

	District Council of Peterborough EVENT MANAGEMENT PLAN – PERMIT FOR EVENTS	Version No.	1.0
		Issued	May 2026
		Review Date	

NOTE: If Not Applicable for your Event or Hire state NOT APPLICABLE.

1. Key Event Details

Event Name:	This should be the full title of the event, as it should appear in all published material, not an abbreviated version.		
Organisation			
Event Contact Person:	Telephone:	Mobile:	
	Email address:		
Address of Contact:			
Venue Details:	Venue name:	Indoor	or Outdoor
Events Date:	Start Date:	End Date:	
Events Times:	Event Start Time:	Event End Time:	
Event Concept:	A brief description of the event including major event components and highlights		
Event Objectives:	State the significant objectives of the event and the desired outcomes.		
Target Audience:	What sections of the community are being targeted? Are there specialist interest groups?		
Expected Attendance:	How many people are expected to attend the event?		

2. Roles and Responsibilities

Clearly define the role of the event organising agency and all key stakeholders. To avoid confusion and to channel requests to the appropriate organisation identify what services are being provided by each organisation and how they communicate with each other.

Refer to organisational structure for further information.

Role:	Responsibilities:

3. Significant Stakeholders

Identify the significant stakeholder groups. These are organisations which have a significant impact on, or input into, program design. They may include event partners, state, local and federal government agencies, sponsors, venue suppliers, significant suppliers and consultants. For each of these organisations, record the role and responsibilities, and the key representative.

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☐ Stakeholders Notification Letter Yes / No

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4. Communication Protocols

Protocols for communication and reporting arrangements between all significant stakeholders should be clearly documented to clarify decision making responsibility and how information will be communicated to all personnel. Issues that may need to be discussed include:

- ☐ Who makes the decisions on the overall event e.g. design, programming, cancellation?
.....
- ☐ Who makes the decisions on safety and security issues?
.....
- ☐ Who is responsible for communication with media, and who is media spokesperson (may be different)?
.....
- ☐ Communication protocols in the event of an emergency (e.g. injury of a participant at the event, food poisoning outbreak etc.)
.....
- ☐ Who is the police venue commander and what level of decision-making rests with them?
.....
- ☐ Who the event manager is, who do they report to, and what level of decision-making rests with them?
.....

Where an incident is identified there should be clear guidelines on how it should be reported through the correct chain of command to the appropriate person e.g. a volunteer should not call the Significant Incident Response Room to report an emergency. Refer to Incident reporting level for further information

5. Communication Diagram

It is recommended the relationships of key stakeholder groups be represented diagrammatically, particularly those groups or individuals that may be involved in operations during the event or will have a significant impact on decisions on event design. This diagram should illustrate who the key decision-makers are and how information is communicated to all stakeholders.

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6. Planning Milestones

Detailed planning timelines should be developed for the event and should identify the key milestones in the planning process.

Some significant planning milestones to consider include when the consultation process with stakeholders will run, when the event plan will be finalised, contracting of suppliers, and stakeholder briefings.

7. Marketing and Communication Plan

A separate Marketing and Communications Plan should be developed by the event committee.

Important information which will impact on the event management team during the event should be recorded in the event management plan, including information numbers (hotline for general public enquiries), signage, ticketing information, merchandise, media and competitions.

8. Venue Issues

Early in the planning process a site inspection of the proposed venue should be conducted to ensure the venue meets the requirements of the event. Once approval for the event has been gained from the appropriate level, a booking

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should be placed and the relevant hire documents completed to secure the venue. A bond may need to be paid at this time.

Ensure the venue (if indoors) has a fire evacuation plan with clearly marked exits. If the venue is outdoors and involves the erection of marquees etc.

Ensure sufficient time has been booked to allow for setting up (bump in) and take down (bump out) of equipment. Ensuring access to site will be available (i.e. check with local council to ensure no roadworks are planned which will impede access), for events with significant infrastructure this may increase the booking time by days or weeks before and after the event.

Ensure the hire documents clearly state what areas of the venue are being hired and what services will be provided by the venue during the event. There can often be hidden costs that are not included in the venue hire fee. It is important to clarify with the venue representative whether additional charges will be made for items such as site power, parking, cleaning, and damage to grounds or facilities, security, the use of foyer or entry areas, staging and audio-visual supplies.

9. Permits, Licenses, Insurance and Power

Include details of all permits/licences as well as insurance.

