

Event & Outdoor

Facility Hire

**Information
Booklet**

EVENT & OUTDOOR FACILITY HIRE GUIDELINES

The City of Salisbury owns and maintains a number of outdoor facilities that are available for hire for commercial, community or private purposes including small and large events, displays, fund-raising activities, weddings etc.

This document has been prepared to assist you if you wish to hire a Council outdoor facility within the City of Salisbury. It will provide assistance to event organisers within Salisbury and provides guidance for complying with Council regulations whilst planning an event.

As the organiser, the responsibility is on you to ensure that all requirements of your permit application are met.

DISCLAIMER AND EXCLUSION OF LIABILITY

The City of Salisbury disclaims, to the fullest extent permitted by law, any liability whatsoever and howsoever arising in relation to or in connection with the quality, accuracy and/or currency of the information set out in this Guide.

The City of Salisbury and its respective officers, employees and agents shall have no liability (including but not limited to liability by reason of negligence) for any claim, loss, damage, suit, fine, penalty, expense or other cost whatsoever, howsoever caused, whether direct, indirect, consequential or special, in relation to, in connection with or arising out of this Guide.

To the fullest extent permitted by law, the event organiser to whom Permits have been issued, agrees to indemnify and hold harmless The City of Salisbury, and its respective officers, employees and agents, from and against all claims, losses, damages, suits, fines, penalties, expenses or other costs whatsoever, howsoever caused, whether indirect, consequential or special, including legal fees, in relation to, in connection with or arising out of the event organiser's use of the information contained in this Guide, and in relation to any Event conducted by the event organiser in accordance with the Council Permits.

INTRODUCTION

Events have been used by communities throughout the ages as a celebration of cultural values and beliefs. By conducting events these values and beliefs are sustained and reinforced and community ties are strengthened. Events also represent an opportunity for the wider community to share in various activities and learn more about the traditions and heritage of other groups. They are a way of celebrating the community we live and work in through artistic and cultural expression.

Within the City of Salisbury there is a rich diversity of cultures living side by side in peace with understanding and respect. The Council is committed to promoting and supporting this diversity through events that are well planned and conducted.

This document provides all the necessary information on conducting events in the City of Salisbury area and successfully obtaining the necessary approvals to hold your event/activity on Council's outdoor facilities.

The co-ordination and conduct of an event is a serious undertaking not only in terms of time, effort and cost but also in terms of responsibility and public safety. The event organiser undertakes and accepts a duty of care for which they are accountable in the event of accident or injury. Sound planning, safety and awareness and risk management are integral parts of conducting a safe and successful event.

The applicant is responsible for all areas of organisation and payment of costs associated with the event.

DEFINITIONS

Commercial Hirers are those who expect to generate income from their venture and whose net profits are dispersed to individual members.

Private functions are individuals who hire a venue for a function such as a wedding, birthday or family function.

Local Groups are those whose membership is primarily made up of residents within the City of Salisbury or individuals or groups whose primary function is within the City of Salisbury area.

Community Groups are those that meet for the purpose of providing a service for the community benefit and do not profit from the function.

Small events are those that have less than 100 people.

Large events are those that have more than 100 people.

APPLYING FOR A PERMIT TO USE COUNCIL OUTDOOR FACILITIES

Completing the Application Form will register your interest in staging an event and help determine which services and permits may be required. Submitting the form does not constitute approval to proceed.

No matter what your planned event involves, you will need to obtain and submit a current copy of your Certificate of Currency (Public Liability Insurance). A minimum of \$20 million is required.

If you wish to have amusement rides as part of your event Council will also require a current copy of the Amusement Company's Certificate of Currency (Public Liability Insurance). A minimum of \$20 million is required.

LISTING OF PARKS AVAILABLE

Most Council parks are available for hire depending on the type of event.

A description and maps are available for the most commonly utilised outdoor facilities which are available for hire.

Pioneer Park

Is located in the heart of Salisbury on Commercial Road, Salisbury which is designed as an outdoor amphitheatre which sound shell. Power is available at this site. Pioneer Park is predominately for larger scale community events.

Harry Bowey

Is located off Riversdale Drive, Salisbury Park. Harry Bowey is a very large and picturesque park with a cricket pitch, tennis courts, public BBQ, playground, kitchen and a small undercover area.

This reserve has two playground areas with shade sails covering the play equipment, public BBQ, a kitchen and a small undercover area.

The kitchen includes stainless steel food preparation benches, cold water sink and electric power points. It does not include a refrigerator, a stove/ oven or any electrical appliances.

The kitchen and undercover area, and other areas of the park, can be hired upon a fee being paid.

Carisbrooke Park

Is located off Main North Road, Salisbury Park. Carisbrooke Park is also a very large park with car parking at both ends of the reserve. This reserve has two playground areas with shade sails covering the play equipment, public BBQ, a kitchen and a small undercover area.

The kitchen includes stainless steel food preparation benches, cold water sink and electric power points. It does not include a refrigerator, a stove/ oven or any electrical appliances.

The kitchen and undercover area, and other areas of the park, can be hired upon a fee being paid.

Mobara Park

Officially opened on 20 October 2004 and located at Mawson Lakes, Mobara Park is named in honour of the City of Salisbury's Sister City Mobara City located in Chiba Prefecture, Japan. The reserve contains a cultural garden suitable for weddings and open reserve area for family gatherings. BBQ facilities are available.

