Renmark Paringa Council

PO Box 730 RENMARK SA 5341 T (08) 8580 3000 F (08) 8580 3030
E council@renmarkparinga.sa.gov.au
W www.renmarkparinga.sa.gov.au

EVENT APPLICATION FORM
Fundraising Activities

APPLICATION INFORMATION

ENQUIRIES AND APPLICATION FORMS TO:
Renmark Visitor Information Centre
84 Murray Avenue, Renmark SA 5341
Phone: 08 8580 3060
Email: events@rpc.sa.gov.au

PURPOSE:
The purpose of this Fundraising Activities Application Form is to assist the Renmark Paringa Council in assessing events planned on Public or Council controlled land. To ensure relevant legislation is taken into consideration by event organisers of the particular activity they are undertaking.

SCOPE:
This event application form is to be **only** used when applying for a Permit to hold Badge Days, Street Stalls/Trading Tables, Raffle Ticket Sales or any other activity for the purpose of raising money for charity and non-profit organisations in the Renmark Paringa Council area, expecting less than **25** people at any one time.

PROCEDURE:
This form registers your intention to plan and organise a Fundraising Activity on Council land. Your application will be individually assessed and availability of dates requested will be cross referenced with our events register. If all elements of your application have been met to a satisfactory standard, approval will be granted. Before proceeding with your Fundraising Activity, a hard copy of your Permit must be received by Council and any fee payment required is to be made at least 14 days before the event.
Fundraising Activity Application Forms must be submitted at least **six weeks** prior to the event. Any assistance in completing this form can be directed to Council's Event Management Team at the Renmark Visitor Information Centre on 08 8580 3060.

CONTENTS:

Section 1	EVENT DETAILS
Section 2	EVENT ORGANISERS CONTACT DETAILS
Section 3	EVENT EQUIPMENT
Section 4	EVENT PROVISIONS
Section 5	RISK MANAGEMENT OF EVENT
Section 6	CHECKLIST
Section 7	VERIFICATION BY APPLICANT
Section 8	CONDITIONS
Section 9	PERMIT / COUNCIL APPROVAL

APPLICATIONS SUBMITTED BY EMAIL CAN BE PROCESSED FASTER

Renmark Paringa Council

PO Box 730 RENMARK SA 5341 T (08) 8580 3000 F (08) 8580 3030
E council@renmarkparinga.sa.gov.au
W www.renmarkparinga.sa.gov.au

SECTION 1: EVENT DETAILS		
Name of Fundraiser		
Type of Fundraising Event	❑ Badge Day ❑ Street Stall ❑ Sausage Sizzle ❑ Other (specify)	❑ Raffle Ticket Sales ❑ Trading Table

Please list your requested venue/s, date/s and time/s in the table below:

Venue/s	Date/s	Start Time/s	Finish Time/s

SECTION 2: EVENT ORGANISER CONTACT DETAILS		
Name of Event Organiser		
Name of Organisation		
Postal Address		
Telephone	Work/home:	Mobile:
Email		
Preferred Contact	❑ Phone ❑ Email	❑ Post

Note: *It is the applicant's responsibility to ensure the contact details provided above are correct. If contact cannot be made with the applicant/s after repeat attempts OR failure to respond to event management officers in a timely manner could result in your application being cancelled and the date requested made available to another applicant.*

SECTION 3: EVENT EQUIPMENT		
If you intend to use equipment or erect any structure for your fundraising activity on land under the care and control of the Renmark Paringa Council, you must accurately indicate this.		
Do you intend on using any equipment, erecting temporary structures or signage?	❑ Yes	❑ No
If 'Yes' please list and describe the equipment		
Please indicate the measurements/dimensions		
How will the equipment be anchored?		

Renmark Paringa Council
PO Box 730 RENMARK SA 5341 T (08) 8580 3000 F (08) 8580 3030
E council@renmarkparinga.sa.gov.au
W www.renmarkparinga.sa.gov.au

SECTION 4: EVENT PROVISIONS		
This section will help to establish if other permits/approval is required.		
Will FOOD or DRINKS be available at this event?	❑ Yes	❑ No
If '**Yes**', it is the event applicants responsibility to ensure all organisations involved in any provision of food or drinks at your event complete and submit a **Temporary Food Premises Form** to the Renmark Visitor Information Centre for assessment by Council's Environmental Health Officer. The **Temporary Food Premises Form** can be collected from the Renmark Visitor Information Centre.		
Please describe food or drinks being offered		
Will it be Sold or Consumed?	❑ Sold	❑ Consumed (free)

SECTION 5: RISK MANAGEMENT		
Organisers of fundraising activities are required to provide a SITE PAN for the event		
Please provide a site plan for your event: Identify where you will be located in relation to walkways, doorways, buildings and shop fronts. Accurately mark where all of your equipment (if applicable) will be set up.		
Note: *It is the responsibility of the applicant to ensure their activity does not present danger to themselves or the general public. Please take the necessary steps to ensure there are no trip hazards and that equipment is not obstructing thoroughfares.*		
Does your organisation have a $10 Million Public Liability Insurance Policy that provides cover for the activity described on this form?	❑ Yes	❑ No

Renmark Paringa Council

PO Box 730 RENMARK SA 5341 T (08) 8580 3000 F (08) 8580 3030
E council@renmarkparinga.sa.gov.au
W www.renmarkparinga.sa.gov.au

SECTION 6: CHECKLIST

After you have completed answering all the questions in your Fundraising Activity Application Form, use the following checklist to ensure you have provided all the necessary documentation.

