FEE		\$
		Receipt number:

Approval granted by:

Council Officer Approval Name

Signature

Date

Payment Options

- **Cash or Credit Card:**
Payment at the Principal Office at 43-51 Tanunda Road, Nuriootpa, during office hours (Monday – Friday 9:00am – 5:00pm)
- **Electronic Funds Transfer:**
Account name: The Barossa Council
BSB: 085-005
Account: 393831998
Reference: Booking number (Refer to Invoice or Booking Number on Page 1)

Key Collection/ Return

The collection / return of keys are made at the Principal Office at 43-51 Tanunda Road, Nuriootpa during office hours Monday to Friday 9:00am – 5:00pm (unless other arrangements have been made with Council).