Salisbury Civic Square

Salisbury Civic Square is located in the heart of Salisbury on the corner of Church and John Streets, Salisbury. The square can only be hired for certain community events or commercial type displays, and is at the discretion of Council to approve Applications for this area.

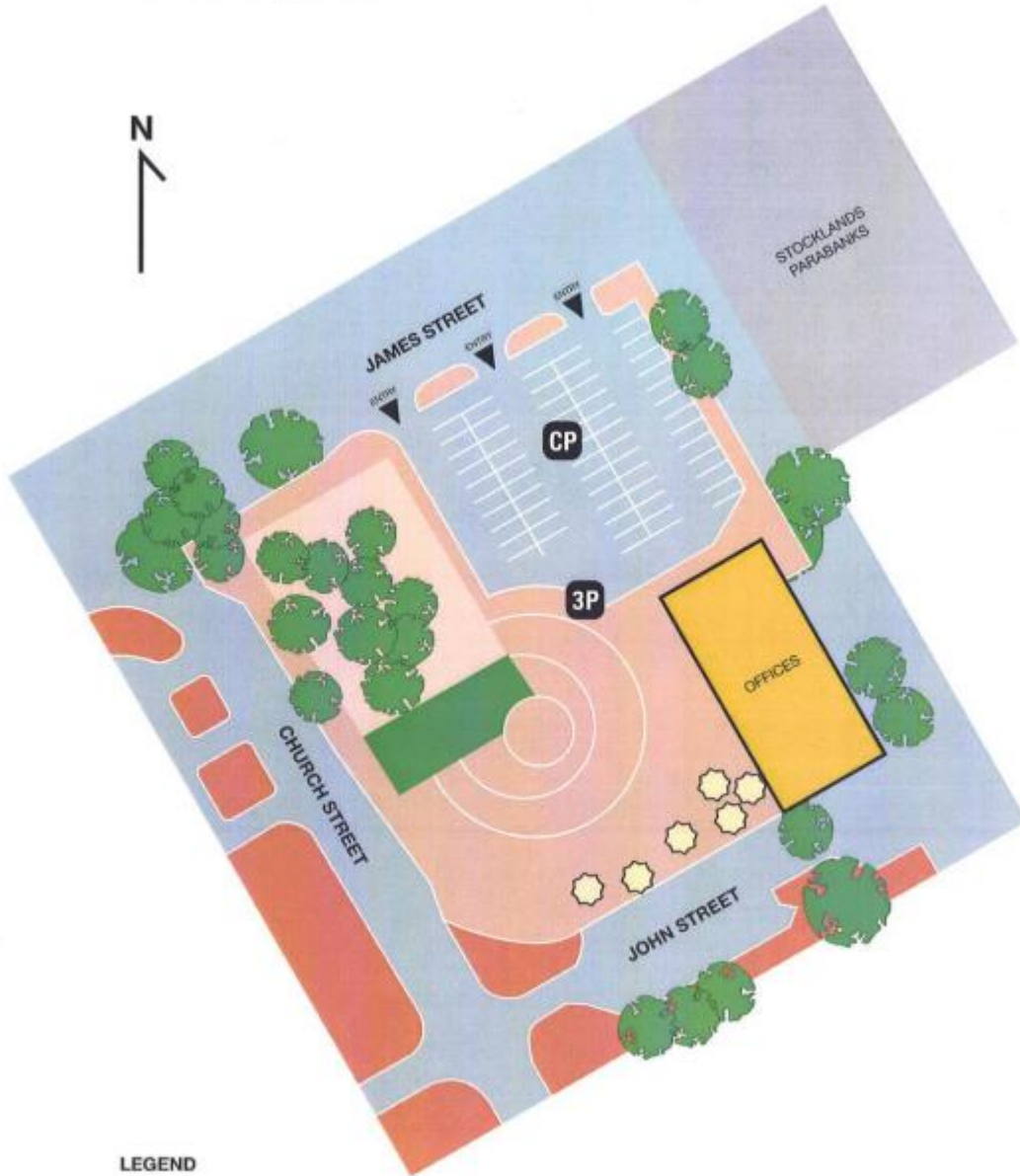
Unity Park

Unity Park is located at South Terrace, Pooraka. Facilities available are skate park, playground, walk/bike trails, dog friendly park, fitness station wetland and public toilets.

Pitman Park (including the Rose Garden and Waterfall).

Pitman Park is located in the heart of Salisbury on Bridge Street, Salisbury. Pitman Park has two main areas that can be hired for Weddings - the Rose Garden and the Waterfall area.

