INNER WEST COUNCIL

Events in Parks Policy



Events in Parks Policy

Title	Events in Parks Policy
Summary	The purpose of this policy is to assist community Event Organisers by guiding them through the approval process for events that take place in parks in the Inner West Council.
Background	Council encourages the use of parks for events as they help contribute to the health, wellbeing and liveability of the Inner West. It is Council's objective to ensure that park events are suitable and managed in a manner which is safe and which is appropriate to the local environment and surrounding community.
Policy Type	Council Policy
Relevant Strategic Plan Objective	Strategic direction 4: Caring, happy, healthy communities Outcome 4.1 Everyone feels welcome and connected to the community 1. Foster inclusive communities where everyone can participate in community life Outcome 4.3 The community is healthy and people have a sense of wellbeing: 1. Provide the facilities, spaces and programs that support wellbeing and healthy communities
Relevant Council References	Events in Parks Guidelines Sporting Grounds Allocations Policy Park Access Application Park Plans of Management Event Invitation and Speaking Policy LAP Waste Management in Public Places Policy
Main Legislative Or Regulatory Reference	Local Government Act
Applicable Delegation Of Authority	As per Delegations Register
Attachments	See Annexures
Record Notes	External available document

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1. Purpose

The purpose of this policy is to assist community Event Organisers by guiding them through the approval process for events that take place in parks in the Inner West Council.

A separate document, Events in Parks Guidelines provides guidance on the management of major events in parks.

2. Objective

Council is responsible for the management of all activities within parks, reserves, sporting grounds and public open space. There is an ongoing high demand for open space resources within the Inner West, particularly with increasing densities. Council must actively manage access to the parks.

Events are fun and entertaining, and provide opportunities for large and small communities to connect and safely share enjoyable and inspiring experiences. Events can be informative, build community knowledge, and raise awareness to develop a shared understanding of social, economic or environmental issues. Events can build capability within a community, develop a sense of community spirit, identity and belonging.

Council encourages the use of parks for events as they help contribute to the health, wellbeing and liveability of the Inner West. It is Council's objective to ensure that park events are suitable and managed in a manner which is safe and which is appropriate to the local environment and surrounding community.

Many events in the Inner West take place with little involvement from Council. Apart from granting permits to hold the activity in public spaces, Council contributes to events in the following ways:

- Provide strategic direction for events
- Deliver events
- Facilitate event planning through Council processes
- Manage the impact of events on local communities and the environment (e.g. noise, traffic, waste)
- Process consents, permits and licences required to hold events
- Promote the health and safety of all who attend an event and the community near an event
- Monitor compliance with regulatory and licensing requirements
- Provide venues for staging events
- Market and promote events in which we have invested

3. Scope

3.1. In scope

This policy applies to proposed events occurring in parks, reserves and sporting grounds, either owned by Council or under its control and management (e.g. Crown Land). These events are usually single one-off events, such as parties, celebrations, corporate events, charity events, fun runs and community festivals.

3.2. Out of scope

Sporting Grounds Allocation Policy

This Policy does not apply to seasonal bookings for sports training and games on sporting grounds, usually hired by sporting clubs, universities and schools.

Commercial Fitness Trainers Policy

This policy does not apply to commercial fitness trainers and commercial running groups who use Council sporting grounds and parks for training.

Park Access for Works

This Policy does not apply to applications for park access for non-recreation purposes such as works within the park or access through a park to adjacent properties for works or deliveries. Applications for park access are available on Council's website (https://www.innerwest.nsw.gov.au/ArticleDocuments/20858/Parks%20access%20application%20form.pdf.aspx)

Filming in Parks

This Policy does not apply to applications for filming in parks. Applications for filming are available on Council's website (https://www.innerwest.nsw.gov.au/places---spaces/filming-and-photography)

Busking

This Policy does not apply to applications for busking. Applications for busking are available on Council's website (https://www.innerwest.nsw.gov.au/art---events/arts-and-culture/performing-arts-and-music/busking)

NSW Government Events

This Policy does not apply to State Government events such as the New Year's Eve celebration. For large state events, Council is not the Event Organiser. Council's responsibility is to collaborate with the NSW Police and other stakeholders to ensure public safety at key gathering points.

