



Detail what vehicles will come on to the event site and why they are required	Type of vehicle	Number of vehicles	Purpose	Times on-site

Please indicate on your site map where the vehicles will travel

### Event application

Please complete the following checklist relating to your upcoming event. To have your event evaluated page 4 lists additional document required to be submitted along with this application.

	Requirement	Yes/No		Compliance, permits and permissions that may be required for approval
<b>Venue</b>	<b>1.</b> Are you installing fencing or temporary barriers? If yes, please list type (for example, star pickets, free standing) and size	Yes	No	
	<b>2.</b> Do you wish to access the venue's electrical outlets? Please list each piece of electrical equipment you will use and their amperage requirements?	Yes	No	All electrical leads are to be tagged and tested in accordance with WorkSafe requirements prior to use.
	<b>3.</b> Do you wish to access water outlets from the venue? If yes, list what you will use the water for?	Yes	No	
	<b>4.</b> Do you require ground preparation or other assistance from the council? <b>a.</b> Lawn mowing <b>b.</b> Irrigation marking <b>c.</b> Power line marking <b>d.</b> Other (please specify):	Yes Yes Yes Yes	No No No No	<i>For other, the council will provide quote if required</i>
<b>Traffic and parking</b>	<b>5.</b> Will the event require any road or street closure?	Yes	No	If yes, you will be required to provide a traffic management plan that is developed by a qualified traffic management company. You will also be required to apply for a Temporary Road Closure permit from the council. Approval and/or permit from Victoria Police may be required, along with VicRoads and other emergency services.
	<b>6.</b> Will there be an increase in road congestion in the area?	Yes	No	
	<b>7.</b> Will there be restricted access to, or require the use of footpaths or public car parks?	Yes	No	
	<b>8.</b> Will there be parking beyond the immediate event site?	Yes	No	Local Laws permit from the council must be obtained.
	<b>9.</b> Will you be erecting any roadside signage? You should ensure that your public liability insurance covers signage.	Yes	No	
	<b>10.</b> Are you providing disabled parking at your event?	Yes	No	

<b>Temporary structures</b>	<b>11.</b> Will your event be held in a place >500m <sup>2</sup> to which admission is charged?	Yes	No	A place of public entertainment permit from the council may be required.
	<b>12.</b> Will your event have:			
	<b>a.</b> Seating stands for more than 20 persons?	Yes	No	
	<b>b.</b> Tent or marquees with a floor area more than 100m <sup>2</sup>	Yes	No	
	<b>c.</b> Stage exceeding 150m <sup>2</sup> in floor area?	Yes	No	
	<b>13.</b> Will your event have:			If yes to any, you must provide a copy of the Certificate of Currency (Public Liability insurance) with a minimum of \$20 million of the external contractor to the council. The device must meet current Australian Standards.
	<b>a.</b> Mechanical rides?	Yes	No	
	<b>b.</b> Jumping castle or other inflatables?	Yes	No	
	<b>c.</b> Animal nursery or pony rides (hand washing facilities MUST be accessible by the nurse exit/post rides)	Yes	No	
<b>Public health and safety</b>	<b>14.</b> Will food or beverages be sold or served at the event (for example, sausage sizzle)	Yes	No	Under the <i>Victorian Food Act</i> , all food vendors must register on FoodTrader (foodtrader.vic.gov.au) a minimum 14 days prior to the event.
	<b>15.</b> Does your event comply with the Victorian Government single-use plastics ban (vic.gov.au/single-use-plastics)?	Yes	No	
	<b>16.</b> Will you be using existing bins at the venue for your event?	Yes	No	If your event is expecting 500 or more attendees, you are required to provide additional bins (1 set of general/recycling/green bins per 100 pax)
	<b>17.</b> Do you require additional bins for your event?	Yes	No	Should you have greater waste needs, please contact Cleanaway Transpacific on (02) 6024 4590.
	<b>18.</b> Do you wish to access public toilets at the venue?	Yes	No	
	<b>19.</b> Do you require the public toilets to be cleaned:			
	<b>a.</b> Before	Yes	No	
	<b>b.</b> During (additional charges may apply)	Yes	No	
	<b>c.</b> After your event (additional charges may apply)	Yes	No	
	<b>20.</b> Will you use portable toilet facilities?	Yes	No	If your event is expecting more than 1000 attendees, you are required to organise portable toilets. Please refer to Wodonga Council's Event Management Planning Guide for ratios (wodonga.vic.gov.au/Activities-Attractions/Whats-On/Event assistance)
<b>21.</b> Will there be fireworks, firecrackers or pyrotechnics?	Yes	No	You will be required to apply to WorkSafe and CFA for a permit to conduct fireworks. Please ensure you provide a copy of the permits to the council along with a local law permit.	
<b>22.</b> Will there be amplified noise, such as speakers or broadcast equipment.	Yes	No	A local law permit is required for amplified noise	
<b>Alcohol</b>	<b>23.</b> Will alcohol be consumed?	Yes	No	A local law permit is required from alcohol consumed in a park from sunset to sunrise.
	<b>24.</b> Will alcohol be sold or served?	Yes	No	A Liquor License from the Victorian Commission for Gambling and Liquor Regulation is required. A copy of the liquor license must be provided to the council prior to your event/activity, as well as a plan to prevent under age alcohol consumption.