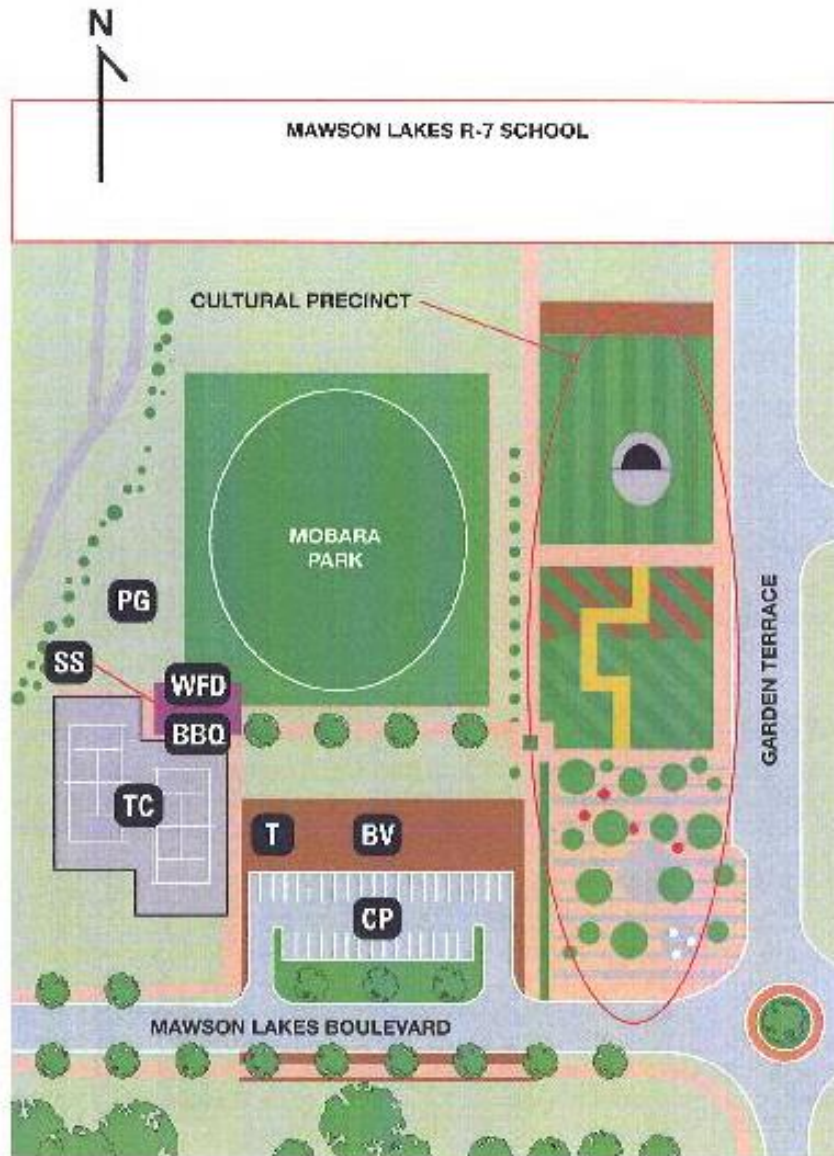
CIVIC SQUARE



LEGEND

- CP** CAR PARKING
- 3P** 3 PHASE POWER

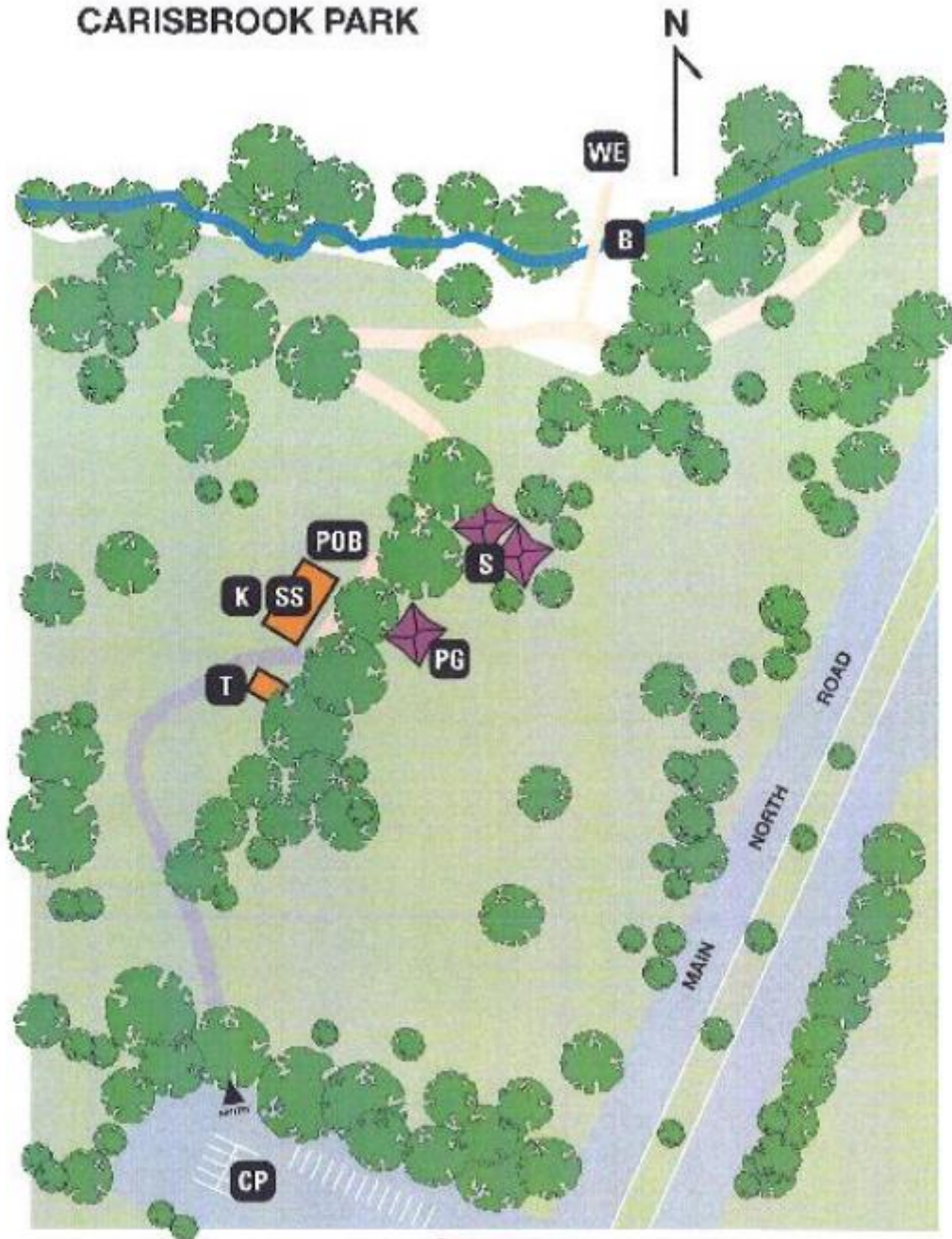
MOBARA PLAYING FIELDS MAWSON LAKES



LEGEND

BBQ BARBEQUE	PG PLAYGROUND	TC TENNIS COURTS
BV BEACH VOLLYBALL	SS SMALL SHELTER	WFD WATER FOUNTAIN DRINKABLE
CP CAR PARK	T TOILETS	