Parks Managed by the State Government

This Policy does not apply to parks owned and managed by the State Government, including Callan Park and Ballast Point Park.

4. Policy Statement

Council encourages the use of parks for events as they help contribute to the health, wellbeing and liveability of the Inner West. It is Council's objective to ensure that park events are suitable and managed in a manner which is safe and which is appropriate to the local environment and surrounding community.

This policy is to assist community Event Organisers by guiding them through the approval process for events that take place in parks in the Inner West Council.

A separate document, Events in Parks Guidelines provides guidance on the management of major events in parks.

5. Policy

5.1. Selecting a Park Venue

Council's Parks Planning & Engagement team manage all activities within the parks. It is their responsibility to ensure that different activity requests are managed for both active and passive recreation, to ensure that there is access for multiple park users and to ensure that a single space is not booked by multiple users at the same time.

For any proposed event, the first step is to contact Council's Parks Planning & Engagement team (parks@innerwest.nsw.gov.au or 02 9392 5311) to ensure that the preferred park venue is suitable and that the proposed date for the event is available.

When selecting a park venue for an event, consideration should be given to the following:

- Suitability of the event in the preferred location. It is suggested to all hirers that a site inspection is conducted before booking the venue (without Council Staff);
- Expected number of attendees;
- How participants will travel to the venue (are there public transport options, is there enough parking);
- Surrounding facilities (e.g. toilets);
- Waste management;
- Impact on surrounding residents;
- Fees and charges for event hire (i.e. budget).

When booking the event venue, allow time for set up and pack down time.

5.2. Event Size

Park Casual Event (less than 30 people)

Casual use of parks is permitted, for up to 30 people, without approval from Council subject to the conditions outlined in Annexure 1 - Park Event Conditions.

If hirers want to use a space in a Council park exclusively (e.g. Elkington Park Rotunda), it is recommended that a booking is made. If a location is booked by another group, they will have priority of use.

Park Minor Events (up to 500 people)

Minor events in parks are permitted, for up to 500 people, subject to the submission of an Casual Park and Sporting Ground Hire Form (available on Council's website) and conditions outlined in Annexure 1 - Park Event Conditions. For minor events in parks, the Casual Park and Sporting Ground Hire Form must be submitted to Council at least four weeks in advance.

Park Major Events (greater than 500 people)

Any event in a park with greater than 500 people is considered a major event. This document will guide Event Organisers on the approval process and provide advice on the management of major events in parks in the Inner West.

A separate document, Events in Parks Guidelines provides guidance on the management of major events in parks.

6. Park Major Event Approval Process

There is a two-step approval process for Park Major Events:

1. Park Event booking and approval by Council's Parks Planning & Engagement team; and
2. Planning Approval by Council's Development Assessment & Regulatory Services team (where needed, see below).

6.1. Park Event Booking and Approval by Council's Parks Planning & Engagement team

For any proposed event, the first step is to contact Council's Parks Planning & Engagement team (parks@innerwest.nsw.gov.au or 02 9392 5000) to ensure that the preferred park venue is suitable and that the proposed date for the event is available.

Correct site selection is a critical success factor for an event. The site you select should match your expectations of size, location and available facilities. Crowd and infrastructure capacities vary depending on the chosen site with only some being easily accessible and in close proximity to transport.

When selecting a park venue, consideration should be given to the expected number of attendees, and how participants will travel to the venue. When booking the event venue, allow time for set up and pack down time.

Various sports clubs, schools and other park users hire the parks and sporting grounds on a seasonal or casual basis. Where a proposed park event coincides with seasonal sporting club usage or another regular park booking, priority will be given to the prior or regular booking. Council may approve alternative dates or venues, subject to bookings, ground conditions and proposed use.

The Park Event booking and approval of all events within parks is at the sole discretion of Council as the land owner/ manager. Park Event booking and approval will not be provided if the park venue is not suitable and/ or the proposed date is not available. If Park Event booking and approval has been granted and if required, the Group Manager Trees, Parks & Sportsfields will sign Owner's Consent for any Section 68 Application or Development Application.

