

EVENT ORGANISER RESOURCE GUIDE

All suppliers are listed in alphabetical order. This guide is not comprehensive and it is recommended that Event Organisers conduct their own research. Suppliers listed herein are suggestions only and Council accepts no responsibility for the quality, cost or availability of products or services offered. The Alpine Shire Council cannot provide any discounts or make any guarantees in relation to pricing.

Most of the suppliers listed below service North East Victoria/Southern Riverina (NSW) regions in a variety of industries (events, weddings, construction, earthmoving etc.) so there will be demand for their services outside of the Alpine Shire. It is recommended that Event Organisers book resources well in advance to ensure availability, especially for events in peak periods such as long weekends, Easter and around Christmas/New Year.

COST SAVING TIPS

- Identify any other events held around the same time as yours – can you book resources together and save on delivery/hire fees?
- Conduct a cost analysis – could it be cheaper in the long run to purchase rather than hire? Could you ‘time share’ resources with other event organisers to save on purchase costs?
- Consider your course or event location; is there anything you can change to reduce impact on traffic?
- Are there any local clubs or service groups from which you can borrow or hire resources?

Contents

Traffic Management	2
Traffic Management Contractors.....	2
Resource Hire	4
General Resources.....	4
Event/Party Hire	6
Sound, Lighting & Staging.....	9
Catering	10
Additional Information	11
How many toilets do I need to provide?	11
Temporary Structures.....	12
Camping at Events.....	13
Power Requirements	13

Traffic Management

Traffic Management Contractors

The companies listed below can 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.

Border Traffic Solutions *	
Location	Wodonga
Phone	0418 663 599
Email	allen@bordertraffic.com.au
Website	

Crameri Enterprises Pty Ltd *	
Location	Myrtleford
Phone	03 5752 2097
Email	crameri@bigpond.net.au
Website	www.cramericonstructions.com

GAME Traffic & Contracting *	
Location	Wangaratta Wodonga
Phone	0428 963 464 (Wangaratta) 0417 162 847 (Wodonga)
Email	wangaratta@game.org.au wodonga@game.org.au
Website	www.game.org.au

Global Traffic Management *	
Location	Wodonga
Phone	03 5831 5700 1300 456 225 (general)
Email	wodonga@gtmaustralia.com.au
Website	www.gtmaustralia.com.au

North East Civil Construction (NECC) *	
Location	Bright
Phone	03 5750 1222
Email	admin@necivilcon.com.au
Website	www.necivilcon.com.au

Stadelmann Enterprises Pty Ltd *	
Location	Bright
Phone	03 5755 1435
Email	admin@stadelmann.net.au
Website	

Traffic.com Pty Ltd *	
Location	Wodonga
Phone	02 6056 5738 0457 872 345
Email	Traffic.com@bigpond.com
Website	

Resource Hire

The following suppliers can assist with the hire and sale of various resources for your event. 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.

General Resources

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

Also see **Barlens Events**, **Mansfield Party Hire & Events** and **RBR Party Hire** in the next category for toilets, showers, generators, event fencing and bollards.

1300TempFence		
Location	Wangaratta Albury	
Phone	1300 193 361 0426 251 842	
Email	pauls@1300tempfence.com.au	
Website	www.temporaryfence.com.au	
Products / Services	Temporary Fencing Crowd Control Barriers Star Pickets & Caps	Barrier Mesh (orange mesh) Toilets

24 Seven Events	
Location	Wangaratta
Phone	03 5721 4374
Email	info@24sevenevents.com.au
Website	www.24sevenevents.com.au
Products / Services	Coolrooms and Fridges Generators & Electrical Toilets

Bloo Loos Toilet Hire	
Location	Shepparton
Phone	03 5831 3711
Email	info@blooloos.com.au
Website	www.blooloos.com.au
Products / Services	Single & Double Toilets

Coates Hire	
Location	Albury Shepparton
Phone	02 6022 2000 (Albury) 03 5829 3400 (Shepparton)
Email	albury.branch@coateshire.com.au shepparton@coateshire.com.au
Website	www.coateshire.com.au
Products / Services	Waterfilled Barriers Concrete Barriers Metal Barriers Temporary Fencing VMS Board Traffic Management Signage Bollards Safety Cones (Witches Hat) Generators Power Distribution Boards Toilets