- ☐ Does the Permit Holder have public liability and professional indemnity insurance (minimum \$20 million) to cover the permit period and purpose of Hire/Activity **YES / NO**
- ☐ **Council requires the event organiser to have Public Liability Insurance to a minimum value of Twenty Million Dollars \$20,000,000.00 in the legal organisation name or governing body.**
- ☐ **The insurance must provide coverage for the specific location.**
- ☐ **All Public Community Events must have their own Insurance.**
- ☐ If yes: Please attach a copy of the Certificate of Currency
Attached **YES / NO**
(See Note 2 and 3 of General Conditions)

If no: A surcharge may apply, to utilize Council's Casual Hirers Insurance - **Subject to hire use**
(See Note 1 of General Conditions)

- ☐ **Generators** (All infrastructure must be installed as per standards)
- ☐ **Council Power** (A daily prescribed fee is charged. Please attached further information including where, what, how and why you are requesting to use Council power) including load requirements or justification.
- ☐ **Amusement Rides** - provide public liability insurance
- ☐ A current Certificate of Registration issued by **SafeWork SA** and include on site map)
Contractor's Insurance and registrations

10. Copyright

If relevant, copyright issues need to be addressed in the early planning stage where the event involves, for example:

- ☐ The use of original literary, dramatic, musical and artistic works or subject matter other than works in which copyright exists (e.g. use of an artist's work to decorate an event venue/use of music at an event etc.). Visit www.apraamcos.com.au for further information.
- ☐ Items in which moral rights of authors of literary, dramatic, musical or artistic works and cinematograph films exist. Approach publisher to apply for rights if copyright material.

11. Accreditation

This can be a time-consuming and costly task, but one that can be critical to the success of an event. If there are a number of venues or activities, accreditation should be standardised.

Early planning should consider:

- ☐ The types of accreditations required, e.g. participants, VIPs, media, staff, volunteers, security and contract workers.....
- ☐ How and where accreditation will take place.....

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12. Safety and Security

It is the responsibility of the event organising agency to organise and manage private security for all aspects of the event.

12.1 Incident Reporting Level

- ☐ It is important a process is clearly articulated in advance regarding the key people to contact in the event of an incident and/or emergency.

12.2 Risk management

- ☐ Provide a link to the risk management plan.
- ☐ Identify any extreme risks and how they will be mitigated.

12.3 Security personnel

- ☐ For what purpose is security required? For example, traffic control points, performance and dressing facilities, alcohol consumption areas and general public safety throughout the event, crowd management, security of money.
- ☐ Which company will be used? Who is the designated security manager? All security personnel should report to the security manager.
- ☐ Number of officers, times and locations, where will they be based.
- ☐ How will the event manager and police communicate with security?

12.4 Marshal

- ☐ How many are required?
- ☐ Who do they report to?
- ☐ Where will they be based?
- ☐ Which organisation is providing the marshals?
- ☐ What do they do in response to an emergency?

12.5 First aid providers

- ☐ Where will first aid officer/s and stations be set up?
- ☐ Will there be other volunteer or professionally qualified first aid officers on site during the event?
- ☐ Emergency service access points for ambulance officers.
- ☐ Recording of incidents.
- ☐ Location of a buggy for transport of patients.
- ☐ Lifeguards.

12.6 Emergency response plan and evacuation

- ☐ Identify times when access may be difficult e.g. crowds, motorcades and how this will be managed.
- ☐ Any vehicle responding to an emergency needs to be given access to the site – identify predetermined access and reporting points
- ☐ Chain of command during an emergency and evacuation.
- ☐ The details of the overall coordinator responsible for the emergency response.
- ☐ The chain of command dealing with a response.
- ☐ Emergency service vehicle access points, with a map.
- ☐ Evacuation procedures (including evacuation muster points, ingress and egress (entering and exiting) of the event site.
- ☐ A list of stakeholders who may need to be contacted (suppliers, VIPs, guests, landowners) with their preferred method of contact (e.g. two-way radio, mobile or email).
- ☐ A communications strategy including informing event participants of the evacuation, an appointed spokesperson, a designated person to report to and deal with media matters, and a dedicated complaints manager.

12.7 Adverse Weather Management

Document an adverse weather management and cancellation plan e.g. hot weather, sunscreen.

Thunder and lightning. This should include a policy regarding the cancellation, postponement or modifications that will be made in the event of poor or extreme weather conditions. All suppliers and stakeholders should be made aware of the adverse weather management plan prior to the event.