Major events are subject to the submission of an Casual Park and Sporting Ground Hire Form (available on Council's website) and conditions outlined in Annexure 1 - Park Event Conditions.

6.2. Planning Approval by Council's Development Assessment & Regulatory Services team (where needed)

Depending on the type and size of the proposed event, it may require a planning approval, through a Section 68 Application or a Development Application (DA).

It is the responsibility of the Event Organiser to submit all relevant documentation to Council for a Section 68 Application or a Development Application. The DA process is a separate process to the Park Event Approval and approval and is received and assessed by the Development Assessment team in Council. Where a DA is required, development consent, if granted, will be issued by the Council's Development Assessment & Regulatory Services Service team, in addition to the Park Event Approval.

If a Section 68 Application or Development Application is required, the application must be submitted to Council at least six months in advance. The Event Organiser must book the Park before either of these applications are submitted.

The following table provides a guide to which approval is needed for events. The table is indicative only as requirements will depend on the type and scale of event.

Park Minor and Major Event Types	Park Event Booking and Approval	Section 68	Development Application
Wedding with: • Maximum 120 people • No sound amplifiers	x		
Event with: • Up to 500 people • Catering • No sound amplifiers • Minimal impact to park users or residents	x		
Event with: • Over 500 people • Stalls • Sound amplifiers - Sound amplification may be permitted with approval from Building Certification Building Certification Manager (or equivalent senior role). • Impact to park users or residents	x	x	
Sporting activities (other than a fun run/ walk) with under 1,000 people	x		
Sporting activities (other than a fun run/ walk) with over 1,000 people	x	x	
Fun run/ walk with under 5,000 people on site at any one time. With exempt development under the SEPP. Sound amplification permitted with approval from Building Certification Building Certification Manager (or equivalent senior role).	x		
Fun run/ walk with over 5,000 people on site at any one time	x	x	
Events which are: • For trade or business, including the sale of goods	x	x	

Park Minor and Major Event Types	Park Event Booking and Approval	Section 68	Development Application
• Subject to an admission fee • For commercial activities (where permissible) See also Council's Mobile Food Vending Policy			
Events at sites listed on the State Heritage Register	x	x	
Stand alone stalls/ food trucks See also Council's Mobile Food Vending Policy	x	x	
Large scale community events and park festivals including repeat annual events	x	x	
Council run community events and park festivals including repeat annual events	x	x	
Corporate promotion with minimal impact	x		
Outdoor movies for less than 1,000 people	x	x	

Some activities associated with events may be exempt from a Planning Approval through the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. A Park Event Booking and Approval will still be required.

7. Park Event Fees

Park event fees will apply. Further information is available on Council's website in the Inner West Fees & Charges document.

If the event requires Planning Approval by Council's Development Assessment & Regulatory Services team there is a further fee to lodge the application.

The Event Organisers are responsible for all operational costs associated with conducting their event.

8. Fee Waiver

Council may issue a fee waiver for certain events to eligible applicants. An application will need to be submitted (https://www.innerwest.nsw.gov.au/ArticleDocuments/208/Reduced%20Fee%20Waiver%20Form%20%20-%20Leichhardt.pdf.aspx)

Council will accept proposals for projects, programs, events, and activities that provide a benefit to the local community. Proposals must meet the selection criteria below. Council will give priority to projects where it can be shown that the project:

- Meets community needs or aspirations
- Is a priority for the local community
- Is aligned with Council's strategic plans.

In addition the applicant must:

- Be capable of carrying out the proposed project or activity
- Need Council's support for the project to go ahead.

Who can apply?

To be eligible to apply applicants must be:

- A not-for-profit organisation that is based in and/or which services the local area OR
- A community group that is based in the local area OR
- A peer support group, for example Alcoholics Anonymous, that has a majority of local participants

In addition all applicants must:

- Be proposing a project or activity principally for the benefit of residents of the Inner West Council
- Have completed a Causal Park and Sporting Ground Hire form
- Have completed a Reduced Fees and Fee Waiver Application Form and provided support material as requested
- Have no outstanding debts to Inner West Council.

