

Please read 'Information on Events in the Rural City of Murray Bridge- Attachment B', 'Event on a Road or Community Land terms and conditions- Attachment C' and 'Events and Environmental Health- Attachment D' documents, prior to completing this application.

APPLICANT DETAILS

Organisation:		
Contact Name:		Position:
Address:		ABN:
Phone:		Mobile:
Email:		Website:

EVENT DETAILS

Name of Event:		
Event Description:		
Dates:		
Location:		
Max attendance at one time onsite		Attendance over event duration:
Event Start Time:		Event End Time:
Set Up Start Date & Time:		Pack Up End Date & Time:
Has this event been held before?	Yes <input type="checkbox"/> No <input type="checkbox"/> Previous dates:	

EVENT FEES

Fees for attendees	Free Entry Yes <input type="checkbox"/> No <input type="checkbox"/>	Limited Private Event Yes <input type="checkbox"/> No <input type="checkbox"/>	Ticketed Yes <input type="checkbox"/> No <input type="checkbox"/>
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OPERATIONAL DETAILS (will the event include the following?)

	Yes <input type="checkbox"/> No <input type="checkbox"/>	Notes
Amusement Rides	Yes <input type="checkbox"/> No <input type="checkbox"/>	brief description or attach separately A current Safework certificate of registration issued by SafeWork SA and a copy of the operators public liability insurance must be provided.
Temporary Toilets	Yes <input type="checkbox"/> No <input type="checkbox"/>	how many temporary toilets will be installed:
Lighting	Yes <input type="checkbox"/> No <input type="checkbox"/>	what lighting will be installed?:
Trading Stalls	Yes <input type="checkbox"/> No <input type="checkbox"/>	what number and type of stalls will be set up:
Power Generators	Yes <input type="checkbox"/> No <input type="checkbox"/>	the number of power generators being used:
Fencing	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vehicles parked on reserve	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Public Address System	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Live/Recorded Music	Yes <input type="checkbox"/> No <input type="checkbox"/>	An APRA or PPCA license may be required. Please refer to http://apraamcos.com.au or www.pcca.com.au .
Liquor Sales/Consumption	Yes <input type="checkbox"/> No <input type="checkbox"/>	Liquor License may be required. Please refer to www.sa.gov.au/topics/business-and-trade/liquor-and-gambling/licences/liquor-licences Please note: the Rural City Town Centre, Sturt Reserve, Wharf Precinct & Hume Reserve are dedicated Dry Zones.
Marquees	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please advise of size and dimensions of marquees. Number of marquee/s: Sizes:
Water Activities	Yes <input type="checkbox"/> No <input type="checkbox"/>	Activities occurring on the river will require an aquatic activity license from DPTI www.sa.gov.au/topics/boating-and-marine/boat-operators-licences-and-permits
Animals/Petting Zoo	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Drones (Remote Pilot Aircraft)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Staging	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size and number of stage/s:		
Food outlets	Yes <input type="checkbox"/> No <input type="checkbox"/>	List of caterers with contact details is required 14 days prior to the event.		
Fireworks	Yes <input type="checkbox"/> No <input type="checkbox"/>	Must be provided and operated by a SafeWork SA licensed pyro technician only.		
Road Closures	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please provide a traffic management plan if conducting road closures. Traffic Management Provider:		
Road Closure Start Time:		Road Closure End Time:		
OPERATIONAL SERVICES – services provided by Council (costs will apply)				
Additional bins	Yes <input type="checkbox"/> No <input type="checkbox"/>	A minimum of 3 bins and maximum of 20 can be ordered. Please note waste management is the responsibility of the event organiser. Number required		
Power Access	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes please provide details of required power		
Road Closures	Yes <input type="checkbox"/> No <input type="checkbox"/>	If you require Council to enact the road closures		
Other Service	Please list any other services requested from Council:			
SPONSORSHIP- please fill out if your event is seeking Council sponsorship				
Is your event seeking sponsorship from Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>	What is your sponsorship request?		
Event Budget	\$0-\$10,000	\$10,000 to \$50,000	\$50,000 to \$100,000	Over \$100,000
What is the expected economic benefit to Murray Bridge?				
How did you calculate this?				
Expected accommodation needs	No accommodation bookings expected	Up to 100 bed nights expected	Over 100 bed nights expected	
Local spend- supplies and entertainment	Less than \$50 a day per person expected	\$50 to \$100 a day per person expected	More than \$100 a day per person expected	
Local spend- contractors or suppliers	no requirement for any suppliers	Less than 75% local suppliers	More than 75% local suppliers	
MARKETING				
Who is the target audience?				
What is the planned catchment for your audience?	Murraylands	Adelaide	State-wide	International
APPLICANT'S SIGNATURE				
I have read and understood "Councils Event on a Road or Community Land terms and conditions" (Attachment C) and agree to comply with all conditions set out therein:				
Signature:				Date:
Please submit to council@murraybridge.sa.gov.au or Rural City of Murray Bridge, PO Box 421, Murray Bridge SA 5253				
For medium and major events a copy of your organisations public liability insurance, a risk management plan and a site plan must be submitted with this form.				