CARISBROOK PARK

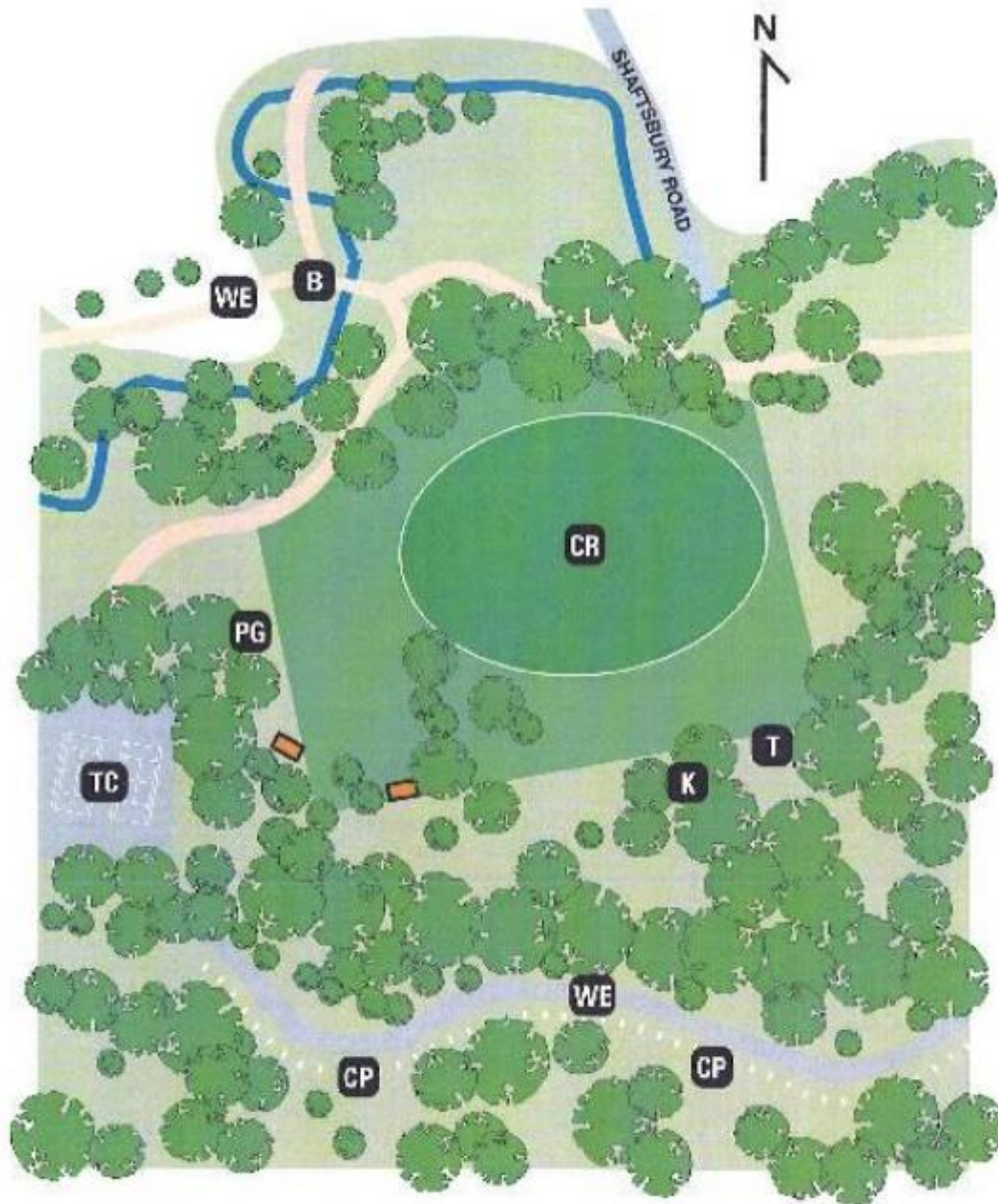


LEGEND

CP CAR PARK	PG PLAYGROUND	SS SMALL SHELTER
B BRIDGE	POB POWER ON BUILDING	WE WALKWAY ENTRANCE
K KITCHEN	S GALA SHADE	

— CAR PARK ENTRANCE
 NO DESIGNATED DISABLED CAR PARKS

