

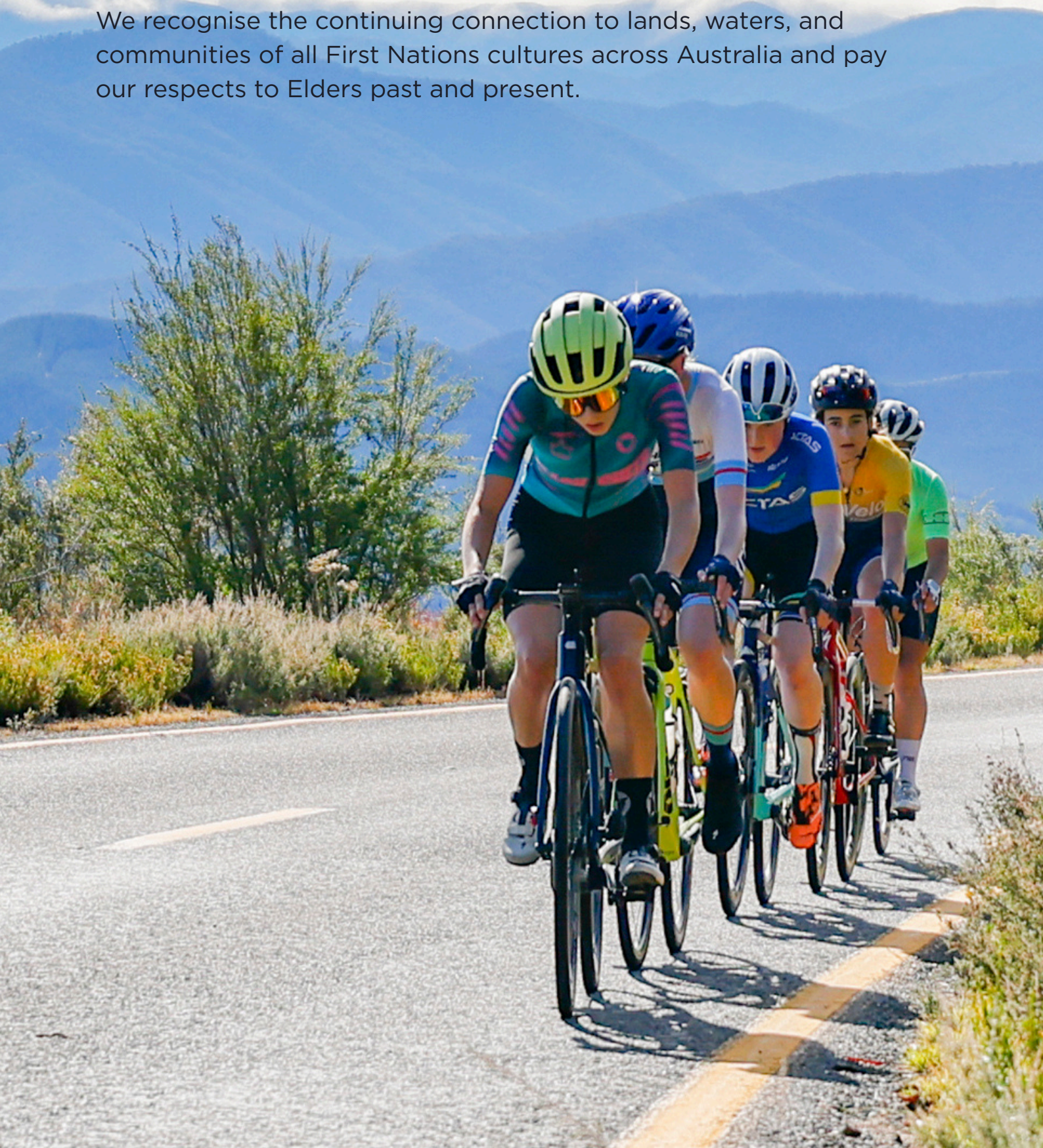
Event Organiser Resource Guide

OCTOBER 2025



Alpine Shire Council acknowledges the Traditional Custodians of the lands on which we work, live, and play.

We recognise the continuing connection to lands, waters, and communities of all First Nations cultures across Australia and pay our respects to Elders past and present.





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This guide is not comprehensive, and it is recommended that Event Organisers conduct their own research. Suppliers listed herein are suggestions only.

Most of the suppliers listed below service Northeast Victoria/Southern Riverina (NSW) regions in a variety of industries (events, weddings, construction, healthcare, earthmoving etc.) It is recommended that Event Organisers book resources well in advance to ensure availability, especially for events in peak periods.

