

Handy Hints

Tips & advice for local clubs & sports groups

August 2024

Large Events and Club Obligations

Are you running a large event? Have you been approached by another club or group? Here's what to do!

First thing you need to do is notify Council and submit a [temporary event application](#).

The temporary event application form is a necessary form to be completed when hosting a large event outside of a groups regular scheduled program when utilising open community spaces that Council maintains. This applies to local leasing groups and external third party groups seeking to use these areas with the locals groups consent.

Council needs to be aware of these events to ensure:

- Sites are serviced and properly presented before events
- Servicing hasn't been planned for an event day
- Council has the opportunity to consult with user groups to prevent disruption
- Compliance where applicable confirmed such as liquor permits or Public Liability in the scenario of injury
- Approvals are confirmed such as liquor permits or Public Liability in the scenario of injury
- Potential Traffic Management Plans are in place to support large scale events from a Safety First perspective
- Accountability is defined between hosts, groups and Council

For any temporary events that a group may hold, that exists outside of their regular program schedule, or if a group is approached by an external third party, please ensure Council is contacted so the formal process can be addressed.

Please also be sure to contact Council to manage casual bookings and unplanned requests for small, outside of the regular use bookings that possess minimal impact. These will be supported and managed on a case-by-case basis.

Contact Us

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“Growing an active community everyone enjoys and we are proud of”