If you answered yes to any of the above questions, a member of the the council's civic services team will be in touch soon. **PLEASE NOTE: Wodonga Council requires ten (10) working days to process any permit so please ensure you complete this paperwork as promptly as possible.**

<b>Public notification</b>	Describe how you intend to notify local residents, businesses, participants and spectators about your proposed event?
	Is there anything else you would like to tell the council about your event/activity?

**You are required to be inducted into the site at least 2 business days prior to your event. Please outline which days/times are suitable.**

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**Event application checklist/attachments**

	Yes	No	N/A
Certificate of Currency for Public Liability Insurance (minimum \$10 million cover). You must ensure your insurance covers your event or activity.			
Site Plan required for all bookings			
Risk Management Plan is required if you have answered 'yes' to the following questions: 1,2, 5, 6, 7, 12, 13, 14, 19, 20, 21, 22 and 23			
Traffic Management Plan			
Liquor licence			
Permits from other authorities			

## Applicant's declaration and agreement

I am authorised to lodge this application seeking approval to host an event within the city of Wodonga. I acknowledge that the information contained in this form is true and correct and that the event will fully comply with the conditions of the event approval and other conditions as required by Wodonga Council. I have read the terms and conditions. I have read and understand the council's *Event Management Planning Guide*. (wodonga.vic.gov.au)

Contact name: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Enquiries:** Events team at Wodonga Council (02) 6022 9300 or info@wodonga.vic.gov.au

**Deliver to:** Events,  
104 Hovell St,  
Wodonga,  
VIC 3690

**OR**

**Post to:** Events,  
Wodonga Council,  
PO Box 923,  
Wodonga,  
VIC 3689

**Fax to:** (02) 6022 9322

<b>OFFICE USE ONLY</b>		
Date:		
Public Liability Insurance	Own	The council
Permit required:		
Booking Number:		

*Personal and or health information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and or health information will be used solely by the council for these purposes and or directly related purposes. The council may disclose this information to other a if required by legislation. The applicant understands that the personal and or health information provided is for the above purpose and that he or she may apply to council for access to and/or amendment of the information. Request for access and or correction should be made to the council's privacy officer.*

# AGREEMENT TERMS AND CONDITIONS

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## The council's access/limit of use

Council officers have the right to refuse, request changes or terminate a booking for inappropriate use of the asset. Hirers may be required to provide full details of the event entertainment on request. Subletting of park/reserve/venue is not permitted without the council's written consent. The council reserves the right to expel person/s or terminate the booking due to any breach or condition of hire and/or misconduct by patrons. The council reserves the right to request external security for higher-risk functions at a cost to the hirer. Authorised council officers are entitled to access all parks/reserves regardless of bookings.