If you are a business or know of a business within the region that can assist other event organisers, please contact events@alpineshire.vic.gov.au

Planning and Applying for an Event Permit

STEP 1. DO YOU REQUIRE AN EVENT PERMIT?

You will likely require an event permit if any of the following apply:

- Your event is held on land managed by Council;
- Your event requires changes to normal traffic conditions;
- Your event has the potential to impact public amenities; or
- Your event charges an entry fee.

STEP 2. TIMEFRAMES

Ensure you have enough time to apply. Timeframes for an event permit vary depending on the complexity of each event. Please visit:

www.alpineshire.vic.gov.au/building-business/running-event/planning-applying-event-permit

STEP 3. BOOK YOUR FACILITY

Check the availability of your preferred facility. If your preferred facility is Council-managed, you can book it online via Council's website. Please visit:

www.alpineshire.vic.gov.au/community-services/facilities

STEP 4. APPLY

You can complete and submit your permit application form via our website. Please visit:

<https://my.alpineshire.vic.gov.au/do-it-online/events-bookings>

Traffic Management Plans

The companies listed below may be able to assist in the development of your traffic management plan and provide the signage, equipment, and personnel to implement the plan.

Traffic management plans will need to be approved by Council and VicRoads (where relevant). Permit applications must be submitted at least 8 weeks prior to your event.

Please note that any contractor implementing a traffic management plan on a VicRoads-managed Road must be pre-qualified with VicRoads. Those contractors marked with an asterisk () below are pre-qualified.

NORTH EAST CIVIL CONSTRUCTION (NECC)*

Location: Bright

Ph: 03 5750 1222

Em: admin@necivilcon.com.au

Web: www.necivilcon.com.au

GAME TRAFFIC & CONTRACTING WANGARATTA*

Contact: Michael Carey

Ph: 03 5720 0300

Mob: 0409 231 575

Em: mcarey@game.org.au

Web: www.game.org.au

GAME TRAFFIC & CONTRACTING WODONGA*

Contact: Josh Platt

Ph: 02 6056 9041

Mob: 0407 518 498

Em: jplatt@game.org.au

Web: www.game.org.au



RIVERINA TRAFFIC SERVICES*

Location: Albury-Wodonga

Ph: 03 6925 5267

Mob: 0437 114 152 (Veronica Jones)

Em: alburyadmin@riverinatraffic.com.au

Web: www.riverinatraffic.com.au

STADELMANN ENTERPRISES PTY LTD*

Location: Bright

Ph: 03 5755 1435

Em: traffic@stadelmann.net.au

Please CC: admin@stadelmann.net.au

TDM TRAFFIC BOOKINGS

Contact: Dan Milic

Em: DMilic@tdmtraffic.com.au

Mob: 0455 554 015

Web: www.tdmtraffic.com.au

M1 TRAFFIC CONTROL

Contact: Tyler Bonat

Ph: 03 9310 4066 |

Mob: 0406 402 317

Em: tyler@m1goulburnvalley.com.au

Web: www.m1tl.com.au

KEEP SAFE TRAFFIC MANAGEMENT

Contact: Hamish Nelson

Mob: 0400 555 047

Em: hamish@keepsafetraffic.com.au

BE SEEN HIRE

Location: Melbourne

Ph: 03 9357 5809

Mob: 0400 625 380

Em: sale@beseenhire.com.au

Web: https://beseenhire.com.au/traffic-management

Resource Hire

The following suppliers can provide general resources for events such as temporary fencing, barriers, signs, bollards, generators, and portable toilet and shower facilities.

The products listed below each supplier give an indication of the resources they offer; however, the lists are not comprehensive. Please contact the suppliers for full details.

Also see businesses in the next category for more providers of toilets, showers, generators, event fencing and bollards.

COATES HIRE

Location: Albury and Shepparton

Ph: 02 6022 2000 (Albury)

Ph: 03 5829 3400 (Shepparton)

Em: albury.branch@coateshire.com.au

Em: shepparton@coateshire.com.au

Web: www.coateshire.com.au

Products and Services: Waterfilled barriers, Bollards, Concrete barriers, Safety cones (witches hat), Metal barriers, Generators, Temporary fencing, Power distribution boards, Traffic management signage, Portable Toilets

FOOTT WASTE SOLUTIONS

Location: Shepparton

Contact: Kieran Cross

Ph: 03 5831 3711

Em: keiran@foottwastesolutions.com.au

Web: www.foottwastesolutions.com.au

Products and Services: Portable toilets, skip bins, wheely bins, liquid and grease pump outs and other waste requirements