Who cannot apply?

The following groups and types of activities are not eligible to apply for reduced fees or fee waivers and must pay 100 per cent of the applicable fee.

- Commercial organisations/sole traders
- Fundraising events are generally not eligible. However, they may be supported if they are considered a high priority for the local community. This will be determined on a case-by-case basis and will take into account other eligibility requirements, the nature of the event, and the benefits to the local community of supporting the event
- Political parties, or activities that are overtly political in nature
- Regular, organised sporting activities/ events carried out by sporting clubs, sporting groups or associations.
- Religious services or activities that are overtly religious in nature
- Schools, tertiary institutions, school Parents and Friends Associations and school Parents and Citizens Associations
- State or federal government agencies /departments.

Notwithstanding that Council may grant a fee waivers, the following fees will apply to all events:

- Damage bonds
- Key deposits
- Supply of waste and recycling receptacles and removal of waste
- Electricity use

All applications are assessed against the eligibility and selection criteria, and Council's Strategic Plans by staff with relevant expertise. Recommendations are then presented for approval to:

- Council (for fee waivers over $4,000 in value)
- The General Manager's delegate (for fee waivers less than $4,000)

9. Damage Bonds

Payment of a damage bond will be required, prior to the event.

All damage to Council property, either deliberate or accidental should be reported to Council as soon as possible, outlining full details of the incident.

The Event Organiser must meet with Council's Parks Engagement Officer on the closest working day before the event for a site handover and the next working day after the event for a formal site back.

After the event, the site is to be returned to the same condition as it was in prior to the event. Clean-up must be within two hours to prevent litter spread or within a practicable timeframe dependent on the size of the event (whichever is the lesser). In the event that the Event Organiser does not hand back the site in the same condition, Council will clean and repair the venue to the standard required by Council at the Event Organiser's cost.

The damage bond may also be utilised to cover any costs incurred by Council during the event, including the cost of monitoring the event for compliance with conditions of consent and/or legislative requirements as a consequence of carrying out the event.

10. Related Legislation, Policies and Procedures

The following are related legislation, policies and procedures:

- Inner West Council Events in Parks Guidelines
- Inner West Council Sporting Grounds Allocation Policy
- Inner West Council Park Use & Access Guidelines
- Inner West Council Fees & Charges
- Inner West Mobile Food Vending Policy
- Inner West Council Inclusion Access Plan
- Local Government Filming Protocol
- Inner West Council Events Policy
- Local Government Act 1993 (NSW)
- Environmental Planning & Assessment Act 1979 (NSW)
- State Environmental Planning Policies
- Local Environment Plans
- Development Control Plans
- Food Act 2003 (NSW)
- Food Regulation 2015 (NSW)
- Food Standards Code
- Liquor Act 2007 (NSW)
- Building Code of Australia
- Smoke-Free Environment Act 2000 (NSW)
- Smoke-Free Environment Regulation 2016 (NSW)
- Callan Park (Special Provisions) Act 2002 (NSW)
- Roads Act 1993 (NSW)

11. Appeal Process

Should an Event Organiser be dissatisfied with the outcome of their application for a Park Event, the following appeal process will be followed:

The Event Organiser is to lodge a written appeal, outlining their reasons for appealing. The Parks Planning & Engagement staff will review the appeal and advise the Event Organiser of:

- The outcome of the appeal and any action taken;
- The reason/s for the decision;
- The proposed remedy or resolution/s that will be put in place (if needed); and
- Any options for review

Should the Event Organiser still be unhappy with the outcome of the application, they may lodge a second written appeal, further outlining their reasons for appealing. The second appeal, along with the results of the first appeal will go to the Group Manager Trees, Parks & Sportsfields to review. The Group Manager Trees, Parks & Sportsfields will make a recommendation to the Deputy General Manager Assets and Environment regarding the allocation.

The Deputy General Manager will respond to the Event Organiser with the following:

- The outcome of the appeal and any action taken;
- The reason/s for the decision; and
- The proposed remedy or resolution/s that will be put in place (if needed).

The elected Councillors will play no part in the event application appeal process.

