

# Application to Hold an Event in Hume City

- Festivals
- Fetes
- Shows
- Celebrations
- and more

Council's parks and reserves are available to the public for a wide variety of leisure activities. Most of the time, people do not need to notify Council or seek permission for passive use of parks and reserves. However under some circumstances, permission to use the site for certain activities is required.

***An Application to Hold an Event in Hume City*** will need to be submitted where any of the below listed activities are being planned:

- More than 100 people will be attending/participating in the event
- Temporary structures are planned to be erected (eg tents, marquees)
- Amusements are being brought onto the site (eg jumping castles, pony rides)
- Commercial services are being contracted for the event (eg catering/fireworks)
- Food or any other product/services are planned to be sold
- Organised one-off sporting activity (eg aerobics, dancing, soccer match)
- Alcohol is planned to be served/sold/consumed (permit required)

## **Application Forms must be submitted by:**

- For minor events (less than 500 people) - at least 6 weeks prior to the event
- For major events (more than 500 people) - at least 12 weeks prior to the event

***Please note:*** completion of this application does not entitle you to exclusive use of any Council park or public reserve.

## **Applications must be submitted to:**

SPECIAL EVENTS OFFICER  
HUME CITY COUNCIL  
PO BOX 119  
DALLAS VIC 3047



# EVENT APPLICATION GUIDELINES

*\*\*Please keep this section for your reference\*\**

Please provide as much information about your event as possible. Please contact Marketing and Communications on 9205 2812 if you require assistance with your event application.

A number of hire and service fees may apply, and a refundable bond of \$500 - \$3,000, depending on the parameters of the event, must be paid prior to the event. In the event that the site or equipment is damaged or the site is not adequately cleaned, repair or cleaning costs will be deducted from the bond.

## **PUBLIC LIABILITY INSURANCE**

All events must have public liability insurance cover of at least \$10 million. The Municipal Association of Victoria's Community Groups Insurance Scheme may be able to assist you. Visit their website at [www.communityinsurance.com.au](http://www.communityinsurance.com.au) or phone 9860 3470.

## **SITE PLAN**

Please supply a site plan identifying road closures, parking, emergency access route, first aid location, fireworks launch site and safety zone, toilets, power, lighting, stalls, staging, rubbish skip etc.

## **SAFETY MANAGEMENT PLAN**

Please supply a safety management plan. As a group you need to identify all the risks associated with the event, then prioritise them according to their likelihood and consequences. For example, some risks may have extreme consequences but a low likelihood (eg plane crashing into the site); others may have a high likelihood but minimal consequences (eg children tripping over on the grass). Where there are risks with both high likelihood and serious consequences, these risks will need to be managed.

Some common risks at events include:

- Unsafe structures and marquees
- Vehicles driving in pedestrian areas
- Traffic congestion
- Unsafe electrical cabling
- Fireworks displays
- Fires / gas bottle explosions in food stalls
- Injuries/ accidents
- Food poisoning
- Dehydration / sunstroke
- Violence / crime / brawls
- Crowd crush / panic

As each event is different, you will have risks that are unique to your event.

## **CARNIVAL**

Carnival operators need to provide copies of their public liability insurance Certificates of Currency and their Certificate of Registration for each plant item (ride/activity/structure).

All rubbish must be removed from the carnival site after the carnival has vacated.

## **FIREWORKS**

Only Pyrotechnicians licensed with Workcover are permitted to discharge fireworks within Hume. Operators must hold Public liability insurance cover of no less than \$10 million. The Operator must supply a copy of their Risk Management Assessment, including a plan detailing the proposed display and charges as given to the Workcover Authority. No display shall occur after 10.30pm, or on any day of a total fire ban, EPA Smog Alert Day, nor if winds exceed 10 knots. Shells with a diameter of over 150mm are not permitted.

You must give written notice to all properties within 1,000m of the site no less than 10 days prior to the fireworks. Please contact Hume City Council's Marketing and Communications Department on 9205 2812 for a copy of the Fireworks Policy.

## **ROAD CLOSURES**

If you are closing roads for your event, you must:

- Get permission from either VicRoads or Hume City Council for these road closures. Call Traffic Management at Hume City Council on 9205 2419 to see if permission form VicRoads is required.
- Inform Emergency Services and all residents and businesses who will be affected by these road closures at least 21 days before the event
- Advertise these road closures in the local newspapers one week prior to the event
- Provide Hume City Council with a traffic management plan
- Close the roads using a certified traffic management plan and water fillable barriers & appropriate road closure signage
- Ensure road closures are supervised by licenced traffic controllers at all times

## **PARKING**

There must be adequate parking to accommodate all vehicles. Appropriately trained Traffic Marshals may be required to direct parking. Parking must be identified on the site plan.

## **EMERGENCY SERVICES**

You will need to have a first aid provider on site (level 2 or above) and keep an emergency access route clear at all times. You may need to notify the police of your event.

## **SECURITY**

For most events, security will be necessary. The numbers of security personnel and their hours will depend on the type of event and its operating hours.

## **NOISE CONTROL**

If your event is within a residential area, amplified music and other noise that can be heard from inside a residence must cease at 11pm on a Friday and Saturday, and at 10pm Sunday to Thursday. Noise may not commence before 9am on Saturday and Sunday or before 7am on weekdays.

## **FOOD AND ALCOHOL**

If you are selling food or having alcohol at your event, you must ensure that:

- Commercial vendors have food permits
- Community groups have a temporary food stall permit and food safety plan (contact Hume Health Services on 9205 2599 for more details)
- There is access to fresh water
- There are sufficient bins for stallholders
- You have a liquor licence if selling alcohol
- You have obtained a permit from Hume City Council's City Laws if you plan to have alcohol at your event.