GAME TRAFFIC & CONTRACTING

Location: Wangaratta and Wodonga
Ph: 03 5720 0300 (Wangaratta Depot)
Mob: 0409 231 575 (Tristan Williams - Depot Manager)
Em: twilliams@game.org.au

Ph: 02 6056 9041 (Wodonga Depot)
Mob: 0427 878 011 (Kyle Anderson - Depot Manager)
Em: kanderson@game.org.au
Web: www.game.org.au

Products and Services

Temporary fencing, crowd control barriers, traffic management signage

MYRTLEFORD TOILET HIRE

Location: Myrtleford
Mob: 0427 511 996
Em: richardpiazza64@outlook.com

Products and Services: Portable toilet hire

NORTHEAST CIVIL CONSTRUCTION (NECC)

Location: Bright
Ph: 03 5750 1222
Em: admin@necivilcon.com.au
Web: www.necivilcon.com.au

Products and Services: Temporary fencing, Safety cones (witches hats), Water-filled barriers, VMS boards, Bollards, Traffic management signage

NORTH EAST TEMP FENCING

Location: Wangaratta
Contact: Garry Harris
Mob: 0419 573 891
Em: garry@rivertempfence.com.au
Web: www.northeasttempfencing.com.au

Products and Services: Temporary fencing, Crowd control barriers, White picket fencing, Safety cones (witches hats), Bollards

Event and Party Hire Providers

The following businesses offer event and party hire services offering hire and purchase of items such as marquees, umbrellas, tables, chairs, flooring, portable cool rooms, catering equipment, props and decorations, and general party supplies.

All suppliers service the Alpine Shire. Please check with providers for applicable travel and delivery fees.

TEMPO EVENTS

Location: Harrietville
Mob: 0422 384 046
Em: hello@tempoevents.au
Web: <https://tempoevents.au>

Products and Services: Tents, marquees, flooring, staging, PA systems, lighting, tables and chairs

BARLENS EVENTS HIRE

Location: Albury
Ph: 02 6043 0605
Em: albury@barlens.com.au
Web: www.barlens.com.au

Products and Services: Catering appliances, Umbrellas, Tableware (silverware, glassware, crockery), Expo booths & flooring, Platters, Heating and cooling, Signage, Tables and chairs, Stage flooring, Marquee hire, Temporary fencing, AV equipment, Games (Giant Jenga, Quoits, raffle barrels, giant Connect 4), Lighting (indoor and outdoor), Ropes & barriers

BIG MARQUEE EVENT HIRE

Location: Wodonga
M: 0405 078 116
Em: info@bigmarquee.com.au
Web: www.bigmarquee.com.au

Products and Services: Tents, marquees, flooring, staging, PA systems, lighting, tables and chairs

FITZPATRICK'S ENTERTAINMENT AND FIREWORKS

Location: Traralgon
Ph: 0407 955 306
Em: lisa@fitzpatrickspro.com.au
Web: www.fitzpatrickspro.com.au

Products and Services: Fireworks, Popcorn machines, Dry ice, Slushie machines and ingredients, Indoor displays, Giant games, Wireless microphones, Fairy floss machines, Speaker packs, Projectors and screens, Snow effect machine, Portable PA systems, Fog machine, Acoustic treatments, Lighting (indoor and outdoor)

LEDGER & CO EVENT HIRE

Location: Killawarra
M: 0437 688 158
Em: hello@ledgercoeventhire.com.au
Web: <https://ledgercoeventhire.com.au>

Products and Services: Seating (chairs, stools, ottomans), Marquees, Tables, Umbrellas, Arches and arbours, Festoon lighting, Signage and chalkboards, Photo booths, Rugs and cushions, Lawn games

LIPS PARTY HIRE

Location: Wangaratta
Ph: 03 5721 9671
Em: enquires@lipsparty.com.au
Web: www.lipsparty.com.au

Products and Services: Marquee hire, Umbrellas, Tableware (silverware, glassware, crockery), Lighting, Jukeboxes, Projectors and screens, Heating and cooling, Comical cake toppers, Chairs, tables and linen, Glassware, Styling accessories, Speakers and amps, Costume hire, Catering equipment, Cool rooms and fridges

MANSFIELD PARTY HIRE & EVENTS

Location: Mansfield
Ph: 03 5775 3000
Em: info@mansfieldpartyhire.com.au
Web: www.mansfieldpartyhire.com.au

