



EVENT PLANNING GUIDE



City of Darwin Event Planning Guide

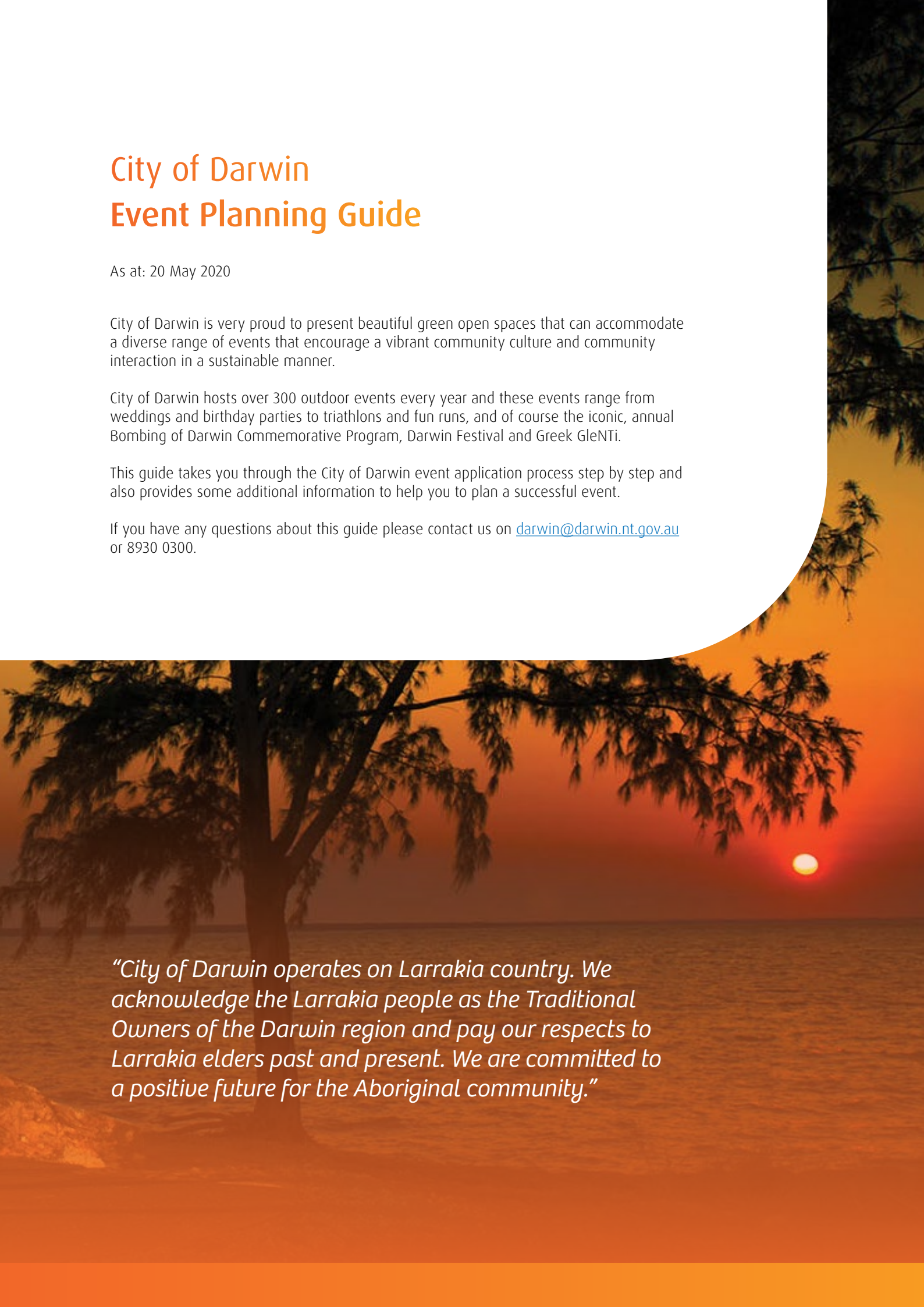
As at: 20 May 2020

City of Darwin is very proud to present beautiful green open spaces that can accommodate a diverse range of events that encourage a vibrant community culture and community interaction in a sustainable manner.

City of Darwin hosts over 300 outdoor events every year and these events range from weddings and birthday parties to triathlons and fun runs, and of course the iconic, annual Bombing of Darwin Commemorative Program, Darwin Festival and Greek Glenti.

This guide takes you through the City of Darwin event application process step by step and also provides some additional information to help you to plan a successful event.

If you have any questions about this guide please contact us on darwin@darwin.nt.gov.au or 8930 0300.



"City of Darwin operates on Larrakia country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region and pay our respects to Larrakia elders past and present. We are committed to a positive future for the Aboriginal community."

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Introduction

This is your step by step guide on how to get started, how to apply, and how City of Darwin can help you plan a successful event.

Darwin is so lucky to enjoy an outdoor tropical lifestyle and we use it to our advantage every chance we get.

If you'd like to stage a special event, or a public event at a location owned or managed by the City of Darwin, such as a park, reserve or indoor facility, then you will need approval from the Council before the event can go ahead.

This guide takes you through the application process step by step and also provides some additional information to help you to plan a successful event.

The information sourced throughout your application will assist Council staff with ensuring that all insurances, environmental health guidelines, council guidelines and permissions are granted for your event. It also allows City of Darwin staff to adequately prepare the site for the function and ensures that programmed events do not conflict with other such events or capital works in the area.

Check out the events section of our website to find the Event Application Form here:
<https://www.darwin.nt.gov.au/explore/managing-an-event/event-planning-guide/getting-started>

DID YOU KNOW...

the Darwin community benefits from over 300 outdoor events every year?

Coming soon:

More detailed venue guides for our most popular outdoor venues such as:

- The Mall
- Civic Park
- Bicentennial Park
- Mindil Beach
- East Point
- Nightcliff Foreshore

Event Details

Section 1 of the Event Application Form

Outlining your event details in writing will not only help you to get organised for your event it will also help you communicate your plans with your staff, volunteers and stakeholders.

Bump in/out

Bump in/out is the time it will take you to set up your event and pack it away afterwards, remembering that the public area must be left as you found it. Have a think about what types of equipment you'll be using and the time it will take to transport this equipment and set it up on-site.

When confirming dates and times it helps to think about the following:

- What types of equipment will you be using?
- How long will it take to transport equipment and set it up on-site?
- Do you have any staff, contractors or volunteers? When will they set up and pack up?
- How long will it take you to clean up afterwards?
- Please be accurate with dates and times on your Event Application Form.

