

Event Management

"THE PINES" HOUSE & GARDEN

EVENT PERMIT APPLICATION

This event application form is to be only used when applying for a Permit to hold an event at "The Pines" House and Garden in Loxton.

This application **MUST** be completed and submitted a minimum of **4 weeks prior** to the proposed event/activity

SECTION 1 – ORGANISATION DETAILS

Organisation Name	<i>If Applicable</i>
Contact Person	
Postal Address	
Contact Number	
Email Address	

SECTION 2: EVENT DETAILS

Date/s	Start Time/s	Finish Time/s
Purpose of Application	<div> <input type="checkbox"/> Birthday <input type="checkbox"/> Wedding (ceremony only) <input type="checkbox"/> Wedding (reception only) <input type="checkbox"/> Wedding (ceremony & reception) <input type="checkbox"/> Funeral (service only) </div> <div> <input type="checkbox"/> Funeral (wake only) <input type="checkbox"/> Funeral (service and wake) <input type="checkbox"/> Staff Show <input type="checkbox"/> Other: <i>Please specify below</i> </div>	
Intended number of guests		
Hire of Facilities	<input type="checkbox"/> Hire of grounds only (kitchen and toilet access included) - \$165 inc. GST <i>Occasions / Events of up to 30 people – a security bond of \$250 is required</i>	
	<input type="checkbox"/> Hire of grounds only (kitchen and toilet access included) - \$220 inc. GST <i>Occasions / Events of over 30 people or ceremonies – a security bond of \$500 is required</i>	
	<input type="checkbox"/> Hire of facilities (inc. breezeway, kitchen, equipment and garden) - \$770 inc. GST <i>3-day hire - allows for set-up and dismantle - a security bond of \$500 is required</i>	
Public Liability Insurance	Public Liability Insurance certificate/s attached? Yes <input type="checkbox"/> No <input type="checkbox"/> The permit holder MUST provide a copy of their current public liability insurance policy which covers the event to the minimum level of \$10 million per claim. This is a mandatory requirement. If you are an individual who does not have public liability insurance, please contact us to make arrangements. Please note that you will also need to supply the public liability insurance certificates of any additional contractor/business operating at The Pines during your event.	

<p>Will food and/or drink be available at your event?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you providing / sourcing external catering? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide your external caterer's Trading name of business: Food Business Notification (FBN) Number: (If unsure of your FBN please contact Council's Environment Health Officer on 8584 8000) Please list the food and/or drinks that will be supplied:</p> <p>Your caterer is also required to supply a copy of their current Public Liability Insurance to be attached to this application.</p>
<p>Will alcoholic beverages be provided at your event?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, has an application for a Liquor License been made and on what date? Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____</p> <p>Please refer to https://www.sa.gov.au/topics/business-and-trade/liquor/apply</p> <p>If yes, has it been approved and issued? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Has a Liquor Notification Form been completed? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you intend on erecting temporary structures or signage?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please list and describe the equipment</p> <p>Please indicate the measurements/dimensions</p> <p>How will the equipment be anchored?</p>
<p>Kitchen access</p>	<p>To use the kitchen, it will need to be disarmed and unlocked. Please indicate your preference to:</p> <p>Date/s: Open the kitchen: _____ AM / PM Date/s: Close the kitchen: _____ AM / PM</p>
<p>Will power be required?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please specify where you will need power supplied: _____</p> <p>Please ensure that any appliances and cords have been tagged and tested prior to use at The Pines.</p>
<p>Will your event include amplified music, images of speeches, etc?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details including what will be amplified, volume and times _____</p> <p>Will your event involve amplified music? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please tick correct option Band/live music <input type="checkbox"/> Recorded Music <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____</p>

Will waste bins be required?	<p>2 x red (domestic) and 2 x yellow (community event) kerbside collection bins and 1 x can recycling bin are available.</p> <p>Does this meet the requirements of your event? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, please provide details as Council can supply additional bins as required:</p> <p>Number of additional Yellow Community Waste Bins:</p> <p>Delivery date:</p>				
Traffic and parking	<p>Parking on the property is not recommended. However, we can allow bridal cars to use the driveway as a drop-off point.</p> <p>Do you require use of the driveway for bridal drop-off? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Time (to and from): _____ AM / PM to _____ AM / PM</p>				
Equipment Available	<p>If you require any of the following equipment, please specify the quantity you may need:</p>				
	<i>In Stock</i>	Required		<i>In Stock</i>	Required
Red carpet	1		Beige chairs	46	
Round tables	6		Grey chairs - upholstered	23	
Plastic trestle tables	2		Microwave oven	1	
Burgundy chairs - upholstered	30		Pie warmer	1	
Large eskis (pull-along)	3		Small urn	1	
Dishwasher	1		White wine glasses	98	
Large urn	1		Water glasses	56	
Red wine glasses	160		Entree plates	50	
Champagne glasses	66		B/b plates (patterned)	63	
Dinner plates – 2 sizes	65		Sweet bowls	56	
B/B plates (white)	225		White cups & saucers	49	
Soup bowls large	49		Dinner knives	55	
Small sweet bowls	54		Dinner forks	56	
Cup saucer plates (sets)	62		Soup spoons	65	
B/B knives	52		Salt and pepper shakers (pairs)	18	
Sweet forks	56		Cake plates		
Dessert spoons	60		Platters		
Serving dishes			Servers		
Water jugs	29		Water bottles (carafes)		
Milk jugs			Electric kettles	2	
Ornate small flute glasses	12		Wine Cupped Glasses	19	
<p><i>* Please note that any damage caused to the equipment during hire will be the responsibility of the hirer to replace/repair.</i></p>					
Do you have any other requirements?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please detail below: _____</p>				
Is your organisation registered with the SA Community – Connecting Up website?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, your organisation is encouraged to register – www.sacommunity.org</p> <p>This website is an online database of community groups and organisations. Please advise if you would like council staff to register on your behalf.</p>				

