

Events checklist

	Advise Council	The Facilities Management Officer should be your first port of call – you will be referred to the events team if necessary
	Toilets – Do we have enough	The events team can help you determine this
	Bins – Do we have enough	<p>What are our options to get some more?</p> <p>Additional Waste bins provided by Council (there is a cost for this)</p> <p>Skip Bin (rotate bins throughout event and empty into skip) – skips placed in a carpark require approval – on grass no further additional approval required</p>
	Parking – where will everyone park	<p>Is there adjoining areas that we can use for overflow parking to minimise the impact on our neighbours?</p> <p>Do we need parking marshals and who is able to do it?</p> <p>there is a requirement for parks to be 2.6m wide for events and also there be 5.8 metres (clearway) between rows of vehicles</p>
	Mowing - do our outfields look like they might need a tidy up before the event	Please call Councils Customer Service Centre at least 3 weeks out from your event so that the mowing crews have enough time to fit into their schedule
	Marquees – will large structures be erected	Do we need a DA for our structure – any temporary structure whether it be one large marquee or several joined together with a floor space of more than 300 sq. metres requires a DA, as do any temporary grandstands, tiered seating etc. they all require inspection before they can be used.
	Vendors	Do we have or will we be bringing in any additional vendors or special attractions such as jumping castles, food vans e.g. coffee, tropical sno, food – all these need \$20 million PLI & you must get a copy