



Port Pirie Regional Council

SPECIAL EVENT PERMIT

I _____ for and on
(Name)

behalf of _____ (hereinafter called the permit holder)
(Organisation, Business, Group)

of Address _____

of Telephone _____ Of Email _____

Hereby make application to the Port Pirie Regional Council for the

(Name of the Event)

to be held at _____ on _____
(Location) (Date/s)

between the hours of _____ and _____

Please indicate if you will have any of the following elements at your event and provide details.

Details			Details/Description
Road Closure	No	Yes	
Alcohol	No	Yes	
Food / Drinks	No	Yes	
Music /Live Entertainment	No	Yes	
Rides /Jumping Castles	No	Yes	
Marquees/ Additional infrastructure to be used	No	Yes	
Power required	No	Yes	
Stall Holders	No	Yes	
Use of Council Park or Reserve	No	Yes	

The issuing of this permit is subject to:

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all Special Conditions which the Council may determine.
- C. The permit holder paying the prescribed fee.
- D. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit.

General Conditions of Permit

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
5. The permit is not transferable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. No food or drink will be offered for sale by any permit holder without the prior approval of the Council.
8. No music system or amplified sound to be used by any permit holder without the prior approval of the Council.
9. Stalls and exhibitors sites will be allocated by the Council and no allocated sites may be altered without the approval of the Council.
10. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
11. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
12. This permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.
13. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.

I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions.

Final Event Checklist

Before submitting application please ensure all required documents have been included. If you are not sure what is compulsory please consult the event guidelines or contact Council.

Documents	Attached
Use of Council Park or Reserve Permit Completed (if applicable)	
Basic Site Map (<i>include where additional infrastructure will be placed, accessibility routes and parking option</i>)	
Certificate of Currency for Public Liability Insurance (minimum \$20,000,000)	
Liquor License Approval or request for support from Council (if applicable)	
List of Stall Holders – <i>as event organiser you will be required to have all stall holders complete stall holder permits and provide their own insurance. See event guidelines for stall holder and insurance requirements</i> (if applicable)	
Event Management Plan	
Risk Assessment	
Copy of Approvals from other organisations (if applicable)	
Copy of the Public Liability insurance of any sub-contractors (Amusements) (if applicable)	
Road Closure Request (if applicable)	
Request to use Council Power (if applicable)	
Stakeholder Correspondence i.e. letter to notify nearby residents/business of road closures, noise, promotion etc (if applicable)	

Signed for and on behalf of the permit holder

I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions

Name: _____

Position: _____

Signature: _____ Date: _____

Office Use Only - Signed for and on behalf of the Council

Approved / Not Approved Fee: \$

Name:

Position:

Signature: _____ Date: _____