Proposed Venue/s

Check out our website for more information on our outdoor venues here: <https://www.darwin.nt.gov.au/explore/facilities/parks-playgrounds/overview>. Our find a facility guide can help you filter all the features you are looking for until you find the space that's right for you. Contact us for venue specific information.

We will be updating our outdoor venue information in the near future.

We take pride in our green open spaces and encourage the community to adopt environmentally friendly practises.

Permit Holders are responsible for leaving the venue clean and tidy.

Event Types and Notice Periods

Darwin is so fortunate to hold many different types of events throughout the year that range from private weddings and birthday parties right through to major food and music festivals.

We encourage you (as the organiser) to select the category for your event to help us prioritise and process your application – this also provides you with a guide on how much notice we recommend you give us to help us process and get ready for your event.

NOTE: Numbers of patrons are a guide only – we ask you to select the category that is most relevant to your event including all parameters.

Event Type	Scope of the Event	Example	Notice Period
Low Scale	0-500 people / one day event / no road closures / no more than two marquees / no more than two food vans / no portable toilets or trailers	Weddings, birthday parties	10 business days
Minor	500-1,000 people / food vendors or licensed areas / up to 5 x items of infrastructure (marquees, food vans, portable toilets, inflatables, stages) / minor road closures or public transport disruptions	Organised walks, activation events, community celebrations	4 weeks
Medium	1,000-7,000 people / food vendors or licensed areas / minor road closures or public transport disruptions / up to 10 items of infrastructure (marquees, food vans, portable toilets, inflatables, stages)	Fun runs, markets in The Mall, small festivals	3 months
Major	Over 7,000 people / food vendors or licensed areas / multiple event sites and days / large infrastructure builds	Large festivals, military events, music festivals	6 months

When you give us appropriate notice we are able to:

- Assess conflicting bookings
- Assess your event documents
- Confirm you will have access to power or water if required
- Check in with our Parks, Traffic Control Works and Environment Teams
- Check in with agencies such as NTPolice, NT Licensing, NTFRS, DIPL, Public Transport
- When we issue your permit we can let our grounds crews know to modify maintenance schedules around your event – such as mowing, irrigation, parks and cleaning.

Event Proposal

Whether you are celebrating with family and friends, fundraising for an important cause, or entertaining the community there is always a good reason for holding an event. City of Darwin is very interested to find out more about your event – please use this section of your application form to tell us:

- Why are you having an event?
- Who will you be attracting to your event?
- Can you provide a brief description of what sort of equipment you will be using?
- What sorts of activities will be involved throughout your event?

Fees

Section 2 of the Event Application Form

We are proud of our green open spaces and carefully consider our fee structure so that we can continuously improve our service levels and maintain our parks for all members of the public.

Fee Type	Fee (2020/21)
Access to Power	\$56
Venue hire (non commercial under 100 attendees)	FREE
Venue hire (non commercial over 100 attendees)	\$105
Venue hire (commercial less than 20 attendees)	\$130
Venue hire (commercial between 20-100 attendees)	\$270
Venue hire (commercial over 100 attendees)	\$515
Oval hire (per session up to 2hrs)	\$75
Oval hire (per day)	\$100
Road closure/Traffic Management	\$45
Mindil Beach Carnival Area (over 1000 attendees)	\$7,700
Other Associated Fees	
Mindil Beach under 1000 attendees	\$1,165
Gardens Complex Sports Organisation	\$520
Gardens Complex Commercial	\$3,230
Conducting Business Non Profit	\$32
Conducting Business Commercial	\$77
Commercial Recreation Activity 1-3 sessions p/week (annual fee)	\$557
Commercial Recreation Activity 4+ sessions p/week (annual fee)	\$835
Commercial Tours (per annum)	\$1,020

Your application / event may be subject to additional fees or charges and will be assessed at the time of application. For more information and to keep up to date on fees and charges please check out our [website](#).

Sponsorship, Grants or In-Kind Support

If you would like to be considered for a sponsorship, grant, in-kind support you can apply today through the [Grants & Sponsorship](#) process.

If you can't apply or are unsuccessful we are confident that our fees & charges structure will still provide you with the opportunity to plan a cost effective event.

DID YOU KNOW?

Your event/booking is in a public place which means we can't guarantee exclusivity.



Insurance Details

Section 3 of the Event Application Form

City of Darwin requires event organisers to submit a current copy of their Public Liability Insurance at the time of application.

How do you know if you need Public Liability Insurance and how much do I need to be insured by?

Required	Not Required
✓ Large Organisations or Event Organisers – \$20m	✗ Small community groups
✓ Sporting Association or Affiliated Sporting Group – \$20m	✗ Individuals inviting the public to an event/display/etc with written consent (excluding sporting groups)
✓ Small enterprises (<20 employees) to Medium (20-100 employees) <ul style="list-style-type: none"> • High Risk – \$20m • Medium Risk – \$10m • Low Risk – \$5m 	✗ Weddings, birthdays, family events
✓ Street Party/Parade <ul style="list-style-type: none"> • High Risk – \$20m • Medium Risk – \$10m • Low Risk – \$5m 	

WHAT IS PUBLIC LIABILITY INSURANCE?

It's protection for you against claims of personal injury or property damage as a result of your activities.

If someone is injured or their property is damaged during your event they may take legal action against you to recover their losses. This insurance will help protect you and your business by ensuring you don't have to pay any legal or courts costs.



EXAMPLES OF HIGH V LOW RISK ACTIVITIES

Low

- Art display
- Stationary Car Display
- Trade Stall
- Picnic
- Busker
- Small ceremonies

Medium

- Weddings, birthdays
- Food Stalls
- Market stalls

High

- Sporting events
- Music festival
- Street Party
- Street Performers (eg. acrobats)
- Demonstrations (eg. political)
- Circus
- Moving car display
- Fun runs, fundraising events



Site Plan/Layout

Section 4 of the Event Application Form

Even when holding a small community event a site plan can be very helpful. Not only does a site plan give you the opportunity to organise where you'll be setting up, you will be able to communicate your plans with your staff, volunteers and stakeholders a lot more effectively.

Why do I need a site plan?

- A great planning tool to get prepared in advance
- An invaluable communication tool to tell staff, volunteers and contractors what to do and when
- Communications with City of Darwin so we know what activities form part of your event and where you'll be setting up.

