



POLICY

PURPOSE

Hunter's Hill Council supports the conduct of organised celebrations, festivals and events in the interest of its community.

This Policy aims to ensure that:

- there is a consistent, transparent and simple process for the approval of non-Council events on public land,
- such events do not result in damage to the natural environment, public facilities and/or private property.
- a balance is achieved between the rights of event participants and the rights of residents to enjoy their local amenity
- events comply with legislative and regulatory requirements

SCOPE

The policy applies to events in the following locations:

- Events held on Council owned and/or managed open space
- Events on public roadways

Such events may include;

- Festivals
- Fetes
- Carnivals
- Markets
- Sporting gala days
- Arts and cultural events
- Celebrations and parties
- Weddings
- Other social events

The policy does not apply to events on private land or events in Council buildings.

DEFINITIONS

Events on Council Land: "an organised activity, occupying a recreation reserve, park, foreshore or playing field for more than one hour and that is attended by 50 people or more".



POLICY STATEMENT

PART 1 POLICY GUIDELINES

- 1 Any person wishing to conduct an event covered by the scope of this policy must apply to Council for approval to hold the event at least 30 days prior to the event.
- 2 All applications for approval must be made on the Event Booking Application form attached to this Policy or as amended from time to time by Council.
- 3 A booking fee and bond will apply as detailed in Council's adopted fees and charges.
- 4 Any bond collected is refundable in whole or in part, following an inspection after the event by authorised Council staff to determine compliance with Council's conditions.
- 5 Council staff will assess the application having regard to the objectives of this Policy and any other relevant considerations.
- 6 If the scale of the proposed event is deemed sufficiently large Council may require the lodgement of a Development Application.
- 7 Council will issue a letter advising whether or not the event has been approved and any conditions that apply. The applicant will be bound by any conditions attached to the approval.
- 8 Failure to comply with any condition of approval may result in Council stopping the event from proceeding.
- 9 Applications may be refused if the applicant or any likely attendees have previously failed to comply with Council's conditions of approval for previous events.
- 10 If multiple applications for events are received for the same day the application received first by Council will receive preference.
- 11 A back up wet weather plan is required by event organisers as Council reserves the right to cancel usage of the reserve if it is assessed that the grounds are wet and may be damaged by the event.
- 12 For detailed Terms and Conditions please refer to the 'Events on Council Land Booking Application Form'.



RELATED RESOURCES

Filming Protocol and Manual WS-POL.1

Sustainable Event - Management Policy WS-POL.16

No Smoking Policy in Playground and Public Spaces CORPS-POL.27

Use of Parks and Reserves WS-POL.6

POLICY OWNER

The policy authority is the General Manager

AUTHORISATION AND REVIEW

1. This policy is to be reviewed in line with any changes to relevant legislation or Council policies.
2. Version Control Table

Date	Version	Res. No.	Key Changes	Author
9.12.13	1.0	435/13	Adoption of original policy	Margaret Kelly