



Booking Application

Please read the **Park Lands Events – Conditions of Hire** document, viewable on our website, prior to completing this application.

Applications must be lodged at least 14 days prior to minor events, 3 months prior to medium events and 6 months prior to major events.

Adelaide City Council - Event Management

GPO Box 2252 Adelaide SA 5001

Ph: 08 8203 7203 Fax: 08 8203 7575

Email: events@adelaidecitycouncil.com

adelaidecitycouncil.com/eventbookings

Applicant Details				
Organisation:				
Contact Name:		Position:		
Postal Address:				
Email:				
Phone:		Fax:		
Mobile:		Website:		
Event Details				
Name of Event:				
Type of Event:		Anticipated Attendance:		
Event Date(s):		Park:		
Alternative Event Date(s):		Location in Park:		
Event Start Time:		Bump-in from:		
Event Finish Time:		Bump-out by:		
Operational Details		Yes	No	Notes
Public Liability Insurance Cover: Please supply a copy of your Public Liability Insurance Certificate of Currency, minimum \$20 million, noting the event and Adelaide City Council as an interested party.				
Vehicle Access:	Loading/Unloading Only			
	Remain on the Park Lands			
Road closures required: If yes, please complete an application form and submit to Road Events Coordinator				
Live music/PA system: A program of live entertainment will be required				
Liquor consumption:				
Liquor sales: Please note that a liquor licence may be required.				
Catering: A complete list of caterers with contact details is required 21 days prior to the event				
Event area fenced: If yes, please attach plan of area to be fenced				
Staging: Please advise dimensions (i.e. height, width, depth). Dependent on the size of the stage(s) structural certification may be required.				

Marquees: Dependant on the size of the marquee(s), structural certification may be required. Please advise if the marquee is to be weighted or pegged into the ground. If pegged, a site plan is required and mark out of underground services may be required. Charges apply.			
Banners & Signage: Please advise dimensions (i.e. height and width). Dependent on the size of the banner(s) a DA may be required.			
Amusement Rides: Must have a current certificate of registration issued by SafeWork SA and a minimum \$20 million Public Liability Insurance policy held by the operator.			
Fireworks: Must be provided and operated by a SafeWork SA licensed pyrotechnician only.			
Operational Services - refer to Fees document for charges			
Additional rubbish bins required: A minimum of 3 and maximum of 20 bins can be provided by Council. Charges apply.			If yes, how many:
Power access required: 10A, 15A & 3 Phase is available in some parks. Charges apply			If yes, please list which outlet type:
Water connection / taps required: Water connection available in some parks. Charges apply.			
Irrigation mark out: Required if pegging infrastructure into ground			
Other, please specify:			
General Information			
	Yes	No	Notes
Is your event:			
Free entry Events which are free for the general public to attend.			
Private Events for members or invited guests only, not the general public.			
Ticketed Events that charge an admission fee for the general public to enter.			If yes, please list the entry fee:
Free entry with ticketed elements			If yes, please provide details:
Have you held the same event before in the Adelaide Park Lands?			If yes, please list the previous date

Please provide a brief description of your event:

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Please attach any other supporting documentation (e.g. public liability certificate of currency, site plan, draft program etc) to your application.

Please fill out details and either tick the box or print and sign this application below prior to submitting

I have read and understood the 'Conditions of Hire' document for the use of the Adelaide Park Lands and agree to comply with all conditions set out therein.

Name: **Date:**.....

Signature:

Please forward completed application and/or queries to:

Adelaide City Council – Event Management
GPO Box 2252
ADELAIDE SA 5001

Ph: 08 8203 7203 **Fax:** 08 8203 7575
Email: events@adelaidecitycouncil.com