Products and Services: Marquee hire incl. Hamptons, Clear Roof & Pagoda, Umbrellas, Tableware (silverware, glassware, crockery), Jukeboxes, Bars, Projectors and screens, Heating and cooling, Toilets incl. luxury portable toilet, Chairs & tables, Glassware, Lighting - Fairy, Festoons and much more, Dance Floor, Stage, Catering equipment, Lecterns, Vintage Caravan Bar incl. Bar Staff

OVENS VALLEY EVENT HIRE

Location: Wangaratta
Ph: Robbie - 0434 639 633 or Emma - 0409 964 703
Em: ovensvalleyeventhire@outlook.com
Web: www.ovensvalleyeventhire.com.au

Products and Services: Portable toilets and showers, Patio Heaters, Coolrooms, Spit Rotisserie, Hand washing stations, Lecturn, Marquee Hire, PA System, Festoon Lighting, Umbrellas, Dance Floor, Chairs & tables, Wine barrels, bar tables & stools

RBR PARTY HIRE

Location: Wodonga
Ph: 02 6024 2507
Email: info@rbrparty.com.au
Web: www.rbrparty.com.au

Products and Services: Marquee Hire, Umbrellas, Tableware (silverware, glassware, crockery), Slushy / Popcorn / Fairy floss Machines, Cool rooms and freezers, Jukeboxes, Heating and cooling, Toilets and showers, Chairs, tables, and linen, Glassware, Staging, Photo booths, Generators, Seating (ottomans etc), Bars and Flooring



Sound, Lighting and Staging Providers

The following suppliers can provide audio, lighting, staging and related services. All suppliers service the Alpine Shire. Please check with providers for applicable travel and delivery fees.

ALPINE AUDIO VISUAL

Location: Myrtleford

Contact: Luka Szczepanik

M: 0493 151 324

Email: alpineaudiovisual@gmail.com

Web: <https://alpineav.com.au>

Products and Services: Speakers & stands, Projectors & screens, Analogue mixers, PA systems, Digital mixers, LCD screens, Stage lighting, Party lighting, Lighting (indoor & outdoor), Microphones, Live streaming services, Technician hire, Smoke machine, Trussing, diverse range of AV equipment on request

ALBURY SOUND AND LIGHTING

Location: Albury

Contact: Nathan Schulz

Ph: 02 6021 1502

Mob: 0431 275 698

Em: asandl@tpg.com.au

Web: www.alburysound.com

Products and Services: Microphones, Lasers, Sound and lighting mixers, Up lighting, Speakers and stands, Smoke machines & Party Lighting, Projectors & screens, Follow spots, Video Cameras, Trussing, Vision mixers and HDV Recorder, Site security lighting, Battery Operated, Portable PA, Concert PA, Plasma & LCD screens, Garden and marquee lighting, Drapes, Theatrical and concert lighting, Lecterns, Disco/Club lighting & mirror balls, Mobile Stage Trailer 8.5W x 7D x 6H, Portable Staging Panels, Outdoor Coloured Floor Lighting, Mobile LED Screens on Trailers 4m, Large 75" TV Screens on stands, Livestreaming Production

BLANK VAULT PRODUCTIONS & 24 SEVEN EVENT HIRE

Location: Bright

Contact: Lee Rosser

Ph: 0499 901 415

Em: admin@24sevenevents.com.au

Web: www.blankvault@gmail.com

Products and Services: Complete Event Management, Site Operations, Complete Event Hire Packages

PROFESSIONAL AUDIO SERVICES

Location: Wodonga

Contact: Tony and Adam Boon

Ph: 02 6059 1652

Em: tony@paservices.com or adam@paservices.com

Web: www.paservices.com

Products and Services: Microphones, Up lighting, Sound and lighting mixers, Smoke machines, Speakers and stands, Follow spots, Projectors & screens, Theatrical and concert lighting, Party lighting, Trussing



Food and Beverage Catering

The following local suppliers provide an assortment of food and beverage options for any event. All vendors service the Alpine Shire.