Council

The elected Councillors may only overturn a staff event application determination through a resolution of Council via a Notice of Motion to Council.

12. Responsibilities

Trees, Parks & Sportsfields staff are responsible for the following:

- Reviewing and approving events in parks in accordance with Events in Parks Policy
- Providing advice and assistance to Event Organisers
- Reviewing and approving fee waiver requests, if appropriate
- Reviewing appeals, as needed
- Reviewing and revising this Events in Parks Policy when required. Substantive changes must go to Council for approval (this does not include minor administrative updates)
- Being the nominated Council point of contact for Event Organisers and liaising with other responsible sections of Council as required and as listed below.

Development Assessment and Regulatory Services staff are responsible for the following:

- Assessing Section 68 and Development Applications in accordance with the relevant legislation
- Undertaking regulatory inspections, including food inspections, if needed

Footpaths, Roads, Traffic and Stormwater staff are responsible for the following:

- Assessing Traffic & Pedestrian Management Plans
- Referring proposed traffic changes to the Traffic Committee, if needed

Environment and Sustainability staff are responsible for the following:

- Assessment of the waste management plan
- Providing waste and recycling services, when paid for by the Event Organiser.

Customer Service staff are responsible for processing park event fees and damage bonds.

Approval for any event in a park which is not in accordance with the Events in Parks Policy will require approval through a Council resolution.

Version	Amended By	Changes Made	Date	TRIM #
1	Group Manager Trees, Parks & Sportsfields	New IWC Policy	July 2018	
2				

Annexure 1 - Park Event Conditions

		Condition Applies to		
Number	Condition Description	Park Casual Events (<30 people)	Park Minor Events (<500 people)	Park Major Events (>500 people)
1	Park events may not occur where another group has a park booking (seasonal or casual).	✓	✓	✓
2	Groups who have made a park booking through Council take priority over those who have not made a booking.	✓		
3	The hirer shall only use the parks during their allocated park booking times. The following hours of use guidelines apply to park bookings: Parks can be booked for non-sporting activities from 8am to 6pm and 8am to 8pm during daylight savings hours (unless given special permission).		✓	✓
4	Casual sporting events may not occur on any of Council's sporting grounds including: Algie Park, Arlington Recreation Reserve, Ashfield Park, Balmain Road (Callan Park), Birchgrove Oval, Blackmore Oval, Camdenville Oval , Camperdown Oval, Centenary Park, Cohen Park, Easton Park, Glover Street (Callan Park), Hammond Park, Henson Park, HJ Mahoney Memorial Reserve, King George Park, Leichhardt Oval # 2, Leichhardt Oval # 3, Mackey Park, Marrickville Park, Petersham Oval, Pratten Park, SSC Leichhardt Campus, Steel Park and Tempe Recreation Reserve, Waterfront Drive (Callan Park).	✓		
5	The following activities require an approval from Council and may not be undertaken as a park casual event: • The use of sports grounds by sporting organisations; • Engaging in any trade or business, commercial and/ or profit based activities; • Collecting any monies; • Filming; • Wedding ceremonies; • Selling alcohol; • Consuming alcohol in prohibited areas; • Installing any structure, screen, awning, sign or enclosure; • Exhibiting or distributing advertisements or handbills; • Fly drones or model aircraft; • Driving vehicles off marked vehicle areas or parking areas;	✓		

		Condition Applies to		
Number	Condition Description	Park Casual Events (<30 people)	Park Minor Events (<500 people)	Park Major Events (>500 people)
	• Play any musical instrument, sing, direct or procure any musical performances for a fee or reward; • The use of any public address (PA) system or electronically operated sound equipment; • Any use that brings in a third party supplier, including amusement devices, formal catering, etc.			
6	Written approval must be obtained from Council. An application must be made to Council at least four weeks in advance.		✓	
7	The hire of sporting grounds to be considered only after seasonal sporting club and school use has been determined. Council may approve alternative dates or venues, subject to bookings, ground conditions and proposed use.		✓	✓
8	Fees and charges apply (see Council's website).		✓	✓
9	All bookings are to be paid in full in advance of the event/ use of facilities.		✓	✓
10	Bonds may be withheld if terms and conditions of park hire are not adhered to.		✓	✓
11	Bonds may be utilised to cover any costs incurred by Council during the event, including the cost of monitoring the event for compliance with conditions of consent and/or legislative requirements as a consequence of carrying out the event.		✓	✓
12	The amount listed in the fees and charges is a minimum bond only. The Group Manager Trees, Parks & Sportsfields may increase the bond amount if the use is deemed to be a higher risk activity.		✓	✓
13	Costs will apply where Council incurs additional costs to: • provide a requested service; or • is required to clean up rubbish or pick up litter from a park, sporting grounds or change/ amenity building; or • empty full public park bins as a result of the event; or		✓	✓

