

Part 2: Adelaide Park Lands Event Guidelines

2.1 Planning a great event

To plan for a great event, Council will:

- Assist organisers to complete an event management plan, which provides best practice links and information to run a well-planned event that meets legislative requirements
- Ensure that event organisers are carrying the correct insurance and develop appropriate Risk and Event Management Plans
- Coordinate operational services where requested (power, sewer access, irrigation mark-outs, gate access, temporary bike racks, cleansing etc.)
- Promote a fee structure which is fair, equitable and sustainable, charging higher fees for events that prevent normal access, are commercial or charge admission.

To plan for a great event, event organisers will:

- Plan early and thoroughly to achieve a high quality event
- Provide a welcoming, inclusive, healthy, and safe environment for event patrons and staff, adhering to national standards and legislative requirements
- Ensure access to the event and promote the accessible event to people living with a disability
- Where possible give consideration to maximising the economic contribution from the event to the state
- Follow any desired practice in regards to cultural sensitivities in the Park Lands, this may mean protecting or avoiding certain areas within the site
- Include a Kurna Welcome to Country (major events) and acknowledge the original custodians of the land, the Kurna people, and the use of the Kurna name for the Park (all events)
- Encourage and promote public transport, walking and cycling options to access the event, particularly for events in premium sites

- Utilise fencing that is attractive, high quality, semi-transparent (with the exception of back of house areas of events) and use best practice methods for the installation and removal of the fencing. Ideally fencing will display the name, date and times of the event
- Submit a development approval/application process should they wish to advertise on fencing.

2.2 Community engagement

To ensure the local community are engaged with and support the event, Council will:

- Facilitate links with the local community to ensure early notification and consultation is conducted
- Take local feedback into consideration when approving and shaping an event
- Encourage and support event organisers to hold their event in a suitable location
- Facilitate negotiations between sporting licence holders and event applicants where relevant.

To ensure the local community are engaged with and support the event, event organisers will:

- Manage their noise outputs in line with Council's Event Noise Mitigation Standard Operating Procedures ('the SOPs') including satisfactorily notifying and engaging within notification areas as specified in the SOPs
- Maximise informal public access and maximise use of the Park Lands by the public during the event
- Manage alcohol trading and consumption in a safe and effective manner, following all South Australian legislation and Council policy; as Council (the site landlord) approval is required for a temporary liquor licence at which time operating hours, capacity and conditions will be set, which may include wind down and lock out times, sales practices and crowd control measures
- Provide on-site notice, for a minimum of 14 days, of upcoming events, particularly where path closures or fencing is required.

2.3 Access to the Park Lands

To maximise public access to the Park Lands, Council will:

- Create an event calendar that allows for high demand Parks to be rejuvenated to maintain the park for daily use.

To maximise public access to the Park Lands, event organisers will:

- Ensure, wherever possible, that amenities such as playgrounds, BBQs and public toilets remain unfenced and where a toilet must be inside a fence, ensure a replacement toilet is provided outside the fence
- Minimise fencing as Council wants to ensure the Park Lands remain unfenced where possible to maintain access to site for as much time as possible over the course of the event
- Ensure public access to pedestrian and cycle paths to the maximum extent possible
- Ensure parking is maintained for all users of the Park Lands where possible
- Foster cooperative business opportunities where possible and minimise disruption for businesses in the Park Lands
- Minimise disruption for sporting licence holders operating within the Park Lands
- Contact Park Land tenants early to discuss the event, identify ways to reduce event impacts of the event on the tenant and identify any opportunities to realise mutual benefits to the event organisers and the tenant. Event holders should refer to the site criteria for a list of tenants.

2.4 Caring for the Park Lands

Site capacity and operating hours included for each site in the APLEMP is provided as a guide only. Factors such as event type, infrastructure and site design can result in actual capacity numbers and operating hours varying.

Please note that in this context, site capacity relates to the number of people a site can safely accommodate in consideration of land size and event footprint. Liquor licence capacity is determined by Consumer and Business Services as part of the event planning and assessment process.

To care for the Park Lands, Council will:

- Provide clear information on site responsibilities
- Hold site meetings before and after, where required, to agree upon the condition of the site, and return it to this original state. This will include quoting for remediation works to be paid by the event organiser
- Conduct regular assessment and maintenance of event sites
- Use turf management techniques which relieve soil compaction and promote vigorous growth and recovery.

To care for the Park Lands event organisers will:

- Undertake bump in and bump out in the least possible time and disruption to the local environment.
- Use best practice in waste minimisation and recycling including compostable materials
- Minimise vehicle access on the Park Lands
- Undertake practices that limit the amount of damage to the event site, and take responsibility for restoring the site to the pre-event condition through the remediation process.