

**POLICY TITLE CARNIVALS AND CONCERTS ON
COUNCIL PROPERTY**

VERSION II: Adopted 19 August 2003

Last reviewed: 19 August 2003

OBJECTIVES

To set out conditions pertaining to the use of Council property for the conduct of carnivals and concerts and the like in an endeavour to protect Council's interests and the safety of the public.

POLICY STATEMENT

- A In the first instance all inquirers and applicants for the use of property for the conduct of carnivals and concerts and the like should be directed to other property such as Dungog Showground

- B Where Council owned or controlled land is required for the conduct of carnivals and concerts the like, the following procedure shall be adopted.

APPLICATION FOR USE

A written application form (available from Council's office) shall be submitted at least 6 weeks prior to an event and shall contain the following information:-

- (a) location of the property proposed to be used and the extent of coverage of the property.

- (b) arrival and departure dates, together with hours of operation.

- (c) Description of the nature of the event, together with details of number and size of tents, stalls, etc., to be erected; animals to be used; amusement devices and loud speaking equipment to be operated.

- (d) A copy of a current Public Liability Insurance policy held by the applicant covering the period of the event, with a cover of not less than \$10 million and with the Council endorsed thereon as co-insured, **MUST** accompany the application form - otherwise the application will **NOT** be processed.

(Note: Where applicable the Minister for Lands and/or the lessee of the land may also require endorsement as co-insured).

2 FEES AND CHARGES

The Manager Infrastructure & Assets shall determine if the plan of management permits the intended use and if so the Fees and Charges payable to Council in respect of the following after taking into account all relevant factors surrounding the event -

- (a) Ground Hire
- (b) Garbage Charge
- (c) Electricity Charges - where power is required and available from Council's outlet a deposit shall be paid, with actual usage being charged at the current rate.
- (d) Cleaning and Ground Restoration Bond - A cleaning and ground restoration bond must be lodged with Council. The area used is to be cleaned prior to departure otherwise the bond will be forfeited and the applicant responsible for any additional cleaning costs.
- (e) The fees, charges, deposits and bonds referred to above must be lodged with the application, otherwise the application will NOT be processed.

3 SPECIAL CONDITIONS

- (a) The applicant shall ensure the general public not attending the proposed event are not inconvenienced.
- (b) The applicant shall ensure that the operators of any amusement devices, in addition to complying with clause 1(d) above in regard to insurance, hold a current licence issued by the WorkCover.
- (c) The applicant shall ensure that the operators of any stalls comply with Council's code for food preparation, and product liability remains the responsibility of the seller.
- (d) The applicant shall follow any instructions issued by Council's staff or (where applicable) any reasonable requests of lessees of the property.

Note: Where applicable, special approval may be required for entry by vehicles.

Date Policy Adopted	Minute No	Authority
16 October 2001		
19 August 2003	31593	Council resolution