

# Event Permit Application Form - Weddings, Ceremonies and Private Celebrations

## Form Preview

### Information

#### Event Permit Application Form - Weddings, Ceremonies and Private Events

If you have any questions throughout the application process, please contact the Sport and Recreation unit on **9243 8888**.

Please ensure that you submit your completed permit application **4 weeks** prior to the event.

#### Additional support for your event

To assist you with organising your event application, please read the **Moonee Valley Event Planning Guide** and **Fact Sheets**, available from Council's [website](#).

#### How to upload documents:

- 1.Scan or take a very clear photo of the document
- 2.Save the file to your computer or an external drive
- 3.Select the relevant file by clicking Browse and upload

**Your application has not been completed until you have hit the submit button and you receive an email confirmation.**

**A PDF of your application will be included in your confirmation email.**

### Applicant Details

\* indicates a required field

**Applicant name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Postal Address \***

Address

  

**Phone Number \***

**Email \***

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### Event Details

\* indicates a required field

**Event name: \***

E.g. Wedding of Robyn and Charlie

**Event description (and planned activities): \***

**Please specify the area where you intend to host your event: \***

Please visit <http://mvcc.vic.gov.au/weddings> for more information on parks suitable for hosting your wedding

**If you are unsure, please provide an aerial image of the location marked with an X**

**Upload image:**

Attach a file:

**Event date: \***

Your permit will be issued from your set up time to your pack up time.

**Event start time: \***

**Event end time: \***

**Set up time: \***

**Pack up time: \***

**Expected number of attendees: \***

### Additional information

\* indicates a required field

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**Please check the box under each section to acknowledge you have read and understand the requirements and your responsibilities.**

Please visit the Council website to access all of the [Fact Sheets](#).

### SITE ACCESS

Vehicle access to parks and reserves is not permitted for private celebrations.

**I have read and understand these requirements: \***

YES

### RISK MANAGEMENT

In order to ensure you have considered all risks and implemented appropriate mitigating measures associated with your event, it is recommended you undertake a risk management plan and fill out a on the day site checklist. You can find this information here [Fact Sheet 22 - Risk Management](#)

**I have read and understand these requirements: \***

YES

### PUBLIC LIABILITY INSURANCE

It is your responsibility to ensure that all providers, contractors, suppliers and vendors hold adequate current Public Liability Insurance. For more information see [Fact Sheet 24 - Insurance](#)

**I have read and understand these requirements: \***

YES

### AMUSEMENTS

Amusements, jumping castles and animal farms **are not permitted** for private events.

**I have read and understand these requirements: \***

YES

### PARKING AND TRAVEL

Any event can create challenges with parking and travel. It is vital that you have considered this and have adequate strategies in place to manage parking and pedestrian access for your event.

You must be aware of the parking restrictions in the area surrounding your event location, and agree to inform patrons to utilise allocated car parks in line with parking conditions as entitled like any other road user.

**I have read and understand these requirements: \***

YES

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### TEMPORARY STRUCTURES AND HIRE ITEMS

You are permitted:

- **one** domestic marquee (sized 6 x 3 metres and under)
- a signing table
- up to 20 chairs

**Please note:** Placing pegs in the ground or digging is not permitted in Council parks and may not be permitted in other public places. You will need to **secure all structures with weights rather than pegs**. Domestic marquees sized 6m x 3m and under must be to Australian Standards and be weighted according to manufacturer's instructions in order to comply with the conditions of your permit. For more information see [Fact Sheet 2 - Temporary Structures](#)

**Will there be any other temporary structures? (other than those listed above) \***

- Yes  No

**If yes, please provide details (including size): \***

### WASTE MANAGEMENT

It is your responsibility to coordinate the removal of waste from your event. Dependent on the size and location of your event, you may be required to engage the services of a waste removal company. You will be informed of this at the time of your application assessment.

Council acknowledges the lasting impacts single-use plastic has on our environment and in particular our waterways. Council is committed to reducing the use of single use plastics across the municipality and strongly discourages the use of plastic bags at events on Council land.

- Coordinators of events being held on Council owned or managed land are encouraged to:
- Avoid distributing single use plastic bags
- Avoid using single use plastic for packaging and promotional purposes
- Avoid selling or distributing plastic straws, bottles, cutlery or balloons
- Consider alternatives highlighted in the Council's Sustainable Event Toolkit.

For more information see [Fact Sheet 14 - Waste Management](#)

**I have read and understand these requirements: \***

- YES

### POWER

Moonee Valley City Council does not provide the supply of power for your event. If you intend to power anything at your event, you must do so with a generator. All generators need to have a Residual Current Device (RSD), be barricaded and have a fire extinguisher on site.

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**I have read and understand these requirements: \***

YES

### NOISE

Please note that you are required to adhere to the 'State environment protection policy' when considering noise in an outdoor venue. More information can be found on the [EPA website](#). For more information see [Fact Sheet 6 - Noise](#)

**I have read and understand these requirements: \***

YES

### ACCESSIBILITY

For more information on making your event accessible for your guests with a disability or special access requirements, see our [Include Everyone Guide](#). For more information see [Fact Sheet 18 - Accessibility for All](#)

**I have read and understand these requirements: \***

YES

### OTHER INFORMATION

**Please provide any other information you wish to provide that may assist us when assessing your application**

## Terms and Conditions

\* indicates a required field

Checklist - before you submit

**Please ensure you have completed the following or your application will be incomplete: \***

- I have completed all relevant sections and supplied all required information
- I have ensured that all suppliers, vendors and entertainers are adequately insured
- I agree to undertake the risk management checklist for my event

If you are unsure about any element of the application, please contact Council's Sport and Recreation team for assistance **before you submit on 9243 8888**.