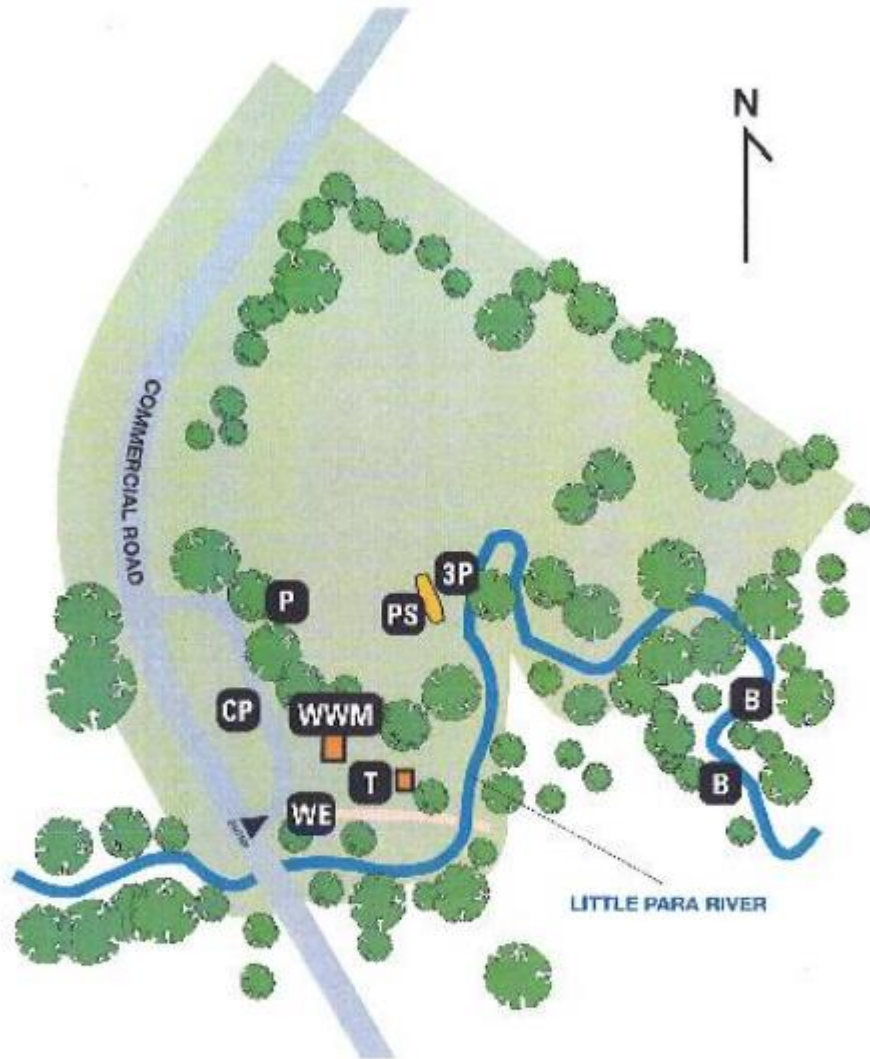
HARRY BOWEY RESERVE



LEGEND

B	BRIDGE	K	KITCHEN	NO SPECIFICATED DISABLED CAR PARKS	
CP	CAR PARK	T	TOILET	PG	PLAYGROUND
CR	CRICKET PITCH	TC	TENNIS COURTS	WE	WALKWAY ENTRANCE

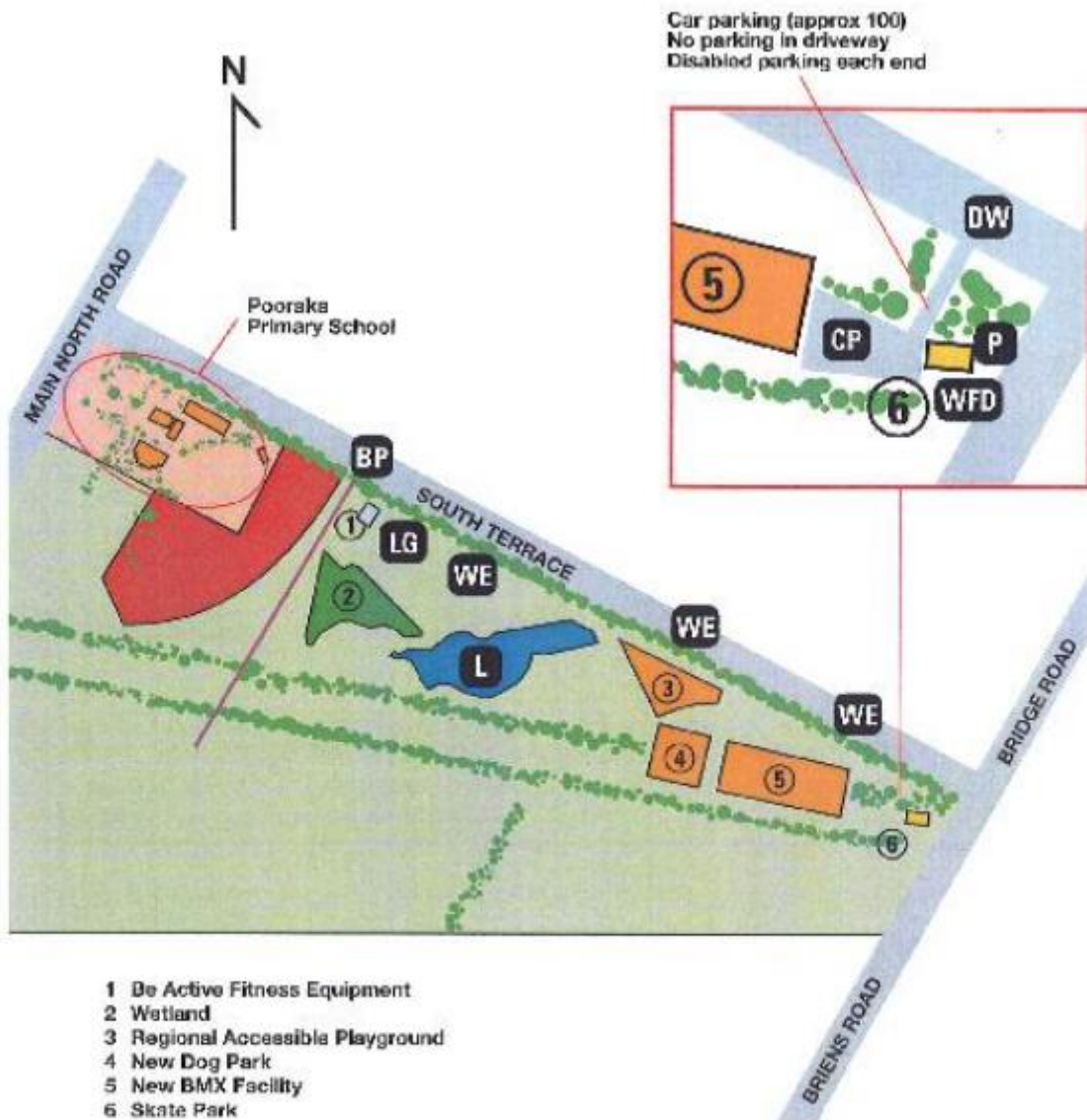
PIONEER PARK SALISBURY



LEGEND

3P	3 PHASE POWER	P	POWER	WE	WALKWAY ENTRANCE
B	BICYCLE	PS	PERFORMANCE STAGE	WWM	WATER WHEEL MUSEUM
CP	CARPARK	T	TOILET		

UNITY PARK POORAKA

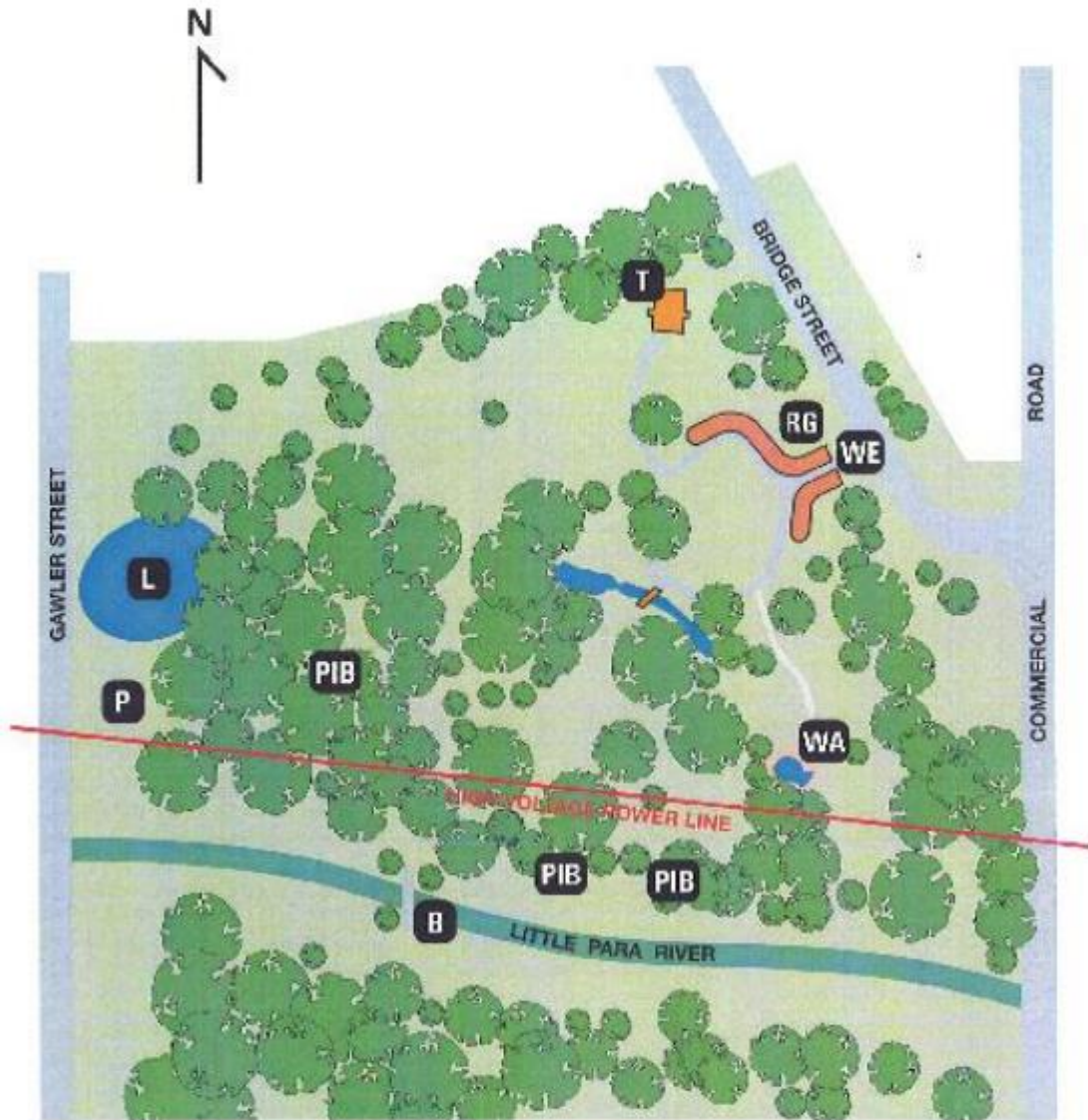


- 1 Be Active Fitness Equipment
- 2 Wetland
- 3 Regional Accessible Playground
- 4 New Dog Park
- 5 New BMX Facility
- 6 Skate Park

LEGEND

BP	BIKE PATH WAY	L	LAKE	WE	WALKWAY ENTRANCE
CP	CAR PARK	LG	LOCKED GATE	WFD	WATER FOUNTAIN DRINKABLE
DW	DRIVE WAY	P	POWER		

PITMAN PARK SALISBURY



LEGEND

B	BRIDGE	P	POWER	WA	WATERFACE AREA
L	LAKE	PIB	POWER IN BOX		
RG	ROSE GARDEN	WE	WALKWAY ENTRANCE		

FREQUENTLY ASKED QUESTIONS

Where the response to a question doesn't suitably answer your need, please contact Council's Customer Centre on 8406 8222 for a more detailed response. Similarly, if you have any other questions, please do not hesitate to ask.

What is an event?

By definition, an event is any planned activity where an open area, facility, road or structure is to be used by more people than usually found in that area. This activity may affect the location prior to the event, during and after the event.

What types of activities are not permitted to be held at outdoor facilities owned by the City of Salisbury?

- *Activities that are likely to cause damage to the outdoor facility/surrounds.*
- *Activities likely to cause nuisance to neighbouring residents/properties.*
- *The display or distribution of materials which is of a libellous or defamatory nature.*
- *Horse, pony, cattle, camel or any hoofed animal rides.*
- *Petting Zoos are at the discretion of Council.*

Do I need to have Public Liability Insurance (Certificate of Currency)?

- *At all times during their event, organisers are required to have a current Public Liability Insurance Policy in respect to their activities, to cover all identified risks in respect to claims for personal injury or property damage arising from the event.*
- *A Certificate of Currency (insurance) stating the level of cover, period of cover and exclusion clauses must be provided to the City of Salisbury as part of the Event Application. A Certificate of Currency can be obtained from your Public Liability Insurer or Insurance Broker upon request.*