SECTION 3 – CHECKLIST

The issuing of this permit is subject to the applicant submitting and answering all the questions in this application. The following checklist is to ensure you have provided all the necessary documentation. If you require further assistance with the application, please contact the Community Development Officer on 8584 8000.

<input type="checkbox"/>	Copy of your Public Liability Insurance Certificate of Currency for a minimum of \$10 million
<input type="checkbox"/>	Third Party Public Liability Insurance Certificate of Currency (<i>if applicable</i>)
<input type="checkbox"/>	Food safety details
<input type="checkbox"/>	Payment of any prescribed fees (<i>if applicable</i>)

SECTION 4 – DECLARATION AND ACKNOWLEDGEMENT

I acknowledge that I have read and understood the permits conditions and agree to abide by the conditions and any special conditions that Council may determine.

Name		Date
Organisation and Position (if applicable)		
Signature		

LODGEMENT DETAILS

District Council of Loxton Waikerie
PO Box 409
35 Bookpurnong Road, Loxton SA 5333
Email: council@lwdc.sa.gov.au

For enquiries, please contact:

Sue Schultz
Community Development Officer
Phone: 08 8584 8000 / Email: council@lwdc.sa.gov.au

Or

Marian Woodberry
Events Coordinator (Pines Volunteer)
0412 649 766 / Email: woodduck32@gmail.com

Your application will be assessed and if elements of your information is incomplete a Council representative will be in contact with you.



TERMS AND CONDITIONS

1. The event holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, 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 the permit.
2. The event holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (**\$10,000,000**) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The event holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The Permit holder shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit, and where appropriate shall comply with, and give all notices required by any Act of Parliament, ordinance, regulation or By-Law relating to the activity.
5. The permit is NOT transferable.
6. No food or drink will be offered for sale by any permit holder without the prior approval of the Council. The permit holder must complete a "Temporary Food Premises" application form at least 7 days prior to the event if food is to be sold or provided.
7. No music system or amplified sound to be used by any permit holder without the prior approval of the Council. In accordance with By-Law 2 2010 - parts 9.4 and 9.20 Council approves amplification and/or live acoustic music to be within reasonable levels. Please refer to www.apraamcos.com.au for your APRA AMCOS licence responsibilities
8. The position of stalls and/or exhibitor's sites are to be approved by the Council prior to the date of the event and may not be altered without the approval of the Council.
9. The permit holder shall ensure that the site or sites are left in a clean and tidy condition at the end of the event. It is the responsibility of the permit holder to remove from the site all litter resulting from the event. Failure to do so may result in cleaning fees being charged.
10. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
11. The permit holder must take all reasonable precautions to avoid damage to services and must immediately notify the council in the event of damage to any grassed surface, tree, shrub, flower bed, water, gas, electric, telephone, or other service within the area or connected to the activity.
12. This permit will not come into operation until proof of the Certificate of Currency Insurance has been provided to the Council, all fees have been paid, and a copy of this document, signed by the Council has been returned to the applicant.
13. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit & may be revoked in any other justifiable circumstances.
14. This permit must be available for inspection by the General Inspector if requested.
15. Permission is liable to be revoked by Council if the event organiser fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
16. Permission to commence event will not come into operation until proof of all required documentation has been provided to the Council and a permit, authorised by Council, has been returned to you.
17. Applicants must be eighteen (18) years or over.
18. All keys are available to be collected from either the Loxton or Waikere Council Offices. Keys MUST be returned within two (2) business days following your event.
19. While applications are accepted for the purposes of monitoring activity at any community space. Applicants are to be aware that Council Reserves are a public space, any authorisation will not grant exclusive use to the area and Council or applicant will not restrict the public in any way.



COUNCIL USE ONLY SECTION 5 – ASSESSMENT OF APPLICATION

Name of Event		Permit Number	
Name of Event Organiser			
Location of Event			
Date of Event		CM Record No	
Booked in Council's Calendar		Works Request Submitted	
Documentation Received and Reviewed		Date & Method	Yes N/A
Public Liability Insurance - Certificate of Currency Insurance for a minimum of \$10m			
Third Party Public Liability Insurance Certificate of Currency (if applicable)			
Individual ad-hoc Public Liability Insurance payment			
Food safety details			
Liquor licence details			
Is your event disability and sensory friendly?			
Will the event have disability bathroom facilities, if not do you require councils disability portable and accessible toilet?			
Additional Notes/Requirements			
Signed on behalf of the District Council of Loxton Waikerie			
Signed		Date	
Name		Position	