



COMMUNITY & RECREATION SERVICES

EVENTS LOGISTICS INFORMATION CHECKLIST

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This checklist needs to be completed if:

- Over 100 people are expected to attend the event
- The event is expected to use more than a single designated area
- Temporary access and/or temporary structures are required.
- The event is being publicly promoted

Please use this checklist to assist you in formalizing event details and to check that you have provided all the required information before returning your request with copies of all supporting documentation to Community & Recreation Services.

DETAILS OF PROPOSED HIRE

Name of the Event: _____

Type of Event: _____

Organisation hosting the Event: _____

Contact person/organiser: _____

Website Address: _____

Inquiry Email: _____ Inquiry Phone: _____

Details in this section will be posted on Council's website

All items in this application guidelines **must be addressed in detail, statements provided and endorsed by the event organisers and Council before any usage will be booked or confirmed.**

Location: (for locations with multiple areas or facilities please specify the areas requested)

Dates and Times: (please include set up and clear up days)

- How many people will be attending your event for each day it is on?

- Do you have Public Liability Coverage of \$20,000,000.00 to cover this type of event?
(Please provide copy of Certificate of Currency)

Yes ☐ No ☐

- Will people be paying to attend the event?

Yes ☐ No ☐

- Where will payment be collected?

(Please mark on site map)

- Will people attending the event have to cross any roadways?

Yes ☐ No ☐

- Do you have marshalling to direct people to the event or across roadways?

Yes ☐ No ☐

- Is there public transportation to your event? (provide details)

Yes ☐ No ☐

- How many cars will be at your event?

- Where will people attending the event park?

(Please mark on site map)

- How many parking spots are available?

- Do you need to restrict or direct traffic in or around the event area?

(provide details) Yes ☐ No ☐

- How many people will you have controlling/monitoring traffic?

- Do you have a traffic management plan? (attach copy)

Yes ☐ No ☐

- How many trained First Aid staff will you have?
(Provide copies of First Aid Certificate)

- Where is your emergency evacuation point?

(Please mark on site map)

- Have you completed a risk assessment plan?

Yes ☐ No ☐

- Do you have security for your event?

Yes ☐ No ☐

- Will you be having entertainment at the event?

Yes ☐ No ☐

- What type of entertainment will you have?

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- Will you have amplified music or announcements? Yes ☐ No ☐
 - Do you have Public Liability Certificates for all entertainers? Yes ☐ No ☐
 - Have you notified APRA about any public musical performances?
Include link to APRA website here, or in conditions of hire section? Yes ☐ No ☐
 - Do you require temporary structures? Yes ☐ No ☐
 - How many temporary structures do you need? _____
 - Have you included the details of each structure and locations on an event site setup map? Yes ☐ No ☐
 - How many bins are on site? _____
 - How many bins do you require? _____
 - Have you arranged additional waste pickup? (provide details) Yes ☐ No ☐
 - Do you have recycling services for your event? Yes ☐ No ☐
 - How many toilets are on site? _____
 - How many toilets do you need? _____
 - Have you arranged additional toilet cleaning? (provide details) Yes ☐ No ☐
 - Do you require any power for equipment? Yes ☐ No ☐
 - What is the maximum load capacity of the equipment required? _____
 - How many power points do you require? _____
 - Will food be provided at your event? Yes ☐ No ☐
 - How many separate food vendors will you have? _____
 - Do you have Temporary Food Notification Numbers for all food vendors?
(provide details) Yes ☐ No ☐

- Will alcohol be served at the event? Yes ☐ No ☐
- Do you have a liquor licence or authority from the NSW Office of Liquor, Gaming, & Racing to serve alcohol? Yes ☐ No ☐
- Have you notified NSW Police about your event? Yes ☐ No ☐
- Have you notified residents and businesses within 200m of the site of the event?
(provide copy of letter) Yes ☐ No ☐
- Will you be on site before 8:00am or after 6:00pm? Yes ☐ No ☐
- Do you require vehicle access to the events site? Yes ☐ No ☐
- If Yes: How many vehicles need to access the site? _____
- How heavy are the vehicles required to access the site? _____
- Do you have Public Liability Insurance and Workcover certificates for all equipment hire companies/contractors? (provide details) Yes ☐ No ☐
- Do you have a plan in the event of wet weather? (provide details) Yes ☐ No ☐
- Have you planned advertisement of your event? Yes ☐ No ☐
- Is your event on Council's free 'Whats On' Calendar? Yes ☐ No ☐
Visit www.kmc.nsw.gov.au/events to submit event details

DECLARATION FOR EVENT INFORMATION

I have read the conditions of hire and by signing this form I am agreeing that I have disclosed all details pertaining to the setup and running of my event and that all facilities and services provided in association with the event comply with the term and conditions of hire and other legislations, policies and regulations.

NAME OF EVENT:

NAME:

SIGNED:..... DATE:.....

ORGANISATION/ASSOCIATION:.....

EVENT RESPONSIBILITY:.....

DEVELOPMENT APPLICATION

Some events will require Development Approval prior to being confirmed. The Community & Recreation Services Officer can assist you in determining whether a DA is required and if necessary can send the relevant paper work to you. A duty officer from the Development Control Team is available via Council's Customer Service Centre to assist you with your application.

As a guide, events which would require Development Approval include but are not limited to;

- Events where greater than 500 people are expected to attend. (needs Complying Development Approval).
- Events where greater than 1000 people are expected to attend (needs Non-Complying Development Approval).
- Events where roads need to be closed or traffic conditions altered.
- Events which will occur outside standard hours of operation.
- Events planning to have amplification of music or speakers after 6pm.
- Events planning to have Temporary Structures such as stages, marquees etc.
- Events planning to have Amusement/Fairground Rides.

Please note both complying development applications and non-development applications can take six weeks and beyond to process and are subject to a fee.

IN ADDITION,

- Food stalls and events where cooked food is being sold must be inspected by Council's Environmental Health Officers. Please contact Development Control on 9424 0000 to arrange a food inspection.
- Performing Animals are not permitted on Council owned or managed land.

It is the applicants responsibility to ensure all forms are completed in full, relevant information is provided to Council and any additional applications have been received and are being processed.