- *Before a permit can be issued, the Council may require a copy of the Certificate of Currency and/or of the insurance policy.*

Do I need police attendance to undertake a festival or event?

It depends on the size and scale of the event - this would be determined by the police and Council.

Does Council automatically organise rubbish bins and collection for an event?

No - it is the responsibility of the event organiser to arrange rubbish bins and collection, either via Council services (at cost) or by use of independent contractors.

When will an Application be refused?

A permit may be refused if

1. The location requested does not have the capacity to sustain the event.
2. Event/activity poses an unreasonable risk to the public safety or may be considered offensive.
3. There is no proof of public liability for this event.

Whose responsibility is it to obtain the necessary permits for my event?

As event organiser, it is your responsibility to ensure all required permits are obtained.

Do I need to comply with any Legislative Acts?

Yes. As an event organiser, you are responsible for ensuring that your event is compliant with relevant Acts. Factors for consideration here include public safety, the control of alcohol, the preparation and supply of food and security.

APPLICATION PROCESS

The Application process is an integral part of a successful event.

Excellent preparation minimises the risks and ensures there are no surprises on the day or unforeseen the day after!

The event application process consists of the following steps:

1. Reading the Information Booklet.
2. Completing the initial application to hire the outdoor facility.
3. Liaison with Council
4. Issuing Permits (if successful)

The event Application process represents a comprehensive planning exercise and involves an investment of time on the part of the event organiser. As a result planning for a large event needs to commence many months prior to the anticipated date of the proposed event.

Requirement: The completed Application form should be returned to Council as early as possible and by no later than 4 weeks prior to private events, so that the Application can be assessed and processed.

For large and commercial events the completed Application form should be returned to Council no later than 3 months prior, so that the Application can be assessed and processed.