		Condition Applies to		
Number	Condition Description	Park Casual Events (<30 people)	Park Minor Events (<500 people)	Park Major Events (>500 people)
	• repair unreasonable damage after use.			
14	The Event Manager shall ensure that all damage to Council property, either deliberate or accidental is reported to Council as soon as possible, outlining full details of the incident.		✓	✓
15	An after-hours callout fee applies where council is required to attend the park to assist the hirer with matters such as access. Fees will be on a cost recovery basis. A minimum of 4 hours of staff overtime will be payable.		✓	✓
16	After the event, the site is to be returned to the same condition as it was in prior to the event. In the event that the Event Organiser does not make good the venue, Council will clean and repair the venue to the standard required by Council at the Event Organiser's cost.		✓	✓
17	Booking cancellations will incur an administration fee plus any additional costs incurred by the Council as result of the hire.		✓	✓
18	Council will not refund any fees and charges for booking cancellations less than 7 days prior to the event.		✓	
19	The park is hired in the condition as is. There may be works occurring in the park at the time. The Event Organiser is responsible for inspecting the site. Council takes no responsibility for the condition of the park and will not refund any fees and charges.		✓	✓
20	The Event Organisers are responsible for all operational costs associated with conducting their event.		✓	✓
21	A Certificate of Currency for public liability insurance of a minimum of $20 million must be submitted to Inner West Council. The policy must indicate that Inner West Council is noted as an Interested Party (Principal Indemnity Endorsement), and that the Business Activity shown on the Certificate of Currency must be appropriate for the organiser's function, such as organising and running a community festival.		✓	✓

		Condition Applies to		
Number	Condition Description	Park Casual Events (<30 people)	Park Minor Events (<500 people)	Park Major Events (>500 people)
22	No public address (PA) system or electronically operated sound equipment shall be used unless approved by Council. Sound levels must not exceed LAeq 15 minute ≤ 65 dB(A) when measured at the nearest affected receiver (resident or business).		✓	✓
23	No temporary structures, amusement devices (e.g. jumping castles, temporary rides), equipment or stalls shall be placed within a park, unless approved by Council in writing.		✓	✓
24	No alcohol is permitted for sale at events in parks without a valid liquor licence and written Council approval.		✓	✓
25	The collection of monies and/or selling of goods, including an entry/ admission fee shall not be allowed within the confines of the park unless approved by Council in writing.		✓	✓
26	The Event Organiser must ensure that the venue and the surrounding area is maintained in a clean and tidy condition throughout the event, including the bump-in and bump-out phases.		✓	✓
28	Waste and recycling receptacles must have clear bin signs consistent with the NSW Environment Protection Authorities (EPA) standard away from home signage.		✓	✓
29	Smoking is not permitted in the following areas: Within any structures; • Within 10 metres of children's play equipment in outdoor public places; • Spectator areas at sports grounds or other recreational areas used for organised sporting events; • Within 10 metres of a food fair stall.	✓	✓	✓
30	Access to the venue must be maintained for emergency vehicles and/or owners/tenants of properties requiring access.	✓	✓	✓
31	A minimum of 2.5 metres width must be maintained for pedestrian access at all times.	✓	✓	✓
32	A Tree Protection Plan is to be submitted to and approved by Council prior to the event.			✓

