

Local Government Centre 2 Seventh Street Murray Bridge SA 5253 Phone 08 8539 1100 Fax 08 8532 2766 council@murraybridge.sa.gov.au www.murraybridge.sa.gov.au

An Event Organiser must obtain the permission of Council to undertake events on Council or Crown land. This includes footpaths, streets, road related areas, public land and community reserves and foreshore.

Council will consider a range of elements during the event approval assessment process, including timely lodgement of completed applications as per the table below. While we will do our best to consider late applications, approval cannot be guaranteed and may be limited by available time and resources.

Event type	Definition	Lodgement timeframe
Small event	An event of 0 – 100 people that does not include road closures, fireworks, licensed area, amusements or staging	At least 30 days prior
Medium event	An event of 100 – 500 people that does not include road closures or fireworks	At least 3 months prior
Major event	An event of over 500 people or an event of any size that includes road closures or fireworks.	At least 5 months prior

APPLICANT DETAILS			
Organisation		ABN:	
About the Organisation	Business/Commercial ☐ Government ☐	Community/Non Commercial ☐ Other ☐	
Contact Name		Position	
Address			
Telephone			
Email			
EVENT DETAILS			
Event Name			
Event Description			
Dates			
Location			
Where will the audience come from?	Local (within 40km) ☐ Interstate ☐	Adelaide metro ☐ Other ☐	
Maximum attendance at one time		Total anticipated attendance	
Event Start Time		Event End Time	
Set Up Start Date & Time		Pack Up End Date & Time	
Has this event been held before?	Yes ☐ No ☐ If yes when?		
EVENT ENTRY COST			
Free Entry Yes ☐ No ☐	Ticketed Yes ☐ No ☐		
Other Provide details			

ABOUT THE EVENT Operational Details - will the event include the following?

Activity		Details
Amusement Rides	Yes ☐ No ☐	Brief description or attach separately
Temporary Toilets	Yes ☐ No ☐	Number of accessible and all access toilets:
Temporary Lighting	Yes ☐ No ☐	Brief description or attach separately
Trading Stalls and Exhibitors	Yes ☐ No ☐	List or attach separately
Power Generators	Yes ☐ No ☐	Number of power generators being used:
Event Site Fenced	Yes ☐ No ☐	Provide details and include on site map
Vehicles Parked on the Reserve	Yes ☐ No ☐	Number of vehicles
Public Address System	Yes ☐ No ☐	
Live/Recorded Music	Yes ☐ No ☐	Attach APRA or PPCA if required
Liquor Sales/ Consumption	Yes ☐ No ☐	Attach Liquor License if required
Marquees	Yes ☐ No ☐	Number of marquee/s: Sizes:
Water Activities	Yes ☐ No ☐	Attach Aquatic Activity License if required
Animals/Petting Zoo	Yes ☐ No ☐	Provide details
Drones	Yes ☐ No ☐	Provide details
Staging	Yes ☐ No ☐	Size and number of stage/s:
Food Vendors	Yes ☐ No ☐	List of Vendors to be provided to Council
Fireworks	Yes ☐ No ☐	Attach a map of planned location Pyrotechnic Provider
Road Closures	Yes ☐ No ☐	Attach the traffic management plan Traffic Management Provider:
Road Closure Start Time		Road Closure Finish Time
Other	Yes ☐ No ☐	Do you intend to make any changes or additions to the site beyond those listed above, to accommodate activities associated with the event? Provide details.

EVENT SUPPORT Operational Services – services provided by Council (Fees apply - refer to Council's Fees and Charges)

Additional Bins	Yes ☐ No ☐	A minimum of 3 and maximum of 20 bins in total can be ordered.
		General Waste
		Recycling
		Green Organics
Irrigation Line Marking	Yes ☐ No ☐	If yes please provide details of requirements
Power Access	Yes ☐ No ☐	If yes please provide details of requirements

EVENT APPLICATION CHECKLIST

Before submitting the Event Application ensure you have:

- ☐ Read and understood [Attachment B - Information for Event Organisers: Hosting an Event in the Rural City of Murray Bridge](#)
- ☐ Read and understood [Attachment C Event on a Road or Community Land Terms and Conditions](#)

Event approval will not be granted prior to Council receiving all required event documentation.

If the event is classified as a Medium or Major event, please include the following with the event application:

- ☐ Risk Management Plan
- ☐ Public Liability Insurance that covers the event activity (minimum \$20 million), listing The Rural City of Murray Bridge as an interested party
- ☐ Site plan

APPLICANT DECLARATION

I understand that event venue hire incurs fees in accordance with the Fees and Charges Schedule. I have read and understand Council's Event on a Road or Community Land Terms and Conditions (Attachment C) and agree to comply with all conditions set out therein.

Applicant Name:		Date:
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Please submit via email to council@murraybridge.sa.gov.au or post to Rural City of Murray Bridge PO Box 421 Murray Bridge SA 5253 or deliver to the Local Government Centre 2 Seventh Street Murray Bridge.