Applications that are not complete or do not meet these timelines may not be granted the necessary permits. This may delay or cancel the proposed event.

Any costs arising from the hire of the Council's outdoor facility will be borne by the hirer. These costs can include insurance, rubbish collection, traffic management, equipment hire and entertainers.

When the event/festival generates a cost to Council then Council shall put in place mechanisms to recover those costs. This policy of cost recovery relates most often to post event rubbish removal and damage to Council property.

Applications for events that are Circuses or other events with performing animals

Applications from circuses that use exotic animals which require either caging or shackling of their feet will be considered only if the applicant fully complies with the State Government legislation preventing

cruelty to animals and produces a letter of certification from the RSPCA or similar accredited organisation that the animals are being cared for satisfactorily.

Applications from circuses and organisations with performing animals, other than exotic animals, will be considered provided that the organisation acknowledges in writing that it is aware of the provisions of the South Australian Code of Practice for the Welfare of Animals in Circuses and that the organisation will comply with all aspects of this code.

The organisation, at least 90 days prior to any proposed performance within the City (where the land and/or facility owned or vested in Council is the preferred performance site) will submit to Council the required "Casual Permit Application Form".

On receipt of the application, Council will determine whether the land/facility is available and whether it is suitable for the activity proposed. Please note, Council has determined that the only reserve within the city suitable for circuses is Pioneer Park.

FEES AND CHARGES

All fees and charges are assessed annually by Council and are therefore subject to change.

Cleaning/Damage Bond

City of Salisbury charges event organisers a bond of \$200 on small events and \$1000 on large events prior to providing permits to ensure no damage is caused to the facility. Subject to weather, Council retains the right to close the ground and no liability will be accepted in relation to, in connection with or arising out of such closure.

This bond is fully refundable subject to:

- *satisfactory compliance by event organisers with all the conditions listed on the Permit and*
- *satisfactory post event inspection of the event site carried out by a delegated Council officer.*
Council reserves the right to withhold some or all bond monies if, in the view of the delegated Council officer:
 - there are serious breaches of the Permit conditions;
 - there is damage to Council property as a result of the nominated event; or
 - additional cleaning and rubbish removal is required as a direct result of the event.

Hire Fees

Event organisers are charged a fee for the use of parks as outlined in Council's Fees & Charges.

Services required from Council may attract charges, however organisers are not restricted to only using Council services and do have the option to source required services from outside Council. For additional information and current charges please contact Council's Customer Centre.

Cancellation Fees

In recognition of the time that is spent in processing applications cancellation charges may be imposed as follows:

- *if a hirer cancels a confirmed booking three (3) months prior to the date 75% of the fee will be returned;*
- *if the booking is cancelled one (1) month prior to the event 50%;*
- *if cancelled less than one (1) week before the event 0% of the fee will be returned;*

- *in the event of inclement weather causing the cancellation of an event, a refund of 50% of the hire fee will be refunded to the Hirer; and*
- *no refund will be applicable if the event was deemed by the Council, in its absolute discretion, to have commenced prior to cancellation.*

Requests for a refund of fees due to cancellation must be made in writing.

WHERE TO GO TO GET PERMITS, LICENSES AND GUIDELINES

The City of Salisbury requires the Hirer to comply with all relevant legislation at the State and National level which makes acts of discrimination, vilification, incitement, offensive conduct and public disorder unlawful.

The Hirer is required to ensure that no vilification, discrimination or incitement of hatred or violence against any person or persons based on age, gender, religion, race, ethnicity, culture, sexuality, sexual preference or physical or mental ability by any speaker at the event.

The hirer also needs to ensure that they comply with State and National legislation pertaining to the playing of music, health and safety, food handling etc.

The following contact details will be useful in helping you obtain the appropriate permits and licences for your event. While obtaining these permits may seem a hassle, they will protect your interests as an event organiser as well as the people who attend the event, the general public and the City.

Public Health and Safety

The hirer must take into consideration the requirements of the Department of Health Guidelines for the Management of Public Health and Safety at Public Events. A copy of the document is available from the Department of Health or can be downloaded from www.dh.sa.gov.au or direct link at www.dh.sa.gov.au/pehs/publications/public-events-oct06.pdf

Type	Contact Details And Information
APRA Licence (Music)	<p>A licence is required when recorder music is broadcast/played at your event</p> <p>Australian performing Rights Association Limited (APRA) W: www.apra.com.au</p>
Food Permit	<p>Food permits are required when food, including packaged and unpackaged foods, is served</p> <p>City of Salisbury 34 Church Street Salisbury SA 5108 T: 8406 8222 F: 8281 5466 E: city@salisbury.sa.gov.au</p>
Liquor Licence	<p>Liquor licences are required when alcoholic beverage are to sold at your event</p> <p>Liquor Licencing 9th Floor, 50 Grenfell St ADELAIDE SA 5000 T: 8226 8410 F: 8226 8512</p>
Environment	<p>Environmental Protection Agency (EPA) Environmental safety Local branch 77 Grenfell St ADELAIDE SA 5000</p> <p>Pollution control T: 8204 2000 W: www.epa.sa.gov.au</p>
Fire	<p>Telephone the CFS bushfire information hotline on 1300 362 361</p>
Work Safe SA	<p>Amusement Structure http://www.safework.sa.gov.au/nradc/news.html</p>