GAME Traffic & Contracting	
Location	Wangaratta Wodonga
Phone	0428 963 464 (Wangaratta) 0417 162 847 (Wodonga) 1800 438 426 (general)
Email	wangaratta@game.org.au wodonga@game.org.au
Website	www.game.org.au
Products / Services	Temporary Fencing Crowd Control Barriers Traffic Management Signage

North East Civil Construction (NECC)	
Location	Bright
Phone	03 5750 1222
Email	admin@necivilcon.com.au
Website	www.necivilcon.com.au
Products / Services	Temporary Fencing Waterfilled barriers Bollards Safety Cones (witches hat) VMS Boards Traffic Management Signage

North East Temp Fencing	
Location	Wangaratta Albury
Phone	0419 573 891
Email	garry@rivertempfence.com.au
Website	www.northeasttempfencing.com.au
Products / Services	Temporary Fencing Crowd Control Barriers White Picket Fencing Bollards Safety Cones (Witches Hat)

Pacific Hire	
Location	Myrtleford
Phone	03 5752 1019 1300 722 132 (general)
Email	
Website	www.pacifichire.com.au
Products / Services	Temporary Fencing Traffic Management Signage VMS Board Waterfilled Barriers Bollards Safety Cones (Witches Hat) Generators Power Distribution Boards Toilets & Showers

Rows-A-Loo	
Location	Yarroweyah
Phone	03 5873 2326 0418 575 569
Email	info@rowsaloo.com.au
Website	www.rowsaloo.com.au
Products / Services	Toilet Truck Shower Truck

Event/Party Hire

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; however travel/delivery fees may apply.

Alpine Events Co	
Location	Bright
Phone	0450 580 641
Email	contact@alpineeventesco.com.au

Alpine Events Co	
Website	www.alpineeventscos.com.au
Products / Services	Hire range TBC

BANG Event Co	
Location	Albury
Phone	0418 207 889 0477 001 595
Email	hello@bangeventco.com.au
Website	www.bangeventco.com.au
Products / Services	Seating (Chairs, Stools, Lounges, Ottomans, Benches) Tables Tableware (Linen, Cutlery, Glassware) Styling Accessories Festoon lighting

Barlens Events																					
Location	Albury																				
Phone	02 6043 0605																				
Email	shaunbrown@barlens.com.au																				
Website	www.barlens.com.au																				
Products / Services	<table border="0"> <tr> <td>Marquees</td> <td>Seating (Chairs, Stools, Lounges, Ottomans)</td> </tr> <tr> <td>Canopies & Pagodas</td> <td>Bars</td> </tr> <tr> <td>Umbrellas</td> <td>Styling Accessories</td> </tr> <tr> <td>Flooring</td> <td>Lighting (Indoor & Outdoor)</td> </tr> <tr> <td>Staging</td> <td>Heating & Cooling</td> </tr> <tr> <td>Catering Equipment</td> <td>Fencing (Event Fencing, Barricades and Temporary Fencing)</td> </tr> <tr> <td>Crockery & Cutlery</td> <td>Exhibition & Display products</td> </tr> <tr> <td>Glassware</td> <td></td> </tr> <tr> <td>Tables</td> <td></td> </tr> <tr> <td>Linen (Table, Serviettes, Curtains)</td> <td></td> </tr> </table>	Marquees	Seating (Chairs, Stools, Lounges, Ottomans)	Canopies & Pagodas	Bars	Umbrellas	Styling Accessories	Flooring	Lighting (Indoor & Outdoor)	Staging	Heating & Cooling	Catering Equipment	Fencing (Event Fencing, Barricades and Temporary Fencing)	Crockery & Cutlery	Exhibition & Display products	Glassware		Tables		Linen (Table, Serviettes, Curtains)	
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Lips Party Hire									
Location	Wangaratta								
Phone	03 5721 9671 0413 596 719								
Email	enquiries@lipsparty.com.au								
Website	www.lipsparty.com.au								
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Lips Party Hire		
	Crockery & Cutlery Glassware Catering Equipment Coolrooms & Fridges	Speakers & Amps Projector & Screen Jukeboxes