When is a site plan compulsory?

- Major events
- Most Medium sized events and some small events
- High Risk Activities (see 'Insurance Details' section of this guide)
- When requested by City of Darwin

How do I create a site plan?

- Electronically – you might have a google map or map of the area provided to you by City of Darwin
- You can use many software programs
- We accept hand drawn site plans as well!



COMING SOON:

More detailed venue guides for our most popular outdoor venues such as:

- The Mall
- Civic Park
- Bicentennial Park
- Mindil Beach
- East Point
- Nightcliff Foreshore

Alcohol

Section 5 of the Event Application Form

If you are planning to have alcohol at your event you will be required to confirm that your plans are safe and responsible. There may be additional applications that you need to make with Licensing NT and City of Darwin – information about the types of applications can be found below:

Selling alcohol at your event

- Apply for a Special Liquor License through [Licensing NT](#)
- Licensing NT is responsible for timeframes and procedures associated with Special Liquor License applications

When your event is on council land we will endorse your special liquor license application when the following criteria are met:

- Application provides required details and event management plan
- Appropriate number of fully licensed crowd controllers as determined by Industry Standard of Crowd Controllers
- Evidence of stakeholder consultation for road closures (if required)
- Only road closures for up to 2 days in the CBD will be considered for events
- Event permit (if required) is endorsed/consented to by NT Police
- Endorsed Traffic Management Plan (if required)
- Maximum number of repeat events does not to exceed 6 per year

We will not endorse your special liquor license application in the following instances:

- When the call to action relates to alcohol branding and its consumption
- If your event includes the provision of free alcohol at junior competitions and events
- Events that encourage irresponsible consumption of alcohol (ie Mad Monday celebrations)
- Small scale local neighbourhood fundraiser BBQ where all proceeds of alcohol sales serve as the exclusive means of generating funds
- Provision of free alcohol as part of a commercial event, concert or activity.
- All you can eat and drink community quiz night/lunch/event
- Sponsorship naming rights equates to promotion of alcohol or alcohol brand via titling of event eg Verna's Vodka Christmas Luncheon



Consuming alcohol at your event

There are a number of parks and reserves across Darwin where the consumption of alcohol is permitted during specific hours, without the requirement of obtaining a permit:

- East Point Reserve
- Mindil Beach
- Nightcliff Foreshore

Monday to Friday – 5:00pm to 9:00pm

Weekends and Public Holidays – 12:00pm to 10:30pm

Consumption of alcohol outside of these locations and hours requires permission from NT Police and City of Darwin.

Alcohol consumption is strictly prohibited at any time in the following locations:

- Bicentennial Park, The Esplanade
- Vestey's Reserve, Fannie Bay

Apply to City of Darwin using the appropriate application form – Permit for consumption of liquor on Council Property.

City of Darwin will endorse your special liquor license when your event aligns with our strategic direction and goals as governed by **Policy No 082 Alcohol in Council Controlled Spaces**.

Risk Management Plan

Section 6 of the Event Application Form

A Risk Management Plan is a document that outlines any risks associated with your event plans. It's an analysis of those risks, what impact they may have and what plans are in place to help mitigate or reduce those risks.

Why do I need to submit my risk management plan to City of Darwin?

Public safety is always at the forefront of everything we do at the City of Darwin. Event sites and activities are considered to be places of work and there are industry acts, regulations standards and guidelines that event organisers should be developing their procedures in accordance with. There are penalties for failure to comply with the regulations and the risk of an event site being shut down by Worksafe for non-compliance.

City of Darwin does not want to see anyone hurt or have a bad experience at your event. We reserve the right to refuse your event Permit if you're unable to show that you are reducing risks to the public.

Does my event need a risk management plan?

Required:

- Large Organisations or Event Organisers
- Sporting Association or Affiliated Sporting Group
- Music festival
- Street Party / Parade
- Fun Runs
- Market stalls

Not required (but still advisable):

- Small community groups
- Individuals inviting the public to an event/display/etc with written consent (excluding sporting groups)
- Weddings, birthdays, family events

Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks.

This process is called **Risk Management** and in order to know what risks need to be managed, a risk assessment needs to be conducted.

Why does an event need to manage risks?

- To protect and prevent patrons, staff and volunteers from the risk of injury
- To minimise risks associated with damage to property

How do I do a Risk Assessment?

FIND IT

- Grab the Event Risk Management Template from the PFES website here: <https://www.pfes.nt.gov.au/police/community-safety/major-events>
- List all of the hazards or possible situations associated with the event activity that may expose people to injury, illness or disease.
- Use experts or experienced people to advise you on your risk assessment

ASSESS IT

- Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.
- Use the Risk Ranking Matrix in the template.

FIX IT

- After determining the consequences and likelihood of risks occurring, you can now, aim to eliminate, minimise and control the hazards.
- Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.
- Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

EXAMPLES

The following checklist is not exhaustive but can be used to prompt your Risk Management Plan:

People / Hazards	Technical	Trip/Slip Hazards	Health
<ul style="list-style-type: none"> • Disorderly unruly behaviour • Chemical hazards • Public accessing non-public areas of event • Pyrotechnics/Fireworks • Misuse of amusements and rides • Fuels i.e. Petrol, LPG, Diesel • Drug and/or Alcohol affected persons • Criminal Activity 	<ul style="list-style-type: none"> • Overcrowding • Inadequate site management • Terrorism/Bomb threat • Lack of staff briefing • Medical Emergency (i.e. Heart Attack) • Communications failure • Lost Children • Power failure • Water Hazard - drowning • Water failure • Lack of patron awareness of facility locations • Toilet failure • Unregistered food vendors 	<ul style="list-style-type: none"> • Unsafe temporary structures • Electrical cables • Extreme weather • Uneven ground, loose surfaces • Electrocutation/shorting out • Flooring design/surface • Fire • Lighting • Climbing for vantage points 	<ul style="list-style-type: none"> • Traffic congestion • Food poisoning • Collisions • Disease outbreak • Emergency Services access • Animal to human spread of disease • Excessive Noise Levels

COVID-19 Event Restrictions

The 2020 COVID-19 pandemic has placed restrictions on many public activities. Events and public gatherings are considered to be the highest risk activities in contributing to the spread of COVID-19.

All event organisers will be required to follow current COVID-19 restrictions at all times. You can find current advice and requirements here: <https://coronavirus.nt.gov.au>

If you are planning an event on Council land, City of Darwin will request your COVID-19 safety plan in order to issue you with a Permit.

Event Plan

Along with your Risk Management Plan we strongly recommend you put together an event plan, check out the NT Police, Fire and Emergency Services Event Management Plan template here:

<https://www.pfes.nt.gov.au/police/community-safety/major-events>

A basic event plan can include:

- Event overview (as outlined above)
- Event program
- Event site plan
- Event build schedule
- Staff roles and contacts list
- Risk Management / Planning – go to Section 6 of this Guide

Once the event plan is developed and finalised you could distribute copies to:

- City of Darwin
- Asset managers and agencies that have issued permits and approvals
- Your safety officer and chief wardens
- Your event staff
- Your contractors
- The emergency services
- Your volunteers
- Your participants (vendors, traders, performers etc)
- Your event committee and key stakeholders

What is an Event Plan?

“a collection of all of the decisions and arrangements that the event organiser has made to ensure that the event is set up according to the site plan, to ensure that all the contractors know what their responsibilities are and so the public have a safe and enjoyable experience”

Crowded Places and Anti Terrorism

The security and safety of an event, and all that attend, is a shared responsibility of all concerned. Australia's Strategy for Protecting Crowded Places from Terrorism sets out who is responsible for what when considering an event, or general area/space that can be classified as a Crowded Place.

It is encouraged that all owner/operators of a crowded place and relevant stakeholders read the documentation as supplied through the Australian Government website, <https://www.nationalsecurity.gov.au/Pages/default.aspx>, but in particular <https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx> and utilise the Crowded Places Security Audit, and Self-Assessment Tools.

Another aspect to consider is the Escape, Hide, Tell messaging for Crowded Places.

Information and guidance from a National perspective has been developed to provide a nationally consistent message so that no matter where you are in Australia everyone understands what to do in the event of a critical incident. Although best practice is always evolving, the information and guidance as provided through the national website, <https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/escape-hide-tell.aspx>, is a culmination of research both nationally and internationally.

Should you have any questions relating to the Strategy, Crowded Places or Protective Security it is encouraged that you contact the Northern Territory Police via NTCrowdedPlaces@pfes.nt.gov.au



Stakeholder Communications

Section 7 of the Event Application Form

Stakeholder Communications is an important part of event planning as it ensures that members of the public and/or businesses that may be affected by your event are informed of your plans.

City of Darwin may request proof of stakeholder communication in the following instances:

- When an event is inclusive of a street party/parade or procession the event must be publicly advertised at least 7 days prior to the event.
- When an event is inclusive of a Special Liquor License and is inclusive of traffic management the event must be publicly advertised at least 7 days prior to the event.
- When an event is likely to disrupt surrounding residences and businesses

WHAT PLATFORMS CAN I USE TO COMMUNICATE WITH STAKEHOLDERS?

- Television
- Radio
- Email
- Flyers
- Signage
- Meetings
- Verbal consultations (register below)
- Letter drops

Acknowledgment of Consultation Register (Template)

This register is to confirm neighbours are aware of **NAME OF EVENT** plans for **DATE** at **TIME**
Event plans include a **SPECIAL LIQUOR LICENSE** and/or **TRAFFIC MANAGEMENT PLANS** as follows;

- Detail
- Detail
- Detail

DATE	PRINT NAME	RESIDENCE/BUSINESS	SIGNATURE



Works

Section 8 of the Event Application Form

City of Darwin needs to know if your event is planning on setting anything up that may require additional equipment or 'works'. Many events require "works" for the following reasons:

- Set up of large staging or marquees
- Positioning of event decorations
- Transporting of goods onto site
- The use of an EWP (elevated work platform)

In these instances a work zone will be required which will need to be assessed and approved in addition to your 'Event Application/Permit'.

All information in relation to works permits can be found here: <https://www.darwin.nt.gov.au/council/development-permits/permits/works-permits>

Traffic Management

Section 9 of the Event Application Form

If your event is likely to disrupt vehicle or pedestrian traffic you will be required to submit a Traffic Management Plan with supporting Traffic Guidance Scheme.

What is a Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS)?

- A Traffic Management Plan (TMP) is the administration that depicts the design and implementation of temporary traffic management measures whilst the event/project is executed.
- A Traffic Guidance Scheme (TGS) is the supporting diagram that provide an overview site plan of traffic management measures.
- To keep people safe, this plan assists with the continual flow of traffic and the process of safely managing all road users which includes vehicles, cyclists and pedestrians during your event with the minimum level of inconvenience.

WHEN IS A TMP NEEDED FOR AN EVENT?

A TMP is needed for any event that varies the normal operating conditions of any part of City of Darwin and/or NT Government road reserve. For example, if the event/project prevents:

- Normal pedestrian access along a footpath
- Normal use of a vehicle driving or parking lane
- You will need to determine if the road is serviced by either the City of Darwin and/or the NT Government and contact the relevant department.

If your group or organisation is thinking of holding an event which needs to temporarily or partially close a road and/or footpaths under **Regulation 38 of the NT Road Traffic Act** you will require a Traffic Management Plan (TMP).

To find out more about Road Traffic Rules and the NT Road Traffic Act go [here](#).

WHO DESIGNS A TMP?

- Qualified persons who have completed the relevant Advanced Worksite Traffic Management and have current accreditation. Qualified organisations (in alpha order) include:
 - Arafura Traffic Control
 - Core Traffic Control
 - Darwin Traffic Control
 - Trafficwerx
 - Akron

Notification

If required you are responsible for notifying:

- The public no less than 7 days prior to the event
- Local residents
- Businesses that may be affected along the event route must be consulted in writing
- NT Police
- St John Ambulance
- Northern Territory Fire & Emergency Services
- Local bus line and tour companies
- Taxi Companies
- Department of Infrastructure

Approval Process

- Your TMP must be approved by City of Darwin authorised officers (as per your Application)
- If your event is likely to disrupt vehicle or pedestrian traffic and involves activities 'on the road' your application will require NT Police consent

Can I use Event Marshals at my event?

You must use qualified traffic controllers however in some instances event marshals can perform such roles as:

- warning competing cyclists of likely conflicts with approaching traffic (and vice versa)
- offering guidance to pedestrians about safe crossing points
- assisting motorists to locate car parking facilities, etc.

Event marshals shall operate only under the direction of the event organiser or a Police officer who can provide sufficient instruction to the event marshal so that traffic and pedestrian control and guidance is always conducted safely.

You must also consider advice from the NT Fire & Emergency Services:

- Access to buildings must be maintained at all times
- Ensure road can be opened in an emergency
- Access to the following infrastructure must be maintained at all times:
 - Fire indicator panels
 - Fire hydrant boosters
 - Fire sprinkler booster assemblies
 - Above/below ground fire hydrants
 - Access to exit/egress doors of affected buildings
- Specific to The Mall
 - Emergency vehicles access route to be maintained



Environment

Section 10 of the Event Application Form

A sustainable event takes measures to minimise its environmental impact by adopting best management practice in recycling and waste, purchasing and packaging options, and clean-up regime. This can be achieved by following City of Darwin PlasticWise initiative. Find out more [here](#).

How do I make my event environmentally sustainable?

Use this sustainable event checklist to help you make greener decisions:

- I understand that single use plastics are banned for use within the City of Darwin
- I have chosen reusable/ compostable/ biodegradable alternatives in the following instances
 - Straws
 - Containers, cups, bowls, utensils
 - Carry bags
 - Decorations
 - Soaps / detergents
- I acknowledge that Helium Balloon Release is banned on Council Land
- I acknowledge that balloons are considered a single use plastic and should be avoided
- Our event is paperless where possible (ie promoted online)
- The event is accessible by Public Transport
- We have enough bins located in effective areas for patrons to use
- The venue has recycling facilities / I have organised for additional recycling facilities
- Drinking water is available at the venue and/or we have brought our own drinking water onsite inside a large container to prevent the use of plastic water bottles

Your event is an excellent opportunity to raise awareness among your participants, staff and colleagues, service providers, the local community, the wider events community and the general public on the theme of sustainability and sustainable events. Leading by example, you motivate them to take responsible decisions and introduce environmental and social improvements into their own events and organisations.

What are the advantages to having an environmentally sustainable event?

- Reducing waste to landfill
- Fulfilling expectations of the community by leading the way in recycling and sustainability
- Saving the cost of sending waste to landfill
- Saving the cost of clean-up crews during and after the event: a clean site means people are more inclined to keep it clean, which will reduce the clean-up time
- Acknowledging the growing community support for 'green' or sustainable events
- Promoting pride of community and place
- Avoiding fines and embarrassment to both to the public and organisers of the event
- Reducing pollution of waterways either directly or through stormwater pollution
- Reducing litter entering the environment
- Positive promotion and advertising that your event is sustainable



Access and Inclusion (Events)

Section 11 of the Event Application Form

Community members may face barriers when participating in community events in a variety of ways.

Did you know that members of the community could face the following difficulties when attending events?:

- Hearing what is said at your event
- Seeing small print on an invitation or promotional materials
- Climbing steps to a venue
- Using toilets provided

For more detailed information please check out our website: <https://www.darwin.nt.gov.au/community/services/access-and-inclusion/overview>

How can I improve access and inclusion at my event?

We've created a stop light check list for this section of our Event Planning Guide so that you can take measures to make improvements while still being able to hold an inclusive event:






You answered 'no' to most of the questions in this section.
Sound the alarm! Take action to address this area.



You answered 'yes' to some of the questions in this section.
One to watch – you're on the right track, but there is more you could do to increase the accessibility of your event or function. Where access features cannot be implemented, barriers can be addressed by having informed staff available to provide assistance and hiring extra equipment, services or facilities, for example.



You answered 'yes' to all or most of the questions in this section.
Great work – your event or function can be enjoyed by everyone!

ACCESSIBILITY FEATURE	RATING
<p>PLANNING</p> <ul style="list-style-type: none"> • Have you sought advice from an access expert, disability organisations, and/or persons with experience of disability about your event? • How will you respond to accessibility requests? 	
<p>PROMOTIONAL MATERIAL</p> <ul style="list-style-type: none"> • Is there promotional material available in accessible formats? e.g. large print. • Is the text at least a minimum of 12 point type size and is there an absence of background graphics and patterns? • Does the invitation or promotional material list accessibility features, e.g. hearing loops, accessible parking? • Is the language appropriate? e.g. talking about 'accessible toilets and parking' rather than 'disabled toilets and parking'. • Have you encouraged your audience to identify their access requirements? e.g. a sign language interpreter. • Have you provided information about accessible public transport points close to the venue? 	
<p>INDOOR FACILITIES</p> <ul style="list-style-type: none"> • Is there level access to and within the venue with no steps or other barriers: <ul style="list-style-type: none"> - From accessible parking spaces or other arrival points through the main entrance(s)? - To all the areas being used by participants including conference rooms, dining areas, outside areas and exhibition areas? • Are doors easy to open and wide enough for a person using a wheelchair or scooter to get through? • If participants have to use a lift, is it big enough for a person using a wheelchair or scooter to get in and out? • Is there an accessible unisex toilet at the same location as other toilets, or close by? • Is there good lighting and acoustics? • If the venue has an inbuilt PA system, is there also a hearing loop or similar system to assist people with hearing impairment? • Does the venue have clear signage? • Is the venue clear of obstacles and trip hazards? • Do guests have access to a separate, quiet area to allow them to take a break, if needed? 	

ACCESSIBILITY FEATURE

RATING

OUTDOOR FACILITIES

- Are there accessible portable toilets?
- Are there clear signs to identify the location of features such as toilets, first aid points and main event spaces?
- Are there designated areas reserved for people using wheelchairs close to stages or main event areas and good paths of travel to those areas?
- Does the event layout provide for the best access and circulation?



STAFF AND VOLUNTEER ENGAGEMENT

- Have staff been briefed on all the access provisions set in place for the event?
- Is someone responsible for addressing access issues if they arise during the event and do all team members know who that is?
- Do staff have a good understanding of appropriate ways to communicate with persons with a disability? e.g. focusing on the person, not their disability.



OTHER CONSIDERATIONS

- If the event is ticketed, have you considered provision of a number of free or affordable tickets for community members?
- Are processes in place for honouring Companion cards and similar services?
- Is there a broad range of food and drink items for participants to choose from, including for those with special dietary requirements?
- Do participants have access to the safe reporting of harassment or discrimination?



ACCESS APPRAISALS AND DISABILITY AWARENESS TRAINING:

- Association of Consultants in Access Australia Inc. has a list of members who can provide access services and disability awareness training: <https://www.access.asn.au/>

DISABILITY SERVICES:

- The Northern Territory Council of Social Service (NTCOSS) has a directory for accessing up-to-date listings of community sector social services available in the Northern Territory: <https://ntcoss.org.au/directory>

LAW:

- Australian Human Rights Commission: <https://www.humanrights.gov.au/our-work/disability-rights>
- Northern Territory Anti-Discrimination Commission: <http://www.adc.nt.gov.au/>



Accessible Flooring

Temporary flooring is available for hire from City of Darwin that can be used at community events where a flat surface is needed to improve access for people with mobility issues.

- **How to Use:** The flooring rolls out and clips together to create accessible pathways to suit your space.
- **Dimensions:** The flooring is 1.2m wide and comes in rolls of 5m in length. There are six rolls making a total length of 30m. The flooring weighs 4.3kg per square metre and 25kg per roll. It requires 2 people to lift.
- **The hirer must:** Be a not-for-profit organisation, charity or community group, have \$20 million Public Liability Insurance coverage. Complete an application form Accessible Flooring Application Form: https://www.darwin.nt.gov.au/sites/default/files/publications/attachments/event_equipment_application_2019-2020_0.pdf

Operational Requirements

Section 12 of the Event Application Form

We understand that there are many considerations to make when planning an event of any size. We ask that, when you make your application, you consider what aspects of your event may need to be communicated with our operations crews. This will help us to help you to confirm you have everything you need for a successful event!

- Power / Water
- Filming
- Banners
- Fireworks
- Event Equipment
- Venue Advice / Access

Power / Water

Most of our outdoor venues have access to power and water. In the meantime contact us to find out if power or water is available in your ideal location.

Please let us know if you require access as a lot of our locations require key access.

Filming

You might like to film part of your event. City of Darwin encourages film production crews to work in Darwin. You will require a permit for filming on Council Property including parks, bushland, coastal reserves and road reserves. Please ensure that approved permits and associated documents are on site and available for inspection by public authorities for the duration of the shoot.

You can find the application form on our website here: <https://www.darwin.nt.gov.au/explore/managing-an-event/event-planning-guide/getting-started>

Filming Permits are issued according to Provisions of the Local Government Act 2008 (Provision 188, 189) and City of Darwin by-laws 2009 (Provision 109).

Fireworks

You may want to set off fireworks as part of your event. Display fireworks are large fireworks intended for use in outdoor displays. Only holders of a Northern Territory pyrotechnics licence are allowed to apply for a fireworks permit. Fireworks operators must be trained in the use fireworks and operate to a national standard.

For more information refer to the NT Worksafe website here: <https://worksafe.nt.gov.au/safety-and-prevention/fireworks>

You must apply to NT Worksafe with written consent from City of Darwin – please see the application form here: <https://worksafe.nt.gov.au/forms-and-resources/forms/application-for-a-fireworks-display-or-special-effects-permit> – there is a section on this form for the applicant to seek consent from City of Darwin.

Event Equipment

You could be eligible to loan any of the following equipment from us!

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

Apply for all equipment listed above and below using our Event Equipment Application Form which can be found here: https://www.darwin.nt.gov.au/sites/default/files/publications/attachments/event_equipment_application_2019-2020_0.pdf – most of our equipment is FREE of charge unless there are fees listed below.

EVENT EQUIPMENT CONDITIONS:

- Available to loan to non-for-profit organisations, charities and community groups
- Events must be held within the Darwin municipality
- Events must be non-commercial in nature and open to the public
- The event must have public liability insurance

SMOOTHIE BIKES

A fantastic way to get people active and promote healthy living and participation!

A smoothie bike is a stationary bike with a blender attached. Simply pick your smoothie ingredients, attach the blender jug to the bike and spin the blades by pedaling, to create a delicious fruit smoothie.

We have two Smoothie Bikes that may be borrowed free of charge by not-for-profit organisations, charities, community groups and others (at discretion of Council) where utilised for a community event open to the public within the Darwin municipality.

Each Smoothie Bike comes with its own kit of equipment which includes:

- blender jugs
- chopping board
- sharp knife
- a pair of tongs
- A set of allen keys is also included for any minor adjustments.

All this comes with two large plastic tubs which can be used for washing up water and rinsing during your event. All equipment must be fully cleaned before it is returned. You will need to provide:

- Ingredients
- Ice
- Cups
- Containers for cut fruit
- Spoons/scoops/tongs/knives
- Washing up supplies and access to water
- Transport – each smoothie bike is 1.6m in length and 1m high – you will need a ute/trailer

FUN & GAMES EQUIPMENT

Looking to add some extra spark to your event? We have a range of fun and games gear to suit everyone!

SUPER CONNECT 4

(suitable for 3 years +)



Connect 4 in a row vertically, diagonally or horizontally and stop your opponent from doing the same. Great fun for players and spectators alike!

Contains:

- 1 laminated instruction page
- 21 red playing counters
- 21 yellow playing counters
- 1 blue game board
- 1 red bag (hold game board)
- 2 orange stands/legs

Dimensions:

0.87m x 1.15m x 0.6m

Weight: 13kg

MEGA 4 IN LINE

(suitable for 5 years +)



Connect 4 in a row vertically, diagonally or horizontally and stop your opponent from doing the same. Great fun for players and spectators alike!

Contains:

- 21 green playing counters
- 21 yellow playing counters
- 2 half red game board pieces
- 2 red release/hold sliding mechanisms
- 2 blue stands/legs

Dimensions:

1.15m x 1.22m x 0.57m

Weight: 18kg

PLASTIC STILTS

(suitable for 3 years +)



These stilts are made of strong plastic and have a broadened edge for extra stability.

Contains:

- 1 plastic storage container with:
- 6 yellow bucket stilts
- 6 blue bucket stilts
- 2 red stepping stones
- 2 blue stepping stones
- 2 green stepping stones

All pieces must be CLEANED and DRIED before being packed away.

Dimensions:

Container: 55cm x 38cm x 32cm

Weight: 5kg

Plastic Stilts: 12cm (H) x 10.5cm (D)

Stepping Stones: 16cm (H) x 10.5cm (D)

GIANT SNAKES AND LADDERS



Players physically move around the board when the huge inflatable dice is thrown. The winner is the first to move from one corner to the opposite. This game can be played both indoors and outdoors.

Contains 1 green storage bag with:

- 1 laminated instruction page
- 1 mat (3m x 3m)
- 1 foam dice (singular for dice)

All pieces/mat must be CLEANED and DRIED before being packed away.

Dimensions:

1x Green storage bag

Weight: 8kgs

LARGE 60cm PLASTIC CHESS PIECES

(suitable for 5 years +)



This large 60cm set is a perfect size for outdoor play. Made from durable plastic this set can be played by all ages. Set comes complete with 32 regulation pieces. Each playing piece consists of a base and upper unit. Ballast can be added to the base in the form of sand to maintain stability in high winds.

Contains 3 storage bags with:

1st storage bag:

- 1 laminated instructions page
- 1 mat (3mx3m)
- 2 Queens, 2 Kings, 4 Bishops (max 60cm high and 22cm diameter base)

2nd storage bag with:

- BLACK ONLY: 8 Pawns, 2 Knights, 2 Rooks

3rd storage bag with:

- WHITE ONLY: 8 Pawns, 2 Knights, 2 Rooks

Total of (16) WHITE pieces & (16) BLACK pieces

All pieces/mat must be CLEANED and DRIED before being packed away.

Dimensions:

3 Bags measure 47cm x 47cm x 107cm each

Weight: 35kgs for total set

LARGE PARACHUTE – 700cm WITH 16 HANDLES

(suitable for 3 years +)



The brightly coloured parachute is washable, made from quality nylon and heavily reinforced in all key stress areas.

A parachute play book with over 150 games to play indoors and outdoors all year round is included.

Contains 1 storage bag with:

- 1 rainbow coloured parachute (7m diameter)
- 1 playbook

Dimensions:

Container: 60cm long x 12cm diameter bag

Weight: 3kg

RING TOSS GAME (QUOITS)

(suitable for 3 years +)



Classic game with a unique twist... the individual posts allow for open ended play. Place them close together for the youngest players or spread them to create a more challenging game for more experienced players. Set includes 5 colour hand-painted wooden posts and 6 rope rings with wooden beads.

Contains:

- 3 blue rope rings
- 3 red rope rings
- 1 board with 9 upright pegs connected

Dimensions:

Board: 36cm x 38cm

Weight: 3kg

ON TARGET

(suitable for 3 years +)



On Target is a great new game that uses three Frisbees and adds skill with a target to aim for. Players take turns to throw the 3 Frisbees from a distance, aiming to land them on the large 3m diameter target mat. Points are scored according to which ring of the target your Frisbees land on.

Contains 1 green storage bag with:

- 1 mat (3m x 3m)
- 6 frisbees (3cm x 22cm-for older children)
- 6 bean bags (for younger children)

All pieces/mat must be CLEANED and DRIED before being packed away.

Dimensions:

1x Green storage bag
Weight: 5kg

HI TOWER (MEGA JENGA)

(suitable for 5 years +)



Build the tower then take it in turns to remove a piece and add it to the top without making the whole tower tumble. The higher you reach the more unstable and the bigger fun it becomes!

Hi-Tower builds from approximately 0.9m at the start of the game to around 1.5m during play.

Contains:

1 plastic storage crate with:

- 28 wooden blocks (29cm x 7cm x 4.5cm)

1 plastic storage crate with:

- 28 wooden blocks (29cm x 7cm x 4.5cm)

Dimensions:

Crates: 36cm x 31cm x 36cm each
Weight: 15kg each
crate
30kg total

SUMMER SKIS (4 PAIRS)

(suitable for 4 years +)



Summer skis look easy to use, but it can be difficult to keep everyone in step.

Made of wood with anti-skid rubber pieces which protect the floor when used indoors.

Skis sit 6cm off the ground due to rubber bits on the bottom.

Contains 1 large mesh bag with:

- 8 red skis (90cm x 3cm x 1cm)

Dimensions:

1x Black storage bag
Weight: 7kg

FLEXIBLE RUBBER BLOCKS (SET OF 100)

(suitable for 2 years +)



Giant, colourful interlocking blocks for fun-filled building play. A total of 100 light, soft and durable blocks in all.

Contains 1 large plastic storage container with:

- 16 big blocks (25cm x 7cm x 10cm)
- 52 small blocks (17cm x 17cm x 10cm)
- 8 big slant blocks (25cm x 7cm x 10 cm)
- 24 small slant blocks (17cm x 17cm x 10cm)

All pieces must be CLEANED and DRIED before being packed away.

Dimensions:

75cm x 45cm x 50cm
Weight: 18kg

TIC TAC TOE TOSS GAME

(suitable for 5 years +)



You're right on target with this game! A great eye-hand coordination game for all ages.

Combines skill, strategy and luck. It's Tic Tac Toe with a twist – the X's and O's spin! Go for three in a row or flip over an opponent's letter ... the action switches back and forth again and again!

For 2 to 4 players, ages 5 and up.

Contains 1 plastic storage container with:

- 1 board
- 6 bean bags

Dimensions:

Container: 55cm x 38cm x 32cm

POWERPULL® TUG OF WAR ROPE 15m (50')

PowerPull® Tug of War Rope 15m (50') with pull loops (14 to 28 players).

Made from 5cm wide ultra-lightweight industrial webbing with a total pulling pressure exceeding 4,500kg.

Every rope has two pull loops for each player giving a total body balance in competition or players can use one pull loop for each when using for team games resulting in twice the participation.

Contains 1 storage bag with:

- 15m tug of war rope

Dimensions:

Rope length: 15m (50')

Width: 5cm

WALKABOUT GAME

The Walkabout Game is suitable for 2-4 players, over 3 years old.

The game is an Indigenous interpretation of "Snakes and Ladders".

Contains 1 storage bag with:

- 15 pieces of game mat.
- 1 red foam dice.

Indoor use only.

Dimensions:

1x Purple storage bag

PA EQUIPMENT

Our sound equipment provides an affordable and accessible alternative for community groups, young bands and artists who need a PA (sound) system for events. The equipment can be used for small concerts or as a public address system for a variety of events and productions.

There are two different sized kits available:

- MIPRO Portable Sound System – \$55
- PA System – \$105

MIPRO PORTABLE SOUND SYSTEM

- All in one speaker on wheels with retractable handle
- Rechargeable battery
- One vocal microphone (3.5m cable)
- Two inputs
- Suitable for MCs, welcome to country, speeches to small crowds, playing pre-recorded music, solo singers, walking tours of historical sites or gardens (firm pathways)
- The equipment is to be transported in an enclosed vehicle



PA SYSTEM

- Professional sound technician required
- 22channel mixer, 4 speakers, 2 vocal mics, 1 instrument mic, 2 Dis, leads and stands
- Large sedan or station wagon required to transport
- Suitable for crowds of up to 300 people, DJs, soloists, small bands
- The equipment is to be transported in an enclosed vehicle

Not sure what you need?

Contact us on g.gear@darwin.nt.gov.au OR the Technical Manager on 0491 283 311 (Technical Manager can only provide technical advice and isn't available for assistance with bookings or payment enquiries).

PROMOTIONAL BANNERS

Promotional Banners are a great way for you to promote your event! We have two types of banner sites available:

- Street Light Banners – price on application
- Static Banner Sites
 - Non Profit – \$70
 - Commercial – \$170
 - Release Fee – \$135
 - Cancellation Fee – \$25

https://www.darwin.nt.gov.au/application_to_display_banners

STREET LIGHT BANNERS

City of Darwin manages a program of banner displays on street light poles in the Darwin municipality or community events.

If you would like further details or to book spaces, please contact our Customer Experience team 08 8930 0300.



Fixed Banner Sites

There are 5 locations designated for static, horizontal banner displays across Darwin, some with multiple spaces:

- Gardens Oval Banner Site
 - Suitable for four banners
 - 5m x 0.8m per space or two sites
 - 10m x 0.8m or 5m x 1.6m maximum
- Stuart Highway (between Amy Johnson & Farrell Crescent)
 - Suitable for two small or one large banner
 - 6m x 1m maximum (small banner)
 - 6m x 2m maximum (large banner)
- Cnr McMillans and Bagot Roads
 - Suitable for two small or one large banner
 - 5m x 2m maximum (small banner)
 - 10m x 2m maximum (large banner)
- Bagot/Ludmilla Overpass (outbound only)
 - 10m x 1m maximum
- Trower Road Overpass (inbound and outbound)
 - 10m x 1m maximum

Site Meetings, Advice and Venue Conditions

The City of Darwin Event Logistics Officer, where required, will invite the event organiser to pre and post-event site meetings so that all parties can make an assessment and agree on the condition of the site before and after the event.

This will ensure a fair and reasonable calculation is made regarding the level of remediation works required.

Some examples of damages that may occur during events include:

- Damage to public infrastructure, including fencing, rubbish bins, park benches, barbeques, bollards and light poles;
- Oil stains and heat damage on pavement, roads and grass left by vehicles or food vendors;
- Damage to or loss of turf cover;
- Damage to irrigation infrastructure, including sprinkler heads by vehicles driving over them or underground irrigation lines from pegging;
- Damage to the structure of trees, including their limbs;
- Vehicles wheel ruts left in the grass or bogged vehicles; and
- Compaction due to infrastructure or a concentration of patrons in one area.

EFFECTS OF DAMAGES IN PUBLIC SPACES

The longer term effects of damages in public spaces that may be caused by events include:

- Displacing or restricting future events booked at the same location;
- Causing undue stress to the environment;
- Cumulative effects on the environment including soil compaction and tree stress as a result of appropriate remediation not occurring following an event;
- Contributing financial stress to the event organiser for potentially unbudgeted remediation costs; and
- Restricting public use of Park Lands while remedial work is undertaken.

REDUCING VENUE DAMAGE

There are a number of measures that event organisers can put in place to protect public spaces. These include:

- Liaising with City of Darwin regarding Site Access Management Plans – Site Access Management Plans should be based around the location of assets within a site;
- Managing contractors entering and exiting the site to ensure that agreed Site Access Management Plans are adhered to; and
- Arranging for the location and mark out of underground assets (e.g. gas, electricity, mains, water and telecommunication lines) by a Certified Service Locator.



Terms & Conditions

When applying for an Event Permit you will sign the application form that confirms you agree to all Terms and Conditions set out below.

LIABILITY

1. 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.
2. Any damage which is not considered to be normal wear and tear will result in the forfeiture of all or part of security deposit.
3. The hirer is responsible for 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 & Charges. An area used for an evening function must be cleaned up by 10.00 am the following morning.
4. 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 his 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 for the premium paid in respect thereof.

NOTIFICATION

5. It is the responsibility of the applicant to allow no less than 10 business days and up to 6 months notice to allow the application to be reviewed and processed.
6. Where an event requires road closures and modified traffic conditions the applicant must advertise at least 7 days prior to the event in the form of a Public Notice in the NT News.
7. Where the City of Darwin has actively given support to an event such as in-kind assistance ie. waiver of fees, appropriate recognition must be given to the role of the City of Darwin in such celebrations.
8. Council reserves the right to refuse any booking.
9. 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.

RESTRICTIONS

10. The hirer must not dispose of ice or oil onto grass/turf.
11. The introduction of music/PA System is not permitted unless authorised by a Council Officer. If authorised amplification must be kept to a minimum so as not to disturb adjoining traders and the general public.
12. The introduction of; stakes/pegging into the turf; music/PA Systems; vehicle traffic; placement of hangings/ infrastructure in trees; generators; bollard access; is not permitted unless authorised by a Council Officer.
13. No vehicles are to be driven upon a park, reserve or oval without approval of Council. To prevent root zone compaction, no vehicular traffic to be permitted within a diameter twice that of a tree's crown perimeter.
14. No pegs, stakes or other like devices are to be driven into the surface of a park, reserve or oval without approval of Council.
15. The use of confetti is not permitted.
16. No footpath, carriageway or access area is to be obstructed by hirer.
17. The Event Permit does not entitle the hirer to exclusive use of the area.
18. The Event Permit access may be revoked due to weather conditions.
19. All functions/events are to be completed by 12.00 midnight
20. The hirer shall at no point release helium balloons on Council Land as part of this Event.
21. The hirer shall ensure that no food is sold at this function/event without a Territory Health Services Permit. Stallholders must comply with all relevant legislation.
22. The hirer shall at all times adhere to Councils Single Use Plastic Policy and must make all efforts to use compostable products. Council reserves the right to revoke the hirer's event permit or refuse further bookings if these conditions are not met to the satisfaction of Council.
23. The Cenotaph Area in Bicentennial Park has an exclusion zone of three meters from the front of the steps. Events in the Cenotaph Area are restricted to low scale, alcohol free events
24. Lake Alexander is a restricted water space – no motorised vehicles are permitted at any time.





Harry Chan Avenue
GPO Box 84 Darwin NT 0801
For enquiries phone us from 8am – 5pm on 8930 0300
darwin@darwin.nt.gov.au

darwin.nt.gov.au