

Information on Events in the Rural City of Murray Bridge

The Rural City of Murray Bridge encourages events taking place in the community and the following information is provided to assist event organisers when applying for an event permit;

Event Size definitions:

Small Event: An event of 0 – 100 people that does not include road closures, fireworks, licensed area or staging

Medium Event: An event of 100 – 2000 people that does not include road closures or fireworks

Major Event: An event over 2000 people.

Application should be lodged as per the following timeline prior to the event date:

Small Event: At least 30 days prior to the event

Medium Event: At least 3 months prior to the event

Major Event: At last 5 months prior to the event

Minimum Requirements for Approval of Event:

Small Event	1) Event Application Form completed and signed
Medium and Major Events	1) Event Application Form completed and signed 2) Copy of a Risk Management Plan for the event 3) copy of Public Liability Insurance Certificate of Currency, noting the Rural City of Murray Bridge as an interested party, 4) Site Plan of event

Copies of licenses and/or certificates will be required depending on the activities as part of your event. The required timelines for submission will be attached in approval letter/permit.

Public Liability Insurance Cover: If someone is injured or their property is damaged during an event, legal action may be taken against the organising body to recover losses or for damages. Public liability insurance is designed to help protect an event organiser by ensuring that if an accident or damage occurs there is adequate cover to fund any successful claim. Accordingly a certificate of currency of a minimum of \$20 million is required listing the Rural City of Murray Bridge as an interested party, must accompany the application form. Approval will not be given until this is received.

The event organiser is responsible for the safety of event participants and spectators at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event.

Council requires all medium and major events to have Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000) in the legal organisation name or governing body

Risk Management Plan: A Risk Management Plan is required for all medium and major events. A Risk Management Plan is a document that is utilised to consider the risk associated with the forthcoming event, estimates impacts and defines actions to control and mitigate the risks. You can download a Risk Management Plan example and a Risk management Plan template from the Council's website to assist you in developing appropriate risk mitigation strategies.

Site Plan: A map of your event site must be provided. As appropriate this should include the location of any toilets, food/ trading stalls, fencing, parking areas, marquees etc.

Development Approval: If your event runs over a number of days, uses an area that is not normally used for events, or includes the use of a stage or a marquee then under the provisions of the Development Act, you may require Development Approval.

Non Approval: Council has the right to refuse the hire of any park or reserve at its discretion.

Fees: A range of fees and charges relate to activities and events conducted in the Rural City of Murray Bridge. Please see the Schedule of Fees and Charges.

General Information

Amusement Rides: Amusement devices include any powered equipment that provides entertainment or amusement and includes jumping castles, rides, climbing walls, giant slides, bumper cars, merry-go-rounds and inflatable amusement devices. A current certificate of plant registration issued by Safework SA must be provided and you must provide a copy of the operators Public Liability Insurance.

Temporary Toilets: It is the event organiser's responsibility to provide adequate toilet facilities to event patrons and to maintain them in a clean and stocked condition for the duration of the event. A guide to the number of toilets that should be provided is contained in 'Events and Environmental Health- Attachment D'.

Public Address System: Managing noise is an important part of the Rural City of Murray Bridge's commitment to providing a liveable environment for all. All reasonable measures must be taken to ensure minimal disturbance to residents and businesses within the surrounding area of your event. Some events may be required to apply for exemption to the Local Nuisance and Litter Control Act 2016. Please also see Please refer to 'Events and Environmental Health- Attachment D. You will be advised if this is the case for your event following assessment of your application.

Live/Recorded Music: if there will be live music being performed or recorded music broadcast at your event then an APRA or PCCA license may be required. Please refer to <http://apraamcos.com.au> or www.pcca.com.au for more information.

Liquor Sales/Consumption: A limited Liquor License is required if the service or supply of liquor is intended as part of your event. Please refer to www.sa.gov.au/topics/business-and-trade/liquor-and-gambling/licences/liquor-licenses for more information.

Water Activities: Activities occurring on the river will require an aquatic activity license from DPTI. Please go to www.sa.gov.au/topics/boating-and-marine/boat-operators-licences-and-permits for more information.

Animals/Petting Zoos: if your event has animals involved or a petting zoo it is important that this is managed so that no health risk or inconvenience arises. Please refer to 'Events and Environmental Health- Attachment D for more information.

Food outlets: Please refer to 'Events and Environmental Health- Attachment D for more information.

Fireworks: Fireworks displays must be conducted by a SafeWork SA licensed pyro technician.

Road Closures: All requests for road closures or traffic management in relation to your event must be included in this application. Details must include the roads being utilised, times and a traffic management plan. Council can enact road closures on behalf of the event but the costs incurred will be charged back to the event.

Sponsorship: The Rural City of Murray Bridge has a Major Event Sponsorship Program for events that create a significant economic or tourism impact on the town.

Community Grants: There are also grants available for events that contribute to the empowerment and development of the community. There are two grant rounds a year and more information can be found at the following link www.murraybridge.sa.gov.au/grants

List of RCMB venues for hire/use for an event

Venue	Power Available	Toilets	Kitchen facilities
Edwards Square/Sound Shell	YES	NO	NO
Johnstone Park	YES	YES	NO
Le Messurier Oval	YES	YES	NO
Long Island Reserve	NO	YES	NO
Monarto Sporting Complex	YES	YES	NO
Monarto War Memorial Hall	YES	YES	YES
Mypolonga Institute	YES	YES	YES
Showgrounds Oval	YES	YES	NO
Sturt Reserve	YES	YES	NO
Swanport Reserve	NO	NO	NO
Wharf Area	YES	NO	NO
Wharf Hill Rotunda and WaterFall Area	NO	NO	NO
Woods Point Community Centre	YES	YES	YES

For all enquires contact the Events team at the Rural City of Murray Bridge on 8539 1104 or council@murraybridge.sa.gov.au