

## **EVENT PERMIT TERMS AND CONDITIONS**

### **PERMIT**

The Alpine Shire Council ('Council') reserves the right without cause or explanation to cancel an issued Event permit either prior to or at any time during its currency or its exercise by the Permit Holder/s.

Cancellation of a permit occurs immediately when;

- a) Conditions of the permit have been breached; or
- b) If Council identifies a misrepresentation in the application

The Permit does not cover the Permit Holder/s or any other participant of the event for use of land or roads owned or managed by any other organisation which may include the following:

- Alpine Community Plantations (ACP)
- Department of Environment, Land, Water and Planning (DELWP)
- Parks Victoria
- VicRoads
- Private property

### **LIABILITY**

The Event Organiser shall, at all times during the Agreement Term, be the holder of a current Public Liability Policy of Insurance ("The Public Liability Policy") to cover legal liability to third parties for personal injury or property damage as a result of an occurrence in connection with the business of the insured, as specified in the public liability policy/Annexure in the name of the Event Organiser providing coverage for an amount of at least that stated in the Annexure.

The Public Liability Policy shall extend to cover Alpine Shire Council in respect to claims for personal injury or property damage arising out of the negligence of the Event Organiser.

A minimum limit of twenty million dollars (\$20,000,000) is generally accepted for Public Liability and a minimum of ten million dollars (\$10,000,000) for Professional Indemnity (if required).

Council's interests should be noted on every Certificate of Insurance as follows:

Note: <EVENT ORGANISER> has entered into an Agreement with the Alpine Shire Council for <TYPE OF AGREEMENT i.e. use of council facility/land etc>.

The policy is extended to indemnify the Alpine Shire Council in respect of any claim indemnifiable under the policy brought in respect of personal injury or damage to property caused by an occurrence, or for breach of Professional Duty arising directly or solely out of negligent acts, errors or omissions of <EVENT ORGANISER> and is limited to \$20M. This extension does not extend to any negligent acts, errors or omissions of the Alpine Shire Council its staff or agents themselves.

## **CODE OF CONDUCT**

The Permit Holder/s must ensure:

- They are contactable during the event and associated permits are available for inspection at any time
- All schedules and timelines, including set-up and pack-down times specified on the event permit, are adhered to
- Suitable action is made to maintain the good order, conduct and behaviour of those persons associated with or attending the event
- The event is conducted in a manner which results in the minimum of inconvenience to road users and other members of the public. Where required, crowd control and security is the responsibility of the event organiser
- Public facilities, infrastructure and open spaces are used in an appropriate manner and reinstated where necessary
- Compliance with requests or directions given by authorised officers of the Council or members of Victoria Police

## **COMPLIANCE**

The Permit Holder/s must ensure:

- All laws, legal requirements, additional permits and Council directions that apply to the event are upheld by all employees, agents and any person associated with or attending the event
- Open spaces and Council amenities always remain accessible to the public
- Open spaces are always accessible for emergency vehicles, owners or tenants of nearby or adjoining properties, pedestrians and cyclists. A minimum path width of 2.5metres is to be maintained for access
- Written notification is provided to any affected residents and/or businesses 10-14 days prior to the event if requested by Council
- Compliance with CFA requirements including fire danger period restrictions. Events scheduled to occur on a Code Red Fire Danger Rating day within Council's open spaces will not be permitted to proceed. Event organisers should consider cancellation or postponement or apply modified start/finish times or locations to their events on days with 'Extreme' or 'Severe' fire danger ratings or where a heat health alert has been issued
- Compliance with Vic Emergency information and warnings. Events scheduled to occur or events in progress impacted by the following warnings must not continue; Evacuation; Emergency Warning and Warning (Watch and Act)

## **Noise**

- Amplified noise complies with sound and time limits as defined within the EPA Victoria State Environment Protection Policy No. n2
- Amplified noise is permitted up to a sound limit of 72 decibels for indoor venues between the times specified in Schedule A, and up to 65 decibels for outdoor venues (including marquees) between 12pm and 11pm, except where the duration is greater than 5 hours in which case noise must cease at 10pm

## **Staging**

- Additional public toilets are provided if existing facilities are not adequate for the event
- Electrical equipment to have current test and tag
- Electrical equipment is protected and not placed in trees to ensure the safety of pedestrians and vehicles
- Council approval is sought for any erected or installed infrastructure in an open space area
- Council approval is sought for signage placement on Council roads, footpaths or public spaces
- Site set up and pack down of event infrastructure complies with the Work Safe Code of Practice
- Adequate signage and protection are provided to ensure the safety of participants and the general public
- Decorations and signage are not tied, stapled or attached to trees; this includes rope, string or balloons
- Product or food giveaways, distribution of flyers or handbills and other such activities are not permitted unless Council approval has been obtained

- Engagement of approved fundraising activities to be passive only and stay within the approved boundary of the event footprint
- The possibility of inclement weather needs to be taken into consideration prior to an event and appropriate contingencies prepared to reduce the impact to open spaces
- At the conclusion of the event all displays and promotional material, excess rubbish and other equipment associated with the staging of the event is to be removed and the areas to be left in a clean, tidy condition and rubbish free

#### **Structures**

- Council approval is to be sought for structures
- Structures are to be secured with weights or pegs. Pegs are only permitted with prior Council approval
- Water weighted structures are not to be emptied on to the grass, trees or mulch
- Structures are to be positioned at least 4.5metres away from trees/shrubs or tree canopies or 2.5metres away from garden beds and not on top of mulch

#### **Vehicles and traffic management plans**

- Council approval is sought for vehicle access within open spaces
- Approved vehicles remain on pathways, drive with hazard lights on, have a spotter in attendance and drive at a maximum speed of 10km per hour
- Traffic management plans and conditions approved by Council are adhered to with appropriately ticketed personnel implementing the plan
- No traffic management signage is moved or altered without prior permission from Council

#### **Food and drinks**

- Only vendors listed on the permit are authorised to sell goods
- Food vendors are registered in accordance with the *Food Act 1984* and the permit holder/s comply with the requirements of the *Food Act 1984* and other Acts and laws
- No alcohol is offered for sale unless in accordance with a Liquor Licence
- Barbeques are not used on a declared Total Fire Ban day and Council barbeques are not booked for exclusive use
- Use of personal spit roast and gas operated barbecues can be used subject to the following conditions:
  - Operated 4.5metres away from foliage
  - Coals must be removed from site
  - Protective matting used to prevent damage to the grass

#### **REINSTATEMENT**

- Reinstatement of works is the responsibility of the Permit Holder/s. If Council is required to undertake additional repairs or restoration, cleaning and/or removal of rubbish or other materials, a charge will apply to reinstate the area to its condition prior to use.

#### **PAYMENT AND INVOICING**

- Fees and charges may apply to the event permit or incurred for reinstatement of works to Council property. Payment is payable upon receipt of a Tax Invoice from Council.
- Council may charge interest at the rate specified under section 172 (1) of the *Local Government Act*, if payment is not received within the terms stated.

#### **CONTACT**

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