

Event Registration

Whether you're planning a function such as a business event or conference, hosting a small event such as live music a fete or community event or proposing to hold a major event on the Fleurieu Coast this form notifies us of your intentions.

Council's Tourism Team is here to help you promote your event and navigate any permits and approvals your activities may trigger.

We want to ensure you have everything in place to successfully run your event.

Use this form to make contact with Council in the EARLY STAGES of planning your activity to ensure that we can provide general guidance and help you navigate any regulatory and permitting requirements.

EVENT NAME:			
Main venue:			
Venue address:		Event staging date(s)/times:	
Set-up & pack down date(s):		Set-up & pack down time(s):	
			Expected patronage:
			No. of staff:

ORGANISATION NAME:			
Postal address:		Physical address:	
Phone:		Website:	
Mobile:		Email:	

PRIMARY CONTACT (event organiser; applicant):

Name:	
Role:	
Phone:	
Email:	

SECONDARY CONTACT (event support; client):

Name:	
Role:	
Phone:	
Email:	

Information we need to promote your event

To help us get a good overall picture of what you are planning, consider attaching some supporting information such as site plans and promotional material. Remember, any information is good information at this stage.

- Event type:**
- | | | |
|--|---|--|
| <input type="checkbox"/> Community Event | <input type="checkbox"/> Festivals & Celebrations | <input type="checkbox"/> Sporting & Competitive Events |
| <input type="checkbox"/> Food & Wine | <input type="checkbox"/> Concert or Performance | <input type="checkbox"/> Business Events & Conferences |
| <input type="checkbox"/> Markets | <input type="checkbox"/> Exhibition & Shows | <input type="checkbox"/> Classes, Lessons, Workshops & Talks |

Describe your event

Please provide some images: A hero image, plus two supporting images of landscape size will help us promote your event.

Size requirements: Landscape orientation photos with a minimum size of 1600 x 1200 pixels. Maximum photo size is 10mb.

We welcome your promotional material, however posters and brochures, logos or photos with written text are not considered images for this purpose.



Fleurieu Coast Visitor Centre

163 Main South Road Yankalilla **Phone** 08 8558 0240 • 1300 965 842
Email cooee@yankalilla.sa.gov.au **Web** visitfleurieucoast.com.au



Event Registration

Ticketing information

The Fleurieu Coast Visitor Centre is an accredited ticketing agent for online, telephone and in-person bookings and they can act as your booking agent. Phone (08) 8558 0240 or email cooee@yankalilla.sa.gov.au to find out more. Alternatively, tick here and we will get in touch with you.

- Ticketed event Free of charge Various ticket options (we'll get in touch with you to ask for the extra details)
 Varied price structure

Full price \$ Concession \$ Member \$

Children \$ Family \$ Group \$

Date promotions will begin: No. of tickets available: Booking cut-off date:

Provide further details of note: For example: Where can people go for bookings and further information?

A few questions about your set-up...

PLANNED ACTIVITIES

- Photography Fire; Fireworks; Flares Amplified sound Food / beverages on site
 Filming Animals onsite Significant lighting Liquor onsite

Are there any other elements of your activity we should know about? For example, will you be using a drone?

TEMPORARY STRUCTURES & EQUIPMENT

Do you intend to erect any temporary structures or use things like tables, chairs, fold-up marquees, staging, signage, sports and recreation equipment, amusements and inflatable devices etc.

POWER & ELECTRICAL APPLIANCES

Do you require power, if so what are your power requirements? What electrical appliances and equipment do you intend to use? For example cooking appliances, lighting, temporary electrical boards, powered machinery, computers / electronics, etc.

DANGEROUS SUBSTANCES

List below any dangerous substances that you intend to use. For example LPG cylinders, flammable liquids, explosives

LOGISTICS & UTILITIES

Will there be moving vehicles on site, road closures, traffic management, pedestrian movement, etc.?
Do you need access to water, specific site access, reserved car parking or extra car parking?