CREPE COLLECTIVE (MOBILE CREPERIE)

Location: Myrtleford & Surrounds
Contact: Melissa McHugh
M: 0423 127 158
Em: crepecollective@gmail.com
Web: www.crepecollective.com.au

Catering Services: Sweet Crepes, Vegetarian Savoury Galettes, Gluten free options, dairy free options, Weddings, Corporate, Parties Markets, Functions, Events

GAILS GOODIES (CATERER)

Location: Bright & Surrounds
Contact: Gail Bennett
Mob: 0499 567 548
Em: gibennett@hotmail.com

Catering Services: Finger food, Weddings, Corporate, Sit down meals, Parties, Markets, Events, Functions, all dietaries catered for

LIMEWEDGE PLATTERS (CATERER)

Location: Bright and Surrounds
Contact: Anna Kelly
M: 0419 110 874
Em: limewedgeplatters@gmail.com
Web: www.limewedgeplatters.com

Catering Services: Antipasto grazing boxes, Weddings, Corporate, Platters, Parties, Pre-arrival at accommodation

MR BROJANGLES (COFFEE & COCKTAIL VAN)

Location: Bright & Surrounds
Contact: Jonas
M: 0401 445 929
Em: mrbrojanglesvan@gmail.com
Facebook: www.facebook.com/mrbrojanglesvan

Catering Services: Coffee & Tea, Weddings, Corporate, Cocktails & Mocktails, Parties, Events & Markets

REDHEAD AND CHEF (MOBILE FOODTRUCK)

Location: Tawonga South and Surrounds
Contact: Mandy
Mob: 0411 099 088
Em: redheadandchef@gmail.com
Web: www.redheadandchef.com.au

Catering Services: Assorted menu options, All dietaries catered for, Weddings, Corporate, Parties, Events & Markets

WOODFIRE DESIRE (MOBILE PIZZERIA)

Location: Kancoona and Surrounds
Contact: Kel and Bron Bowditch
Mob: 0408 077 969
Em: info@woodfiredesire.com.au
Web: www.woodfiredesire.com.au

Catering Services: Woodfire Pizza, all dietaries catered for, Weddings, Corporate, Parties, Events & Markets

Waste Management Providers

Council has a fleet of event wheelie bins available for hire. Contact Council's Events Team for more information and associated costs.

Stallholders are required to remove all back-of-house waste and dispose of it correctly off site. This includes all cardboard and back of house food scraps. It is the responsibility of the event organiser to ensure all waste is managed appropriately at their event.

To calculate how many event wheelie bins you require, a rule of thumb is one litre per person per meal.

For example: You estimate that you will have 1,000 attendees, which will run over two mealtimes:

- 1,000 people x 2 mealtimes = 2,000 litres
- Divide 2000 by 240L (a standard wheelie bin size) = 8
- You will need 8 bin stations

Note: If you empty bins over the day of the event you will require less bin stations.

VEOLIA

Location: Wangaratta

Contact: Ash Clowes

Ph: 03 5820 8504

Em: ashley.clowes@veolia.com

Web: www.veolia.com/anz

Products and Services: Skip bin services, wheelie bin hire

JJ RICHARDS

Location: Wangaratta & Wodonga

Ph: 03 5721 4714 (Wangaratta) and 02 6056 3444 (Wodonga)

Em: admin.wodonga@jjswaste.com.au

Web: <https://jjrichards.com.au/service/skip-bin-hire>

Products and Services: Skip bin services, waste oil collection, wheelie bin hire

FOOTT WASTE

Location: Shepparton

Contact: Kieran Cross

Ph: 03 5831 3711

Email: keiran@foottwastesolutions.com.au

Web: www.foottwastesolutions.com.au

Products and Services: Skip bin services, wheelie bin hire, liquid and grease pump outs, event cleaning services, food waste & recycling program

ALPINE WASTE

Location: Myrtleford

Ph: 03 5752 2266

Em: info@alpinewaste.com.au

Products and Services: Skip bin services, rubbish removal, liquid waste removal



Photography and Videography Providers

The following suppliers provide photography and/or videography services. Indicated are the photographic styles for each vendor to assist you with selecting the best fit for your event.

FREE SPIRIT PHOTOGRAPHY

Location: Bright
Contact: Ailsa Guest-Smith
Mob: 0400 204 052
Em: mail.freespirtphotography@gmail.com
Facebook: www.facebook.com/Free-Spirit-Photography-134802403260687

Photography Services: Weddings, Family, Cultural and Community

HANDCUT PRODUCTIONS

Location: Bright
Contact: Ric Williamson
M: 0434 815 358
Em: ric@handcutproductions.com.au
Web: <http://handcutproductions.com.au>

Photography Services: Corporate Video, Sports Video, Community Video, Short Films, Tourism Video, Event Video

ALPINE LIGHT GALLERY

Location: Bright
Contact: Matt Palmer
Mob: 0422 530 115
Email: hello@mattpalmer.co
Web: <https://mattpalmer.co> and alpinelight.com.au