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Include information on who will make the decisions on cancellation or modification of the event and the latest time this decision can be made and safely implemented. A strategy to communicate this decision to suppliers, participants, guests and the general public is required.

12.8 Traffic and Transport

Include details of scheduled public transport services, parking, and barricades to control traffic and crowds, signage and/or marshals to assist with direction of patrons from public transport stops or car parks.

Where a full or partial road closure is required, the event organiser will need to lodge a request for a temporary road closure with Council

- ☐ Council approval of Road Closure
- ☐ Road Closure (provide road closure map, dates and times)

13 Public Access

Include information on the following:

13.1 Public access to venue

- ☐ Closed to public vehicle traffic and parking.
- ☐ Closed to pedestrians at appropriate times to ensure safe bump in and out of equipment. How will this be managed, e.g. will temporary barricades be required to ensure public safety?
.....
- ☐ Entrance points to the venue should be included in all promotional material. Signage should be erected in appropriate locations to direct patrons.

13.2 Overcrowding

Plan should cater for possibility of overcrowding. Identify problem areas, process/ability to cap audience and crowd notification will be managed. Choose venue and entertainment program to suit.

- ☐ Methods for crowd dispersal.
.....
- ☐ Monitor and evaluate the number of patrons entering. Who gives and receives this information?
.....
- ☐ Contingency plan for areas that may be dangerously overcrowded. Who will decide to implement this contingency?
.....
- ☐ <https://www.police.sa.gov.au/your-safety/crowded-places>

13.3 Accessibility

- ☐ Identify access to the venue for patrons with disability, including a drop off point. This may need to be staffed by a marshal. Identify accreditation/vehicle pass mechanism.
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14 Staffing

Detail the staff roles, responsibilities and contact details here. Including any child facing activities require Working with children's check (WWCC).

14.1 Volunteers

Issues to be considered with volunteers for a major event include:

- ☐ What is their role?
- ☐ How will they be recruited and trained?
- ☐ How will they be identified on site (i.e. uniform)?
- ☐ How will they be managed?
- ☐ Associated costs (training, food, water, clothing, transport)

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- ☐ Accreditation
- ☐ Are there any benefits for volunteers?
- ☐ Public liability insurance

14.2 Protocol/VIP Guests

A comprehensive plan for protocol related matters should be developed. Some of the following issues that may need to be considered include:

- ☐ Who is inviting the guests? They should be invited as soon as possible. Check if there are requirements/preferences about food, protocols, seating etc.
- ☐ Who are the VIP guests and how many will be in their entourage?
- ☐ What specific protocols apply to these VIPs or dignitaries?

Details of the event should be communicated to these guests with a confirmation letter detailing arrival time and location, parking arrangements, access, a run sheet/program, their role during the event, a site map and contact name and number for staff at the event.

If different cultures are involved, consideration should be given to holding a briefing for all relevant agency staff about protocols.

15 Food and Beverage

Document all Food and Beverage vendors, staff and the following should be documented:

All food vendors will be required to lodge a food business notification with Council, which includes:

- ☐ A description of the food business and its operations
- ☐ The type of food business
- ☐ Whether the food is:
 - low risk - unlikely to contain potentially harmful micro-organisms or support their growth, e.g. grains and cereals, bread, carbonated beverages, sugar-based confectionary, etc. which may be packaged and unpackaged; or
 - medium risk - which may contain potentially harmful micro-organisms or support formation or growth of pathogenic micro-organisms, e.g. cut fruit and vegetables, fruit juice, canned meats, dairy products, etc. received and sold in the manufacturer's/supplier's original sealed packaging).
- ☐ **Stall Holders** (Required if stall/table is operated by a separate organisation to the Event holder.
- ☐ Provide Council with a list of stall holders, include on the site map and each stall holder must complete a Trading Table / Stall Holders Permit Application)
- ☐ Ensure they have appropriate insurance to cover Temporary food stall.

Alcohol Supply and Licence

If alcohol is to be sold or supplied at the event, the event organiser (or relevant stallholder) will be responsible for obtaining a **short-term liquor licence**.

If the event is open to all age groups, the event organiser may be required to provide segregated areas for the sale and consumption of alcohol, as well as consideration to security services.

- ☐ **Alcohol**
- ☐ **Provide copy of Limited (Event) Licence approval or request for support.**
- ☐ **If you are seeking support for a limited (event) Licence application that is on leased or private land please write a letter to Council – Do not complete this section.**

15.1 Waste Management

Identify stakeholders and set the event waste policy and criteria.