## **POWER**

The following sites have access to power, with an hourly charge for use.

- Town Park, Broadmeadows
- D.S. Aitken Reserve, Craigieburn
- Village Green, Sunbury

If your site does not have power, you may need to hire a generator.

## **RUBBISH**

You must provide sufficient rubbish bins for your event. Depending on the size of the event, Council may be able to provide bins for your event at a cost. If your event is large, you may need to hire a rubbish skip to manage your waste storage needs.

The site must be left in a clean state after the event. If the site is not returned to its pre-event condition by the time indicated on your confirmation letter, Hume City Council will arrange contract cleaners for the following day and the cost will be deducted from the bond. *There will be no exceptions.*

***“STRING SPRAY” IS NOT PERMITTED AT ANY EVENT AND IF SIGHTED WILL RESULT IN THE POSSIBLE BANNING OF ANY FUTURE EVENTS.***

We suggest that you provide recycling facilities. Please contact Hume City Council's Waste Education Officer 9205 2466 for more information.

## **TOILETS**

At every event, toilets must be provided at a ratio of 2 female and 1 male toilet per 500 people, and at least one wheelchair accessible toilet for the event. If there are no public toilets, you must hire portable toilets. If there are public toilets at the site, you can book extra cleaning for these toilets throughout your event, at a per clean cost.

## **WATER**

If you are having food stalls, there must be access to running water. Many reserves have taps available. Tap handles will need to be installed by Hume City Council on request.

## **LIGHTING**

If your event is in the evening, you will probably be hiring generators and lighting. You will also to check the venue at night for adequacy of lighting for parking and pedestrian areas and hire additional lighting towers if necessary.

## **GRASS CUTTING / IRRIGATION LINES**

Hume City Council can arrange to have the grass cut before your event. If temporary structures are being erected, underground irrigation lines must be marked out by Hume City Council beforehand to avoid damage. Automatic irrigation will need to be switched off by Hume City Council for the duration of your event.

## **CONTACT PHONE NUMBERS**

Hume City Council:	Marketing and Communications	9205 2812
	Leisure Services (Hall/Reserve bookings)	9205 2562
	Traffic and Civil Design	9205 2419
	Hume Health Services	9205 2599
	Waste & Environmental Services	9205 2397
	Property Services	9205 2429
	Hume After Hours Service	9205 2200
	Other Contacts:	Vic Roads
	Liquor Licensing Commission	9655 6696

# APPLICATION TO HOLD AN EVENT IN HUME CITY

Please return this section to Hume City Council at least 4 weeks prior to the event (8 weeks for major events)

## 1. DETAILS (all details must be completed)

Name of Event: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date/s of Event: \_\_\_\_\_ Event Operation Hours: \_\_\_\_\_

Estimated number of people attending: \_\_\_\_\_

Event Description: \_\_\_\_\_

Will you be erecting any temporary structure on the site? Yes/ No  
(Example: Jumping Castle, Tent, Sun Shade/ Rain Cover) Description: \_\_\_\_\_

If yes, please describe location of temporary structure on site: \_\_\_\_\_

Does Hume City Council contribute any funds to this event? Yes / No Amount: \_\_\_\_\_

Is this a public or private event? \_\_\_\_\_

Would you like this event listed in Hume City Council's Event Calendars? Yes / No

If yes, which contact number would you like listed? \_\_\_\_\_

Please be aware that this number will be made public.

## 2. CONTACTS

Event Coordinator (The person responsible for the event and Council's contact):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_ email: \_\_\_\_\_

Contact Person on Site at the Event:

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Other Key Contact People:

Role: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Role: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Role: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Role: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## 3. PUBLIC LIABILITY INSURANCE

Amount of Cover: \_\_\_\_\_ Certificate of Currency Copy Supplied: „  
(Minimum \$10m required)

## 4. SITE PLAN

Site Plan Supplied: „ (If No, please explain why) \_\_\_\_\_

## 5. SAFETY MANAGEMENT PLAN

Safety Management Plan Supplied: „ (If No, please explain why) \_\_\_\_\_

**6. CARNIVAL**

Carnival Operator:  
Carnival PL Insurance: Amount of Cover:

Phone:  
Copies of Certificate of Currency Supplied:

**7. FIREWORKS**

Launch Site: Date & Time:  
Contractor: Name: Phone:  
• Contractor’s Risk Management Assessment Supplied  
• Work Cover Permit Supplied to City Laws Copy of Notification Supplied  
• Fire Brigade Notified: Copy of Notification Supplied  
• Melbourne Airport Notified Copy of Notification Supplied

Copy of Notice to Residents Supplied:

**8. ROAD CLOSURES**

Location: Date & Time:  
Road Closure Contractor: Phone:  
Police notified: Fire Brigade Notified:  
Ambulance Notified: Affected Premises Notified:  
Newspaper Advertisement: Traffic Management Plan Supplied:

**9. PARKING**

Location: Marshals:  
*(Please identify on site plan)*

**9. EMERGENCY SERVICES**

Emergency Access Route Identified: Police Notified:  
St Johns Ambulance (or other provider) booked:  
Name of other provider (if St Johns not available):

**11. SECURITY**

Name of Company: Contact: Phone:  
Number of Security Personnel: Date: Time:  
Date: Time:  
Date: Time:

**12. NOISE CONTROL**

Amplified Music Shutdown Times: Date: Time:  
Date: Time:

**13. FOOD STALLS**

Temporary Food Stall Applications lodged with Hume Health Services:  
Alcohol Available: Yes / No If yes, permission from City Laws obtained: Copy Provided:

