

Before completing this form, please phone the appropriate Council Contact to book your venue. Following assessment, Comprehensive Event Applications will receive an independent Permit document.

Select	Event Scale	Qualification	Event Types	Notice Period	Council Contact
<input type="checkbox"/>	Small	<ul style="list-style-type: none"> <li>Under 500 people</li> <li>Light infrastructure (Marquee, Jumping Castle, Barbeque etc.)</li> </ul>	Birthday parties, weddings, stalls	10 business days	Customer Service 08 8930 0300
<input type="checkbox"/>	Comprehensive	<ul style="list-style-type: none"> <li>Over 500 people</li> <li>Vehicle Access</li> <li>Large, Heavy Infrastructure (Event Marquee, Toilets etc.)</li> <li>Effects Traffic Flow or Pedestrian Access</li> <li>Food and Licenced Areas</li> </ul>	Activation Events, Public Rallies, Fun Runs, Markets, Festivals, Military/Civic Events	Up to 6 months	Event Coordinator 08 8930 0777

## SECTION 1 – EVENT DETAILS

Event/Activity Name:			
Event/Activity Description:			
Event/Activity Type: (Festival, Birthday, Fun Run)			
Event/Activity Location/s:			
Date/s and Times:	Bump In Date:	Event/Activity Date/s:	Bump Out Date:
		Event/Activity Times: From: To:	
Number of Attendees:			

## SECTION 2 – APPLICANT DETAILS

Organisation/Group Name:		
Contact Name:		
Postal Address:		
Contact Number:	Phone:	Mobile:
Email:		

## SECTION 3 – FEES AND CHARGES

Visit [www.darwin.nt.gov.au/](http://www.darwin.nt.gov.au/) to view the current Fees and Charges that may be applicable to your event/activity. After hours call out fees will incur additional costs. Please note that events that fall within the new financial year may attract higher fees and charges. Invoice will be raised once Permit has been approved and issued.

## OFFICE USE ONLY

Description/Budget Number:	Please Select	Cost: \$
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Total Invoice Amount: \$ \_\_\_\_\_

GST Included in Price: ☐ Yes ☐ No

Account Number: \_\_\_\_\_

Invoice/Credit Note Number: \_\_\_\_\_ NAR: \_\_\_\_\_

Will you be introducing any alcohol at your event/activity?

- ## SECTION 5 – OPERATIONAL REQUIREMENTS

Do you require access to power? (power may not be available at all locations, fees apply)

Do you require access to oval lighting? (fees apply)

Do you require access to a water tap/s? (water taps may not be available at all locations)

Will you be hiring a jumping castle/water slide? (must be hired through an established company)

Will you be introducing music/amplification? (amplification to be kept to a minimum)

Will you have food vans/catering? (vendors must hold a Territory Health Services permit)

Will you be bringing in portable toilets?

Will you have a fireworks display? Please contact [Worksafe NT](#)

Will you be filming your event/activity?

Will you be booking City of Darwin event equipment? (fees may apply)

- Smoothie Bikes
- Fun & Games Equipment
- MiPro
- Accessible Flooring

What measure will be undertaken to make your event/activity inclusive? (please provide details)

Will you be booking City of Darwin banner sites for advertising your event/activity? (fees apply)

- Street Light Banner Sites
- Static Banner Sites

Will your event/activity have a Welcome to Country?

If so, will it include a Smoking Ceremony?

Please contact [Larrakia Nation](#) to book this service.

Are you introducing any other infrastructure (e.g. BBQs, marquees)? If yes, please specify below:

Do you require vehicle access in the location? If yes, please specify requirements below:

Do you have any other operational requirements? If yes, please specify below:

**APPLICANT**

I/We have read and understood the Terms and Conditions and undertake to abide by and comply with all the conditions included in this Application, and any special conditions of approval, which Council may impose as part of the issued Permit:

Name of Applicant:

Signature of Applicant:

Date:

**CITY OF DARWIN AUTHORISED OFFICER (OFFICE USE ONLY)**

Name of Authorised Officer:

Signature of Authorised Officer:

Date:

**ADDITIONAL CONDITIONS/COMMENTS (OFFICE USE ONLY)**

## TERMS AND CONDITIONS

1. The Hirer must be over the age of 18 years of age.
2. The Hirer shall be responsible for any damage to fixtures, gardens, lawns and anything within the area of hire during the period of hire, and shall reimburse Council for any repairs or replacement. Any damage which is not considered to be normal wear and tear will result in the forfeiture of all or part of any security deposits paid.
3. The Hirer is responsible for the daily collection and disposal of all introduced litter. The Hirer shall not allow any confetti, cooking oil, fat or similar substance to be spilt upon the area. Failure to leave the area clean and tidy will result in Council employees cleaning up the area and the hirer paying the cost of labour and equipment used at the rates under the current Schedule of Fees and Charges. An area used for an evening function must be cleaned up by 10:00am the following morning.
4. The Hirer shall, during the term of the hire and at the discretion of Council, keep in force a policy of Public Liability Insurance for an amount not less than \$20,000,000 in the name of the Hirer and the City of Darwin.
5. The Hirer shall also be solely liable for and shall indemnify and keep indemnified the City of Darwin against death of, or injury to the Hirer or their guests or employees or subcontractors, or damage to property which arises howsoever out of or in connection with the hire and against all liability, loss, damage, actions, proceedings, claims etc. brought against the City of Darwin (whether at law or under any statute or otherwise howsoever), in respect or in connection with or in consequence of such death or injury or damage to property.  
The Hirer shall, at all times, when required by the City of Darwin, produce the policy for such insurance and the receipts of the premium paid in respect thereof.
6. It is the responsibility of the Hirer to provide sufficient notice period for their application to be reviewed and processed.
7. City of Darwin reserves the right to refuse any application and to cancel a booking previously approved. With such cancellations, City of Darwin will refund any funds paid by the Hirer.
8. City of Darwin reserves the right to revoke an approved permit due to weather conditions.
9. Where an event requires road closures and modified traffic conditions, the Hirer must advertise at least 7 days prior to the event in the form of a Public Notice in the NT News.
10. Where the City of Darwin has actively given support to an event such as in-kind assistance (i.e. waiver of fees), appropriate recognition must be given to the role of the City of Darwin in such celebrations.
11. The Hirer must not dispose of ice or oil onto the grass or turf.
12. The introduction of music/PA Systems is not permitted unless authorised by a Council Officer. If authorised, amplification must be kept to a minimum and speakers pointed away from residences so as not to disturb adjoining traders and the general public.
13. The introduction of:  
stakes/pegging into the turf; vehicle traffic; placement of hangings/infrastructure in trees; generators; bollard access; is not permitted unless authorised by a Council Officer.
14. No vehicles are to be driven upon a park, reserve or oval without the approval of City of Darwin. To prevent root zone compaction, no vehicular traffic is permitted within a diameter twice that of a tree's crown perimeter.
15. The use of confetti is not permitted.
16. Helium balloons and the release of helium balloons are prohibited on Council land.
17. Organisers must use biodegradable detergent with the use of water slides.
18. Animal droppings are to be cleaned up prior to leaving the venue with the use of petting zoos.
19. No footpath, carriageway or access area is to be obstructed by the hirer.
20. The Event Permit does not entitle the hirer to exclusive use of the area.
21. All functions and events are to cease by 12:00am midnight, unless specified in Permit.
22. The Hirer shall ensure that no food is sold at their event without a Territory Health Services Permit. Stallholders must comply with all relevant legislation.
23. The Hirer shall at all times adhere to Council's Single Use Plastic Policy and must make all efforts to use compostable products.
24. The Cenotaph Area in Bicentennial Park has an exclusion zone of three (3) meters from the front of the steps. Events at the Cenotaph are restricted to low scale, alcohol-free events.
25. Lake Alexander is a restricted water space. No motorised vehicles are permitted at any time.
26. Any key(s) provided to the Hirer must be returned to Customer Service as soon as reasonably practical. Failure to return keys will result in the recovery of these costs, at the expense of the Hirer.
27. Operational emergencies during business hours concerning the hired venue should be directed to 8930 0300. Emergencies that occur outside of normal office hours should be directed to City of Darwin's contracted After Hours number on 8989 2843. In the event that City of Darwin's contracted security firm is called out, City of Darwin will recover the costs incurred from the Hirer.
28. The Hirer is responsible to take all reasonable steps to ensure the safety and wellbeing of individuals during the hired period.
29. The Hirer must comply with these Terms and Conditions. Failure to do so will result in the Hirer not being able to make further applications.
30. This permit does not provide authorisation for events held on private land.
31. Stall holders are not permitted to petition customers. Stalls and staff must not go beyond a 4m x 4m area.

## PRIVACY STATEMENT

City of Darwin collects personal information from you, including your personal contact details. We collect this information for the purpose of updating our administrative systems to be able to carry out Council's functions. The *Local Government Act 2019* allows or authorises us to collect this personal information and you may seek access to this information. We will only use your information for the purpose described here. It will not be used or disclosed in any other way unless we have your consent or we are authorised or required by law to do so. If you choose not to provide us with your information, we will be unable to complete your request. Your personal information will be handled in accordance with our Privacy Statement and the *Information Act 2002* (NT) (The Act). Council's Privacy Statement is available from the City of Darwin, Harry Chan Ave, Darwin or via the Council's website at [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au).

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Darwin NT 0800

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