Estimate likely volumes and types of recyclables and wastes and research contractors who can supply and place skip and wheelie bins, signage, cages, and bailers for cardboard and other materials where required.

Adequate bathrooms and facilities ratio to for capacity of attendees.

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16 Entertainment

16.1 Amusement Rides

provide public liability insurance
a current certificate of registration issues by SafeWork SA and include on site map)

16.2 Programs

Programs for each stage and roving entertainment should be developed. Consideration should be given to the potential conflict between stages and roving performers, i.e. do not schedule a roving musical piece in the same area/time as a performance on stage.

16.3 Performers

Consider performer requirements including changing facilities and access to toilets. Costs may also include airfare, accommodation and ground transport in addition to a performance fee.

16.4 Activities, rides and displays

Ensure any activities that are offered are safe and have qualified personnel operating them. If a third party is contracted to offer activities ensure they have the appropriate level of public liability insurance and determine their hire equipment, signage and security requirements.

17 Production

Production for the event includes items such as staging, audio, visual displays, special effects, rigging and lighting requirements. Production requirements should be identified and costed early in the planning phase, and this will be dictated by the amount and style of the entertainment, speeches etc.

Provide a link to the production schedule documentation indicating what audio-visual needs are required for any performances, speeches, visual technology.

17.1 Staging

In addition to size, consider factors such as:

- ☐ the presentation or look of the stage
- ☐ whether the stage should be covered or if a backdrop is required
- ☐ stairs or access points (e.g. ramp)
- ☐ hanging points for banners and lighting
- ☐ how the stage will be delivered and set up
- ☐ Other equipment required for the stage e.g. lectern, chairs, tables

17.2 Lighting and audio

In determining audio visual requirements, consider:

- ☐ the size of the audience and the coverage desired
- ☐ whether the event is indoors or outdoors
- ☐ existing facilities the venue will supply
- ☐ how many people will be on stage will require microphones and whether they need to move or can be stationary
- ☐ venue lighting for safety and effect
- ☐ special effects lighting
- ☐ safety relating to any fire or fireworks associated with an act
- ☐ screens
- ☐ the performers on or off stage e.g. concert orchestra, choir, solo performer
- ☐ Media requirements.

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17.3 Site Layout

A draft site layout should be developed for the event management plan and used in all stakeholder briefings. It should include items such as:

- ☐ scale and direction (north arrow)
- ☐ a list of symbols used (key)
- ☐ entrance and exits, adjacent roads
- ☐ fencing
- ☐ stages / marquees
- ☐ toilets
- ☐ lost children area
- ☐ first aid
- ☐ parking
- ☐ water
- ☐ emergency road access
- ☐ fire extinguishers.

THE ISSUING OF THIS PERMIT IS SUBJECT TO:-

- A. The Permit Holder agreeing to the **General Conditions** of the permit as contained herein.
- B. The Permit Holder agreeing to all **Special Conditions** which the Council may determine.
- C. The Permit Holder paying the prescribed fees.
- D. The Permit Holder providing to the Council evidence of all insurances (if applicable) as required by either the **General Conditions** and/or the **Special Conditions**.
- E. A copy of this document signed for the Council has been returned to the Permit Holder

GENERAL CONDITIONS

1. If the Permit Holder answered 'No' in Section 3, in paying the prescribed fees & surcharge, the Permit Holder will be covered by a general public and products liability insurance policy – Council's Casual Hire Insurance may be available subject to hire use.
2. If the Permit Holder answered 'Yes' in Section 3, the Permit Holder shall take out and keep current a public risk insurance policy in the name of the organisation insuring the organiser for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder or organisation in relation to the activity.
3. If the Permit Holder answered 'Yes' in Section 3, this Permit will not be approved or come into operation until proof of the appropriate insurance has been provided to Council.
4. The Permit Holder agrees to indemnify and to keep indemnified the Council, its employees and/or 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 Permit or arising out of breach of any condition attaching to the Permit.
5. The Permit Holder must have a COVID Safety Plan and COVID Marshal/s, if applicable.
6. The Permit Holder, where appropriate, shall ensure that it is licensed or registered to carry out the described activity.
7. The permit is **not transferable**.
8. The Permit Holder agrees to submit a site map- this cannot be altered without the approval of Council.
9. The permit is only valid for **activity described** on the Permit and only for the **dates and times on the permit**.

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10. The Permit Holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.