Terms and conditions

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The City of Moonee Valley reserves the right to impose conditions or decline any event proposed for a public domain. It should be noted that granting of an Event Permit should not be assumed, and no commitments should be made to prospective event participants by the Applicant until after such notification is received.

1. An event permit will not be issued until the Applicant has:
  - supplied all information
  - obtained any other required permits
  - met all safety requirements
  - met any other requirements requested by Council (ie. consultation)
2. An event permit does not provide exclusive use of the land. All land under the permit is considered public open space and therefore may be used by other park users.
3. The Applicant occupies and uses the event area at the Applicant's own risk.
4. The event must only be conducted during the times and dates specified in this proposal, including bump in and out time.
5. Prior to the event the Applicant is required to notify residents, traders, public transport providers and community within the surrounding area that the event will be taking place, and advise of any traffic or parking impacts.
6. The Applicant is at all times responsible for the good order, conduct and behaviour of those persons attending the event.
7. Only the equipment and other structures shown in the approved site plan are to be erected at the event site.
8. The Applicant must ensure that the event area and surrounding area is kept free from rubbish and that waste is placed in proper containers or bins provided. Any waste that cannot fit in Council bins must be removed from the site by the Applicant.
9. It is the responsibility of the Applicant to ensure that event attendees observe and comply with areas and times where alcohol restrictions apply and terms outlined in Part 6 of the General Purposes Local Law. Visit our website for further information.
10. The event may not restrict any path, causing access issues for people with disabilities, or persons with prams.
11. At the conclusion of the event the Applicant must remove all displays and promotional material and all other equipment associated with the staging of the event and the event area left in a clean and tidy condition. The reinstatement of the event area is the responsibility of the Applicant. Any damage to Council property, including trees, shrubs or flowerbeds will be repaired at the Applicant's cost.
12. It is the responsibility of the Applicant to comply with all laws including local laws and all other legal requirements relevant to the operation of the event and to ensure that employees, agents and other persons associated with the event also comply.
13. The Applicant must comply with all reasonable requests or directions given by any Authorised Officer of Moonee Valley City Council or members of Victoria Police or other emergency services. All traffic is to be controlled by Victoria Police and/or a VicRoads Accredited Traffic Controller.
14. The Applicant must indemnify, keep indemnified and hold harmless the Council and its Representatives from and against loss of, damage to, any property of the Council and any liability to any person or any claim by any person against the Council or its Representatives in respect of personal injury or death or loss of, or damage to, any property arising out of, as a consequence of, or in relation to the performance of activities of the Applicant under this event permit.
15. Where required, the Applicant must, at all times while conducting the activities under this permit be the holder of a public liability insurance policy for an amount in respect of any one occurrence of not less than \$20M. The Public Liability Insurance must cover the Applicant in respect of liability to the Council and third parties in respect of any claim for loss of or damage to property or death or injury to any person arising from the acts

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or omissions of the Applicant, in the course of, or in connection with the activities under this event permit.

16 The terms of the Public Liability Insurance and the insurer must be approved by Council. Council has the right to decline a permit application should the Insurance Requirements not be adequate for the purposes of the event.

17 The Applicant must not charge admission to events in parks under this permit without prior written permission from Council and adherence to a number of condition requirements.

18 Should the Applicant not comply with terms and conditions of their permit, it is within the rights of Moonee Valley City Council to reject any future event permit applications.

19 Cancellation of a permit occurs immediately when:

20 Conditions of the Permit have been breached

- Moonee Valley City Council identifies a misrepresentation in the application form
- Moonee Valley City Council reserves the right to withdraw an application at any stage if the applicant is unable to satisfy Council requirements. Further, Council reserves the right to demand cessation of an event if activities are deemed to be a risk to public safety.

21 Council reserves the right to require an experienced and reputable security company to be engaged to provide security services as a condition of the permit if deemed necessary. The event organizer will be responsible for all costs associated with the provision of these security services.

## Agreement

I declare, by selecting 'yes' and entering my name below, that:

- I am an authorised person to apply for the Event Permit and that all information in this application is true and correct.
- I have read the Application Form and accompanying guidelines and accepted the terms and conditions for this event.
- I agree to comply with all permit conditions, local laws and all relevant legislation.
- All details provided are accurate and this event will be organised and managed in line with Moonee Valley City Council's guidelines and conditions.
- I accept this application requires final Council approval before a permit will be issued.
- I provide consent to Moonee Valley City Council to contact any third parties including (but not limited to) insurer, vendor or any parties in connection with the event as an authorised party, should Council have questions in relation to this application.

**I have read, understood and agree to the terms and conditions \***

Yes

**Name \***

First Name

Last Name

**Date \***

Must be a date

## Feedback

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**Please indicate how you found the online application process: \***

- Very Easy     Easy     Neither     Difficult     Very Difficult

**Please provide us with any improvements and/or additions to the application process/form that you think we need to consider:**

## Privacy Statement

Council collects your personal information for the purposes of determining the provision of events within Moonee Valley City municipality and being able to contact you if an issue arises. Council recognizes that your privacy is very important and we are committed to protecting personal information we collect from you. Council is committed to full compliance with its obligations to manage your personal information under the Privacy and Data Protection Act 2014 and Information Privacy Principles contained in the Act. In particular, Council will comply with the Information Privacy Principles contained in the Act. Council's Information Privacy Policy describes how we collect, use, disclose and otherwise manage personal information about you.