## Damage

The hirer is responsible to pay for any damages, cleaning or waste removal to the hired space. Charges will result to restore the facility to an appropriate condition. The hirer will take steps to ensure activity or event patrons will not cause damage or defacement to reserves or site equipment. Vehicles are not allowed in parks/reserves without the council's written consent.

## Dispute Resolution

If a dispute or difference between the parties arises in connection with the contract, then either party may deliver by hand a written notice of dispute identifying and providing details of the dispute. Within 10 business days of the giving of a notice of dispute, the parties shall together confer at least once to attempt to resolve the dispute or to agree on resolving the dispute by other means. If the dispute has not been resolved within 20 business days of the giving of a notice of dispute, that dispute shall be referred to arbitration. Arbitration shall be effected by an arbitrator nominated by the Chairperson of the Chapter of The Institute of Arbitrators and Mediators Australia (Victorian Chapter). Arbitration shall be conducted in accordance with the Rules of the Institute of Arbitrators and Mediators Australia for the Conduct of Commercial Arbitrations.

## Applicable Law

This agreement will be constructed in accordance with the laws of Victoria. The hirer must comply with all state and local laws, liquor licence regulations, Environmental Protection Act, Single Use Plastics Regulations, Health Act or any regulations for the care, protection and management of the facility used.

## Drones (remote controlled device)

The organiser must engage a licenced, insured professional, of which will need to gain a Local Laws permit to fly. Varying drone licence type will permit varying locations and flying abilities.

## Indemnity

The hirer agrees to indemnify and keep indemnified Wodonga Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them or any of them arising from the hirer's performance or supported performance of its obligations under this hirer agreement and be directly related to the negligent acts, errors or omission of the hirer. The hirer liability to indemnify Wodonga Council shall be reduced proportionally to the extent that any act or omission of Wodonga Council, its servants or agents, contributed to the loss of liability.

## Insurance

The hirer must obtain and maintain insurance coverage at all relevant times sufficient to cover any loss of costs that may be incurred and for which the hirer is liable in connection with the provision of services including professional indemnity and if applicable public and products liability insurance.

## Permits

All permits must be obtained prior to occupying the event. Street stall permits and busking permits must relocate to an alternate site in the situation of an event with a council event permit approved for the same site. Failure to comply with these requirements may result in penalties and fines being issued and include the cancellation of the event.

## Termination

- Either party may terminate the booking via written notice if more than 10 working days prior to the set date of the event.
- If the hirer terminates the agreement in 5 working days or less, the hirer will not receive a refund of the fee.
- If the council terminates the agreement within 5 working days or less, the council will refund 100% of the paid fee.

## Site Fees and Utility Fees

Venue hire fees must be paid in full prior to site occupation. Utility meters will be recorded prior to the hirer's arrival and upon departure. The hirer is responsible to pay for water and electrical usage, unless otherwise advised.

## Australasian Performing Rights Association and Phonographic Performance Company of Australia Limited

The Wodonga Council shall be responsible for satisfying any demands of the Australasian Performing Rights Association and or Phonographic Performance Company of Australia Limited. The hirer is required to provide relevant information to the Wodonga Council.

## Photography

Council may take and use photographs and video for print marketing, online and social media. Should you no longer wish your images to be used, please notify the council.

## Tag and Testing

The hirer is required to bring their own tagged and tested leads and lead covers.

## Agreement and Amendment

This agreement constitutes the entire agreement between the parties and supersedes any previous agreement between them and may be amended only in writing signed by the parties.