- ❑ Fundraising Activity Application Form
- ❑ Food Premises Notification Form *(if applicable)*
- ❑ Public Liability Insurance Certificate of Currency
- ❑ Site Plan

SECTION 7: VERIFICATION BY APPLICANT

Please read and retain a copy of the 'Conditions' of this application as it is important that you understand the requirements outlined by the Renmark Paringa Council.

I/we acknowledge that I/we have read and understand the permit conditions and agree to abide by, and be bound by the said conditions. I/we have read and completed the Fundraising Activity Application Form in good faith and all details provided are true and correct. This Fundraising Activity will be organised and managed as I/we have documented unless otherwise advised by the Renmark Paringa Council and/or its authorities. Any changes that I/we may require will be requested in writing with at least two weeks notice and I/we understand that these changes are subject to approval.

Print your full name	
Signature	
Date	

Note: *Renmark Paringa Council reserves the right to revoke a Permit where the applicant/s fails to comply with a condition of the Permit or may be revoked in any other justifiable circumstance.* ***Please ensure to keep a copy of your application including Section 8: Conditions, outlined below.***

Privacy Statement:

The personal information on this form is being collected to issue you with a permit to conduct an event(s). Your personal information will be solely used by the Renmark Paringa Council for this purpose or for directly related purposes. Should you wish to access or amend this information, you can contact the Council on 08 8580 3000. Failure to provide the requested information may result in the Council not being able to process your event application. Depending on the event, some details will be passed onto relevant departments within the Renmark Paringa Council as well as other appropriate bodies.

SECTION 8: CONDITIONS

The issuing of a permit is subject to:

- The permit holder submitting a completed 'Fundraising Activity Application Form'.
- The permit holder agreeing to and abiding by the General Conditions of Permit contained herein.
- The permit holder paying any prescribed fee(s).
- The permit holder providing a copy of insurances as required by the General Conditions of Permit.

The permit holder providing copies of all licences applicable to your application.

Renmark Paringa Council
PO Box 730 RENMARK SA 5341 T (08) 8580 3000 F (08) 8580 3030
E council@renmarkparinga.sa.gov.au
W www.renmarkparinga.sa.gov.au

SECTION 8: CONDITIONS – *CONTINUED*

1. The permit holder agrees to indemnify and to keep indemnified the Renmark Paringa Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever, which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the Permit.
2. The permit holder, where appropriate, shall ensure that it is licenced or registered to carry out the activity authorised by the issuing of the Permit.
3. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
4. No music system or amplified sound to be used by any permit holder without the prior approval of the Renmark Paringa Council. Provide proof that APRA & PPCA Licences have been obtained where applicable.
5. The permit holder shall ensure that the site/s (including toilets, BBQs etc.) is left in a clean and tidy state at the end of the event and in the same condition that it was found prior to the event. Failure to do so may result in cleaning fees and damages being charged. Pre and post event inspections are conducted by Council officers.
6. The use of power by permit holders shall not exceed that agreed to and approved by the Renmark Paringa Council. Unauthorised access to electricity boxes will not be permitted. All electrical cords are to be tagged and tested, appropriately covered and not placed in such a way that could cause a trip hazard.
7. The Permit will not come into operation until Council officers are satisfied that your event does not pose any safety concerns to the general public and proof of the appropriate insurance and licences have been provided to the Renmark Paringa Council (if applicable) and permit documentation, signed by the Renmark Paringa Council has been issued. The Permit is not transferable.
8. A refundable deposit is required when you collect keys (applicable to your event) from the Renmark Paringa Council. The permit holder will within two days (or as agreed) of the conclusion of the hire period return all keys provided, to the Renmark Paringa Council or an appropriate authority specified by Council.
9. The prescribed fee (refer to current Fees & Charges Schedule) must be received by Renmark Paringa Council at least fourteen days prior to the permit period unless agreed to by the Renmark Paringa Council. The Permit does not come into effect (regardless of whether you have received the Permit / Council Approval documentation) until all fees and deposits have been paid in full.
10. Your organisation must hold a current $10 Million Public Liability Insurance Policy that provides insurance cover against all actions, costs, damages, charges and expenses whatsoever, which may be brought, made or claimed against the Permit holder in relation to the prescribed activity. A copy of the Certificate of Currency is required.
11. Permit holders must ensure they notify all businesses in the immediate vicinity at least 7 days prior to the fundraising activity taking place.
12. The event organiser is encouraged to advise any intrastate/interstate persons, groups, associations, clubs etc. that are intending to attend your function/event of the Fruit Fly restrictions within the Riverland and SA. Please refer to the booklet ‘Traveller’s Guide to Interstate Quarantine’ or by accessing www.fruitfly.sa.gov.au or free call number 1300 666 010.

Renmark Paringa Council
PO Box 730 RENMARK SA 5341 T (08) 8580 3000 F (08) 8580 3030
E council@renmarkparinga.sa.gov.au
W www.renmarkparinga.sa.gov.au

SECTION 9: PERMIT / COUNCIL APPROVAL		
Office Use Only		
Name of Fundraiser		
Name of Permit Holder		
Location/s		
Date/s		
Synergy Record No.		
Permit Approved	❑ Yes	❑ No
Fee/s Payable	❑ Yes	❑ No
Fee – Specify		**$**
Note: *Please refer to General Conditions of Permit reference item 8 & 9 for details regarding payment of any applicable fees, refundable key deposit and collection of keys.*		
Signed on behalf of Renmark Paringa Council:		
Name		
Position		
Address	Renmark Visitor Information Centre 84 Murray Avenue Renmark SA 5341	
Phone	08 8580 3060	
Email	events@rpc.sa.gov.au	
Signature		
Date		
Comments		