		Condition Applies to		
Number	Condition Description	Park Casual Events (<30 people)	Park Minor Events (<500 people)	Park Major Events (>500 people)
33	All temporary structures (including stalls, toilets, refrigeration units, generators etc.) are to be placed outside the Tree Protection Zone (TPZ) of any tree.		✓	✓
34	Tree protection measures shall be implemented and complied with for the duration of the event including site preparation and pack up.		✓	✓
35	Tree pruning is not permitted in any park/open space.	✓	✓	✓
36	Trench digging is not permitted in any park/open space.	✓	✓	✓
37	No signs or other structures are to be attached to trees or Council signage.	✓	✓	✓
38	Vehicles are not permitted to enter parks without prior written approval from Council.		✓	✓
39	Authorised vehicles driving in the park must not exceed walking pace and must have hazard lights on.		✓	✓
40	Authorised Vehicles are not permitted to drive on grassed areas within the venue unless turf protection measures such as temporary protective boards or flooring or similar measures are used.		✓	✓
41	No vehicle shall be parked within the confines of the venue during the event unless approved by Council.		✓	✓
42	Vehicles are not permitted to drive or park beneath the dripline of any tree within the venue under any circumstances.	✓	✓	✓
43	The following activities are not permitted within parks at any time: archery; golf; go karting (or using other motorised equipment); paintball; laser tag; riding horses; driving of model cars; sale or use of glass receptacles; camping or lodging overnight; possession or utilisation of any firearms; coal BBQs; lighting candles; lighting fires (this excludes utilising the Council provided BBQs).	✓	✓	✓

		Condition Applies to		
Number	Condition Description	Park Casual Events (<30 people)	Park Minor Events (<500 people)	Park Major Events (>500 people)
44	Discourage the use of Balloons, plastic straws, glitter, party poppers, confetti and Colour Runs are not permitted within parks at any time.	✓	✓	✓
45	Plans/incentives to minimise single use packaging including coffee cups, plates and cutlery.		✓	✓
46	Council does not take park bookings for New Year's Eve.		✓	✓
47	Council only permits weddings ceremonies in Parks (not wedding receptions).		✓	✓
48	An Event Approval must be obtained from Council. As much notice as possible must be given as other planning approvals (Section 68 or Development Application) may apply.			✓
49	If a Section 68 or Development Application is required, an application must be made to Council six months in advance.		✓	✓
50	Generally, Council will only approve one major event per quarter per park (this does not include leases, licences and seasonal sports grounds bookings).			✓
51	Council will not refund any fees and charges for booking cancellations less than 14 days prior to the event.			✓
52	Grass must be protected through the use of temporary protective boards or flooring to protect all high traffic areas including stalls, food, beverage and merchandise sale areas.		✓	✓
53	All structures must be weighted and not pegged.		✓	✓
54	When using water-weighted structures, water weights must be pre-filled and cannot be emptied onto the grass.		✓	✓
55	The Event Organiser is responsible for compiling any event plans required by Council. The size and nature of the event will determine if the Event Organiser must undertake the following, for approval by Council: • Prepare and implement a Traffic Management Plan • Prepare and implement a Risk Assessment		✓	✓

		Condition Applies to		
Number	Condition Description	Park Casual Events (<30 people)	Park Minor Events (<500 people)	Park Major Events (>500 people)
	and Management Plan • Prepare and implement an Emergency Management Plan • Provide security staff • Undertake community notification of the event • Install temporary fencing around the perimeter of the event • Prepare and implement an Alcohol Plan • Provide a drinking fountain or drinking tap • Install Variable Message Signs in advance of the event • Prepare and implement a First Aid Plan and provide first aid staff • Provide toilet facilities (in addition to existing park public toilets) • Prepare and implement a Waste and Litter Management Plan • Install “No Smoking” signs throughout the venue			
56	The Event Manager is responsible for the satisfactory conduct of all person attending their event. The Event Manager shall ensure that the amenity of property owners adjoining parks is not disturbed by excessive noise, offensive language, poor behaviour or any other activity likely to cause unreasonable disturbance.		✓	✓
57	In consideration of the event details, Council at its sole discretion may apply additional conditions of approval, as deemed necessary.		✓	✓

The Events in Parks Guidelines provides further guidance around some of these conditions.