## Privacy

The hirer shall be bound by the Information Privacy Principles of the Victorian Privacy and Data Protection Act 2014 and or the Health Privacy Principles of the Victorian Health Records Act 2001 and any applicable Code of Practice with respect to any act done or practice engaged in by the hirer for the purposes of this agreement or contract in the same way and to the same extent as the state, the council or a purchaser would have been bound by the Information Privacy Principles and or Health Privacy Principles and any applicable Code of Practice in respect of that act or practice had it been directly done or engaged in by the state, the council or that purchaser. Personal and/or Health Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and/or Health Information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and/or Health Information provided is for the above purposes and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's privacy Officer.

## Occupational Health and Safety

The hirer acknowledges they have a duty of care and legislative requirements under the Occupational Health and Safety Act (2004). The hirer is responsible for developing and managing the emergency evacuation requirements for their event/activity.

## Cleaning

The hirer is responsible for cleaning up the site following the event. If the site is not satisfactory to council, the hirer may be liable for additional cleaning costs. Hirers are required to check the site specific information as they may need to provide additional bins at their own cost if it is a large event.

## Site specific requirements

The hirer must adhere to the site specific requirements as detailed in the "site specific information" attachment.

## Richardson Park event guidelines

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### General

- Richardson Park is a bookable space for both public and private events.
- Richardson Park cannot be booked or utilised by external businesses for commercial purposes except as part of an event.
- The platform area up to the dotted blue lease line (see attached services map) and the grass area at the western end fall under the control of Places Victoria. Initial enquiries about using these areas need to be made with Wodonga Council event staff.
- Users of Richardson Park need to be mindful of the existing businesses on site and ensure that patron access is not impeded or business operations interrupted.
- As a courtesy, Hirers are required to inform all businesses operating at Junction Square and The Promenade precinct of their upcoming event.

### Church St closure

- It is possible to close Church St between Jack Hore Way and Elgin Boulevard for larger events. Hirers need to apply to Wodonga Council for a 'road closure permit' and provide an authorised traffic management plan, which needs to be approved by Wodonga Council officers.

### Electricity

- This site has multiple power access points. Please work with the council officers when booking this site.

### Emergency contacts

- Once the Hirer has taken possession of the venue/site for the agreed event and should an emergency situation occur (eg: pierced irrigation pipe) it is the responsibility of the Hirer to engage contractors (eg: plumber) at the Hirer's expense. A list of council authorised contractors will be provided.

### Food and cooking

- Vendors who are cooking, preparing food and barbecuing must provide protection from oil spills and general stains on the paving.
- Mobile coffee vans must provide paving protection from coffee spills and coffee grounds stains.

### Grass area

- Marquees are permitted on the grass area but only weights are to be used to keep the structure in place. No pegs are allowed.
- All details of the marquee's dimensions, construction, anchoring, bump in/bump out need to form part of the booking application process, prior to any approval being given.
- Hirers are responsible for any damage they cause to the grass area and costs to rectify any damage will be incurred.

### Keys

- Keys are required for this site to gain access to power and water. The key remains the property of the council and must not be copied or given to a third party.

### Rubbish and cleaning for large events

- Hirers expecting numbers of more than 200 people must provide additional rubbish bins on site at their own cost.
- Extra cleaning costs may be incurred for events utilising the public toilets on the platform area, where extra cleans are required over and above the normal cleaning regime. Hirers will be required to engage and pay the council's contract cleaner directly in this situation.

### Facilities for large events

- Hirers expecting numbers of more than 1000 people must provide portaloos at their own cost.

### Site induction

- Hirers are to be inducted into the site by a council event officer prior to event move in commencing.
- The Hirer is then responsible for inducting all their staff, contractors and suppliers.

### Vehicle access

- Vehicular access to Richardson Park is via Church St only.
- Under no circumstances are vehicles to drive over the grassed area. Failure to do so may cause damage to the grass with Hirers liable for any costs associated with site rectification.

**Legend**

- 1 1x15amp GPO
- 4 2x15amp GPO
- B Bin (Waste and Recycle)
- Seating
- Electrical Conduits
- Storm water Pipes



**Richardson Park - Services Location Plan**