11. Key/s to be collected and returned during normal office hours.

12. No food or drink will be offered for sale without the prior approval of Council.

13. Food and Drink – Preparation of food and drinks is not permitted in the Hall. Consumption is permitted in the Hall.

14. The Permit Holder shall notify the Council at the time of application, if alcohol is to be served during the period of the permit. A Liquor Licence must be obtained by the Permit Holder if required by law.

15. No music system or amplified sound to be used without the prior approval of Council.

16. No adhesive tape, blu-tack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.

17. No polish, floor speed or other material is to be used on the floor without the prior written approval of the Council who shall reserve the right to refuse the same.

18. The Permit Holder shall ensure that any breakages of glass or spillage of food, drink or other substances are cleaned up immediately. Breakages of any Council owned equipment must be reported to Council as soon as possible and replacement or repairs shall be at the cost of the Permit Holder.

19. The Permit Holder will be responsible for any loss or breakage of inventory items. If an item is broken please report the incident to the District Council of Peterborough. Kitchen items are **not** to be removed.

20. The Permit Holder shall ensure that the facility is left in a clean and tidy condition at the end of the event, with all rubbish to be disposed of after use. Wheelie Bins are supplied. The Council will recover the cost of cleaning and rubbish disposal from the Permit Holder if not.

21. The Permit Holder shall ensure that all doors and windows are securely fastened and lights extinguished when leaving the Clubrooms. The Permit Holder is requested to notify Council of any broken or faulty doors, windows, lights and other furniture and equipment.

22. The Permit Holder is responsible for the use of the facility, including the loss or damage to fixture, fittings and equipment. Repairing and/or replacing any damaged furniture, fixtures, fittings and equipment, and inventory items will be the responsibility of the Permit Holder. The Council will recover the cost of such repair and replacement from the Permit Holder.

23. The use of power by Permit Holders shall not exceed that agreed to and approved by the Council.

24. All electrical lights, heaters and appliances must be switched off on vacating the Hall. Sinks are to be emptied and cleaned, and all kitchen surfaces to be cleaned and wiped. HWS to be left on.

25. In the event of an emergency, the Hall and all areas in use are to be evacuated, Emergency Services notified immediately, and Council notified as soon as possible. No-one is to re-enter facilities until given the all clear by emergency services or Council management.

26. Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date.

27. This Permit may be revoked by Council if the Permit Holder fails to comply with a condition of the Permit and may be revoked in any other justifiable circumstance.

28. Please Note: that this Permit does not secure sole access to this Public area.

29. COVID-19 :

It is the Permit Holder's responsibility to ensure that all current COVID-19 protocols are adhered to, ie:

- Activity restrictions - Density and spacing requirements, etc:—
- Mask wearing - Current information can be found at: www.covid-19.sa.gov.au



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In making this application the Permit Holder agrees to be bound by the conditions of the Permit and declares that the particulars provided by the Permit Holder with regard to the proposed hire period are true and correct. The person signing warrants he/she has authority to bind the Permit Holder for that purpose.

Additionally, if there are Special Conditions imposed, the Permit Holder will adhere to them.

SIGNED FOR AND ON BEHALF OF THE ORGANISER:

Signature: Date:

Name: Position:

SPECIAL CONDITIONS OF PERMIT REQUIRED BY COUNCIL:

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Documents	Attached	Documents	Attached
Basic Site Map		A copy of the Public Liability Insurance of any sub-contractors (Amusements) if applicable	
Certificate of Currency for Public Liability Insurance (minimum \$20,000,000.00)		Road Closure Request (if applicable)	
Food Business Notification Form (if applicable)		Request to use Council Power (if applicable)	
Liquor Licence Approval or request for support from Council (if applicable)		List of Stall Holders (if applicable) If your event insurance covers the stall holders provide Council with a list If your event insurance does not cover stall holders provide Council with a list and every stall holder is required to submit a 'Trading Tables/Stall Holders permit application' It is your responsibility to ensure all stall holders submit a form.	
Risk Assessment			
Copy of approvals from other organisation's (if applicable)			
A copy of your Stakeholders notification letter (if applicable)			
Site Map			

COUNCIL AUTHORISATION:

Permit: Approved / Denied Alcohol Approved: YES / NO / NA
Insurance: YES / NO Other Permits Required: YES / NO
Keys Issued: YES / NO Date Issued:

Fees Paid:

Insurance Surcharge Paid: Copy given to Permit Holder: YES / NO
(if applicable)

SIGNATURE: _____ NAME: _____

POSITION: _____ DATE: _____
(Signed for and of behalf of the Council)