Annexure 2 – Parks & Facilities Which May be Booked

The following is a list of parks and facilities which may be booked:

	36th Battalion Park	Leichhardt
*	Algie Park	Croydon
	Allman Park	Ashfield
*	Arlington Recreation Reserve	Dulwich Hill
*	Ashfield Park	Ashfield
	Badu Park	Annandale
*	Balmain Road Sporting Ground (Callan Park)	Lilyfield
	Bill Peters Reserve	Ashfield
*	Birchgrove Park	Birchgrove
	Birrung Park	Balmain
*	Blackmore Park	Leichhardt
	Bridgewater Park (including picnic area)	Rozelle
*	Camdenville Park	St Peters
	Camperdown Memorial Rest Park	Newtown
*	Camperdown Park	Camperdown
*	Centenary Sportsground	Croydon
*	Cohen Park	Annandale
	College Street Playground	Balmain
	Cooks River Foreshore	Marrickville
	Darrell Jackson Gardens	Summer Hill
*	Easton Park	Rozelle
	Elkington Park	Balmain
	Enmore Park	Marrickville
	Evan Jones Playground	Leichhardt
	Ewenton Park	Balmain
	Gladstone Park	Balmain
*	Glover Street Sporting Ground (Callan Park)	Lilyfield
	Goodsir Street Reserve	Rozelle
*	HJ Mahoney Memorial Reserve	Marrickville
*	Hammond Park	Ashfield
	Hawthorne Canal Reserve	Leichhardt
*	Henson Park	Marrickville
	Hinsby Park	Annandale
	Hoskins Park	Dulwich Hill
	Illoura Reserve	Balmain East
	J.F. Laxton Reserve	Dulwich Hill
	Jack Shanahan Reserve	Dulwich Hill
	Jarvie Park	Marrickville
	Johnson Park	Dulwich Hill
	Kendrick Park	Tempe
*	King George Park	Rozelle

*	Leichhardt #2	Lilyfield
*	Leichhardt #3	Lilyfield
	Leichhardt Park - (Giovinazzo Grove)	Lilyfield
	Leichhardt Park - (Peace Grove)	Lilyfield
	Lewis Herman Reserve	Ashfield
	Lookes Avenue Reserve	Balmain East
*	Mackey Park	Marrickville
	Marr Reserve	Leichhardt
*	Marrickville Park	Marrickville
	McNeilly Park	Marrickville
	Montague Gardens	Stanmore
	Mort Bay Park	Birchgrove
	Morton Park	Dulwich Hill
	O'Connor Reserve	Rozelle
	O'Dea Reserve	Camperdown
	Origlass Park	Balmain East
	Paringa Reserve	Balmain
	Peacock Point	Balmain East
*	Petersham Park	Petersham
	Pioneers Memorial Park	Leichhardt
*	Pratten Park	Ashfield
	Propeller Park	Balmain East
	Punch Park	Balmain
	Richard Murden Reserve	Haberfield
	Robson Park	Haberfield
	Shields Playground	Leichhardt
	Simmons Point Reserve	Balmain East
	Simpson Park	St Peters
	Smith Hogan Spindlers Park	Annandale
*	Steel Park	Marrickville
	Sydenham Green	Sydenham
	Tempe Lands – Village Green	Tempe
*	Tempe Reserve	Tempe
	Thornton Park	Balmain East
	Tillman Park	Sydenham
	Wangal Nura Park	Leichhardt
	War Memorial Park	Leichhardt
*	Waterfront Drive Sporting Ground (Callan Park)	Lilyfield
	Weekley Park	Stanmore
	Whites Creek Valley Park	Lilyfield
	Wicks Park	Marrickville
	Yeo Park	Ashfield
	Yurulbin Park	Birchgrove

**** Note: for sporting grounds located within a Park – priority will be given to sporting club bookings***

The following skate parks may be booked:

- Darrell Jackson Gardens
- Dulwich Hill Skate Park
- Sydenham Green
- Whites Creek Valley Park

The following rotundas may be booked:

- Elkington Park
- Camperdown Park
- Petersham Park

All other Council picnic areas (included shelters) cannot be booked and may be utilised on a first come first use basis