Photography Services: Sports, Arts / Performance, Landscapes, Aerial photography

MIEKE BOYNTON PHOTOGRAPHY

Location: Bright
Contact: Mieke Boynton
Ph: 03 5729 0110
Em: info@miekeboynton.com
Web: www.miekeboynton.com

Photography Services: Landscape, aerial photography

MOUNTAINSIDE PHOTOGRAPHY

Location: Tawonga South
Contact: Charlie Brown
Mob: 0414 543 937
Em: charlie@mountainside.net.au
Web: www.mountainside.net.au

Photography Services: Sports, Presentations / Awards, Cultural & Community, Aerial, Landscape



Insurance Providers

The following suppliers can assist with various insurance resources for your event. Please contact the suppliers for full details of their products and for a quotation.

LOCAL COMMUNITY INSURANCE

Address: Level 1, 148 Frome Street, Adelaide, SA 5000
Ph: 1800 853 800
Em: insurance@lcis.com.au
Web: www.localcommunityinsurance.com.au

Insurance Services: Public Liability, Association Liability, Products Liability, Community & Family Events public and products liability, Volunteer worker personal accident insurance

OVENS VALLEY INSURANCE BROKERS

Addresses:

- Bright Branch, 104a Gavan St, Bright, 3741
- Myrtleford Branch, 47 Clyde St, Myrtleford, 3737

Em: info@ovib.com.au
Ph: 03 5715 9705 (Bright)
Ph: 03 5752 1151 (Myrtleford)
Web: www.ovib.com.au

Insurance Services: Public Liability, Professional Indemnity, Products Liability, Events Cancellation, Voluntary Workers Personal Accident

Local Media and News

The following media outlets provide a conduit for communication and promoting your event through both editorial opportunities and paid content.

Contact directly for charges and deadline requirements.

ABC GOULBURN MURRAY (RADIO AND WEB)

Location: Wodonga
Ph: 02 6049 2011
Email: alburywodonga.regional@abc.net.au
Web: www.abc.net.au/goulburnmurray

Community Shout Out - Each Saturday morning between 7am – 8am: 1300 147 222

ALPINE COMMUNITY RADIO

Location: Mount Beauty
Ph: 03 5754 4554
Em: info@alpinerradio.com.au
Web: www.alpinerradio.com.au

ALPINE OBSERVER AND MYRTLEFORD TIMES - NORTH EAST MEDIA (NEWSPAPER)

Locations: Bright, Myrtleford and Wangaratta
Ph: Editorial - 03 5752 1058; Classifieds - 03 5723 0101; Advertising - 03 5731 3305
Email: Editorial edit.timesobserver@nemediamedia.com.au; Classifieds classifieds@nemediamedia.com.au; Advertising sales@nemediamedia.com.au
Web: www.alpineobserver.com.au and www.nemediamedia.com.au/contact-us (for all NE Media publications)

Publications: Alpine Observer, Myrtleford Times, Wangaratta Chronical, Ovens and Murray Advertiser (Beechworth), Mt Hotham Falls Creek News, Mansfield Courier, Tourist News and North East Living Magazine

Distribution: Bright, Myrtleford, Kiewa Valley, Wangaratta, Beechworth, Mount Hotham and Falls Creek

THE BORDER MAIL (NEWSPAPER)

Location: Wodonga
Ph: 02 6024 0555 (News Desk) and 02 60240555 (Classifieds)
Em: newsroom@bordermail.com.au
Web: www.bordermail.com.au

Publications: The Border Mail

Distribution: Albury, Wodonga, Lavington, NE Victoria, Corryong, Benalla and Southern NSW

THIS WEEK IN FALLS CREEK AND MOUNT BEAUTY (NEWSPAPER)

Location: Mount Beauty
M: 0400 350 488
Email: kencbell@bigpond.net.au
Web: www.thisweekinfallscreek.com.au

Publications: This Week in Falls Creek and Mount Beauty - weekly in winter, fortnightly spring to summer

Distribution: All accommodation houses, restaurants, businesses, club, club lodges and apartments in Falls Creek, Bogong Village, Mount Beauty, Tawonga South, Tawonga and Dederang, and selected venues in Bright and Myrtleford. This publication is also available in a digital format at no charge and can be subscribed to via the website.