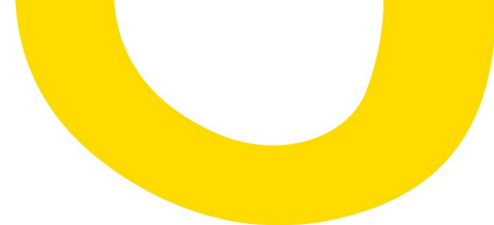


Fleurieu Coast Visitor Centre

163 Main South Road Yankalilla Phone 08 8558 0240 • 1300 965 842
Email cooee@yankalilla.sa.gov.au Web visitfleurieucoast.com.au



Event Registration



INFORMATION you need to know about

	What to do	Done?
<p>INSURANCE COVERAGE</p> <p>Event organisers may need to provide evidence of being insured for:</p> <ul style="list-style-type: none"> • Public risk - at least \$20 million • Loss / damage to property for replacement values <p>Third party participants and/or suppliers must have insurance coverage.</p>	<p>Contact your insurer and discuss your proposed activity to ensure you are adequately covered.</p> <p>If you DO NOT have your own cover, we may be able to assist you. - tick the box and we'll get in touch.</p>	<p><input type="checkbox"/> Yes, i understand my obligations</p> <p><input type="checkbox"/> Not yet</p> <p><input type="checkbox"/> I'd like to discuss assistance</p>
<p>LICENSES, PERMITS & APPROVALS</p> <p>Your operation, personnel and any third party participants and suppliers must have appropriate licenses, registrations, permits and /or approvals in place to carry out the proposed activity(s).</p>		<p><input type="checkbox"/> Yes, i understand my obligations</p> <p><input type="checkbox"/> Not yet</p>
<p>FOOD SAFETY</p> <p>The Food Act 2001 and Food Safety Standards require that businesses planning to serve food outside their normal premises notify Council.</p> <p>Event organisers are also required to notify Council of any food being served at their events.</p>	<p>To find out more visit the District Council of Yankalilla online at: www.yankalilla.sa.gov.au/services/environmental-health/food-safety</p>	<p><input type="checkbox"/> Yes, i understand my obligations</p> <p><input type="checkbox"/> Not yet</p> <p><input type="checkbox"/> Not applicable</p>
<p>EVENTS & CORONAVIRUS (COVID-19)</p> <p>Appropriate COVID-19 management must be in place and documented inline with SA Government requirements.</p> <p>Government direction and public health advice regarding COVID-19 is ever-changing and evolving. It's the Participant's responsibility to stay up to date with the latest advice before staging an exhibit or presentation.</p>	<p>Seek advice from official sites to keep event staff, volunteers, patrons and the community safe.</p> <p>Access the latest Government directions for South Australia at www.covid-19.sa.gov.au</p>	<p><input type="checkbox"/> Yes, i understand my obligations</p> <p><input type="checkbox"/> Not yet</p>
<p>EVENT SAFETY & RISK MANAGMENT PLANNING</p> <p>Safe events are well planned events – nothing should be left to chance.</p> <p>As a Participant it's your responsibility to manage work health and safety risks at your site. Good planning and organisation is essential to keep you, your workers and the public safe. The level of detail in your planning depends on the size and complexity of your exhibit or presentation.</p> <p>IMPORTANT TOPICS</p> <ul style="list-style-type: none"> • Food catering • Electrical safety • Structures and marquess • Liquified Petroleum Gas (LPG) • Fire prevention • Amusement devices • Inflatable amusement devices • Primary duty of care • Workers • Contractors 	<p>To find out more visit SafeWork SA online at: www.safework.sa.gov.au/industry/recreation-and-events</p>	<p><input type="checkbox"/> Yes, i understand my obligations</p> <p><input type="checkbox"/> Not yet</p>
<p>WASTE REDUCTION</p> <p>We aim to minimise our contribution to landfill and ask you to minimise your waste at every opportunity. Where possible, please use packaging which can be disposed of through the yellow-lidded recycling bins such as cardboard boxes, paper/cardboard cups, drink cans, bottles, jars.</p>	<p>Please do not bring plastic bags, polystyrene cups and plates, balloons and excessive marketing material/flyers.</p>	<p><input type="checkbox"/> Yes, i understand my obligations</p> <p><input type="checkbox"/> Not yet</p>



Fleurieu Coast Visitor Centre

163 Main South Road Yankalilla Phone 08 8558 0240 • 1300 965 842
 Email cooee@yankalilla.sa.gov.au Web visitfleurieucoast.com.au