Mansfield Party Hire & Events		
Location	Mansfield	
Phone	03 5775 3000	
Email	info@mansfieldpartyhire.com.au	
Website	www.mansfieldpartyhire.com.au	
Products / Services	Marquees Umbrellas Seating Tables Tableware Glassware Bars Catering Equipment Flooring Staging Picket & Wrought Iron Fencing	Post & Rope Aisles Heating & Cooling Toilets Lighting Generator PA System Lectern Microphone & Stand Projector & Screen Jukebox Styling Accessories

RBR Party Hire		
Location	Wodonga	
Phone	02 6024 2507	
Email	sales@rbrparty.com.au	
Website	www.rbrparty.com.au	
Products / Services	Marquees Seating (Chairs, Stools, Ottomans) Tables & table cloths Bars Catering Equipment Crockery & Cutlery Glassware Coolrooms & Freezers Fencing (Bollards and Picket Fencing) Heating & Cooling Staging	Flooring Lighting Generator Extension leads Toilets & Showers Lectern Jukebox Slushy Machine Photo Booth Fairy Floss Machine Popcorn Machine

Rustic Amour Event Hire		
Location	Killawarra	
Phone	0437 688 158	
Email	hello@rusticamour.com	
Website	www.rusticamour.com	
Products / Services	Seating (Chairs, Stools, Ottomans, Benches) Tables Arches and Arbours Signage & Chalkboards Rugs & Cushions Lawn Games	Marquees Umbrellas Festoon Lighting Photo Booth Styling Accessories

Sound, Lighting & Staging

Albury Sound and Lighting		
Location	Albury	
Phone	02 6021 1502 0407 211 502	
Email	asandl@tpg.com.au	
Website	www.alburysound.com	
Products / Services	Microphones & Stands Sound Mixers Speakers & Stands PA Systems Projectors & Screens Cameras Vision Mixers & Switchers Scalers Plasma & LCD Screens Drapes Lecterns	Lasers Up Lighting Smoke Machine Followspots Flood Lighting Trussing Party Lighting Site Lighting Garden & Marquee Lighting Theatrical and Concert Lighting Disco/Club Lighting & Mirror Balls

Barlens Events		
Location	Albury	
Phone	02 6043 0605	
Email	shaunbrown@barlens.com.au	
Website	www.barlens.com.au	
Products / Services	Floor Lamps Festoon Lighting Pendant Sphere Lights	Rice Paper Lights Fairy Lights Staging

Wangaratta Light & Sound		
Location	Wangaratta	
Phone	0409 973 611 0437 455 690	
Email	wangarattalightandsound@gmail.com	
Website	www.wanglightandsound.com.au	
Products / Services	Speakers & Stands Microphones & Stands Mixers Lighting Projectors & Screens	DJ set up Slushie Machine Popcorn Machine Fairy Floss Machine

Catering

There are numerous cafes, restaurants, and bars in the Alpine Shire and surrounds that can provide catering on- or off-site for events. The suppliers listed below specialise in catering for events only.

Mojo Catering	
Location	Beechworth
Phone	0414 571 294
Email	info@mojocatering.com.au
Website	www.facebook.com/mojocateringco/

Pop Up Catering	
Location	Milawa
Phone	0410 300 874
Email	enquiry@popupcatering.com.au
Website	www.popupcatering.com.au

Straight from the Ovens Catering	
Location	Buckland Valley (Bright)
Phone	03 5756 2919
Email	info@brightcatering.com.au
Website	www.brightcatering.com.au

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 or not alcohol is being consumed.

Table 1: Toilet facilities where **alcohol is not available**

Patrons	MALES			FEMALES	
	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**

Patrons	MALES			FEMALES	
	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 above 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 pre-fabricated 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) Occupancy 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 inspect a place of public entertainment to determine if the conditions of the permit have been met.

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 set 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 have the ability to 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 to determine what power sources are available and arrange access. Depending on the location, there may be a combination of single phase and three phase outlets available. In some instances external power sources, such as a generator, may be required. Event organisers should consult with vendors, production companies/entertainers, event hire companies, and caterers etc. to determine power requirements and ensure safe access.