HIT104.9 THE BORDER (RADIO)

Location: Albury
Ph: 02 6022 4600
Em: ashlea.fell@sca.com.au
Web: www.hit.com.au/theborder

OAK FM (RADIO)

Location: Wangaratta
Ph: 03 5722 1569
Em: enquiries@oakfm.com.au
Web: www.oakfm.com.au

PRIME7 NEWS BORDER (TV)

Location: Albury
Ph: 02 6049 4777
Em: albury.news@seven.com.au or albury.news@prime7.com.au
Web: www.prime7.com.au/news

SOUTHERN CROSS TEN - BORDER MEDIA CENTRE (TV AND RADIO)

Location: Albury
Ph: 02 6022 4600
Em: viclocalnews@sca.com.au
Web: www.southerncrossaustereo.com.au

TRIPLE M 105.7 THE BORDER (RADIO)

Location: Albury
Ph: 02 6022 4600
Em: ashlea.fell@sca.com.au
Web: www.triplem.com.au/theborder

WANGARATTA ACE RADIO (3NE, EDGE FM)

Location: Wangaratta
Ph: 03 5722 1566
Em: wangarattanews@aceradio.com.au
Web: www.edge1021.com.au or www.3ne.com.au

THE WEEKLY TIMES (COUNTY LIVING SECTION) (NEWSPAPER)

Location: Albury
Ph: 02 9041 4266
Em: countryliving@theweeklytimes.com.au
Web: www.weeklytimesnow.com.au

Publications: The Weekly Times

Distribution: National

WIN NEWS (TV)

Location: Albury
Ph: 02 6058 2699
Em: albnews@winvic.com.au
Web: www.wintv.com.au/albury_wodonga/home

2AY (RADIO)

Location: Albury
Ph: 02 6023 3227 (News tips)
Em: breakfast@2ay.com.au
Web: <https://2ay.com.au>

Social Media

The following list provides links to community noticeboards, special interest groups, clubs, and other organisation on Facebook.

Posting your upcoming event information on these pages is an effective way to promote our event for free to locals.

Note: You may need to join some groups to post.

COMMUNITY GROUPS

About Myrtleford:

www.facebook.com/AboutMyrtleford

Bright & District Noticeboard:

www.facebook.com/groups/876206902521890

Community notices - Mt Beauty, Tawonga South and Tawonga

www.facebook.com/groups/784611298319720

Dederang's Voice:

www.facebook.com/groups/1295133060628299

Dinner Plain Community Notice Board:

www.facebook.com/groups/dinner.plain

Harrietville Info & Community Page:

www.facebook.com/groups/764223420314469

Myrtleford Community:

www.facebook.com/groups/myrtlefordcommunity

Mudgegonga & Barwidgee Creek Community:

www.facebook.com/groups/1627476987343666

Porepunkah Community Notice Board:

www.facebook.com/groups/567558036687960

Wandiligong Locals Noticeboard:

www.facebook.com/groups/1353193118147123

What's Happening in the Upper Kiewa Valley:

www.facebook.com/groups/278742485495684

Tourism Channels

List your event on the Australian Tourism Data Warehouse (ATDW) for free and have it published to a range of tourism and event websites including Visit Victoria, Bright & Surrounds and Alpine Shire Council.

Visit www.atdw-online.com.au to create your listing. More information on how to create a listing can be found here: <https://corporate.visitvictoria.com/resources/marketing-opportunities/about-atdw/how-to-create-an-atdw-event-listing>

The following Facebook pages are official tourism channels for the region. While they may feature local events from time to time, inclusion is at their discretion and not guaranteed.

Bright & Surrounds:

www.facebook.com/brightandsurrounds

Dinner Plain Alpine Village:

www.facebook.com/Dinner.Plain

See High Country (High Country/Northeast Vic):

www.facebook.com/SeeHighCountry

Sports Clubs and Venues

Alpine Cycling Club | Road and Mountain Bike events):

www.facebook.com/AlpineCyclingClub

Team Mount Beauty | Mountain Bike events:

www.facebook.com/groups/143802645656054

Bright Alpine Trail Runners:

www.facebook.com/groups/234414503328827

Alpine Fitness Centre & Sports Camps:

www.facebook.com/alpinefitnessandsports

Additional Information

HOW MANY TOILETS DO I NEED TO PROVIDE?

In some cases, the public toilets provided at your venue will be sufficient for your event. In other instances, you may need to provide additional facilities.

To estimate the number of toilets you may require, please use the tables below. You need to take into consideration the number of people attending, the duration of your event, the climate (if outdoors) and whether alcohol is being consumed.

Table 1: Toilet facilities where alcohol is not available

	MALES			FEMALES	
Patrons	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Table 2: Toilet facilities where alcohol is available

	MALES			FEMALES	
Patrons	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

The previous figures may be modified for shorter events as follows:

Duration of Festival/ Event	Quantity Required
8 hours plus	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Toilet facilities must be:

- well-lit so as not to provide a security and safety hazard;
- provided with soap and hand drying equipment;
- odour free;
- cleaned and re-stocked regularly;
- located away from food storage and food service areas;
- accessible for people with disabilities;
- provided with nappy changing facilities;
- supplied with condoms at some events; and,
- appropriate for wet weather.

TEMPORARY STRUCTURES

If you are intending to erect a temporary structure for public entertainment at your event, you must follow the guidelines below.

Temporary structures may include:

- a booth, tent, marquee, or other temporary structure with a floor area greater than 100 square metres;
- a seating stand whether enclosed or not which accommodates more than 20 people;
- a stage or platform (including sky borders and sky wings) with a floor area exceeding 150 square meters; and,
- a prefabricated building exceeding 100 square metres.

All temporary structures with a floor area greater than 100 square metres must apply for a Place of Public Entertainment (POPE) permit or a Temporary Occupancy Permit (TOP) and be inspected and approved by a building inspector.

Both permits attract fees which are payable at the time of application. It is therefore advisable to make use of a registered building practitioner when erecting such a structure.

Public entertainment cannot be conducted in any place without a POPE. A place of public entertainment includes:

- any place or building having a floor area greater than 500 square metres which is enclosed or substantially enclosed.
- any place or building having a floor area greater than 500 square meters to which admission can be gained by payment of money or any other consideration.
- any place or building having a floor area greater than 500 square meters which is used or intended to be used for an entertainment or meeting to which admission may be ordinarily gained by members of the public.

(The Building Act 1993, Building Regulations 2006)

A Building Inspector from the Alpine Shire Council will need to inspect a place of public entertainment to determine if the conditions have been met and from there will issue, decline, or ask you to make some changes you a permit.

Any event requiring the use of a tent, shade structure, marquee etc. of any size that requires the use of tent pegs, must consult with Council before setting up to locate and mark out underground irrigation lines and power.

The event organiser must be aware of any underground power cables or water/irrigation pipes and be vigilant to ensure these are not damaged, resulting in power or water disruption and possible costly repairs to the event organiser.

CAMPING AT EVENTS

Many accommodation opportunities exist across the shire to meet the needs of visitors, camping outside of these offerings is not supported in general. If specific circumstances require camping, ancillary to an event, this will only be considered in accordance with the following requirements.

The following are the requirements for camping in any form in Council managed parks and reserves:

1. Camping must be associated with an event that:
 - a. Has unusual accommodation requirements – e.g. horse events where horse accommodation cannot be provided as part of normal accommodation in caravan parks, motels etc. and /or
 - b. Is an endurance event – e.g. 24-hour mountain bike events where competitors need to be on site and can rest.
2. Camping will be limited to participants in the events.
3. Camping will be limited to one night before the event and the night/s of the event. Camping will not be permitted the night following the completion of the event.
4. The event manager will be required to meet all Council regulations for a temporary camping facility – toilets, access etc.
5. Camping will not be permitted under any circumstances at premier parks such as Howitt and Centenary Parks in Bright.
6. In accordance with Clause 13 of Local Law No. 5, camping on Council land requires a permit be applied for and issued, and a fee paid.

POWER REQUIREMENTS

Events held on Council managed land should contact the Events Team on events@alpineshire.vic.gov.au to determine what power sources are available and arrange access.

Location dependant, there may be a combination of single phase and three phase outlets available. In some instances, the event organiser will need to bring in external power sources, such as a generator.

Event organisers should consult with vendors, production companies/entertainers, event hire companies, and caterers etc. to determine power requirements and ensure safe access and operation.

October 2025

While all care has been taken to ensure the accuracy of the information presented in this document at the time of publication, we cannot guarantee that it contains no errors. Alpine Shire Council accepts no responsibility and disclaims all liability for any loss or other consequence that may arise from individuals or groups relying on information contained in this document.



VISIT US

Online

alpineshire.vic.gov.au

In person

2 Churchill Avenue
Bright VIC 3741

Monday to Friday
9am to 5pm

CONTACT US

Over the phone

(03) 5755 0555

Via email

info@alpineshire.vic.gov.au

By post

PO Box 139
Bright VIC 3741

ACCESSIBILITY

Teletypewriter (TTY) users
phone 133 677 then ask
for 03 5755 0555



@alpineshirecouncil



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engage.alpineshire.vic.gov.au

