

****Application form must be submitted four (4) weeks before intended use****

****We endeavour to support all requests, however in some instances the proposed event may not be deemed appropriate and therefore may not be approved****

If the gathering is 70 people or less, a permit will not be required.

If organising a community event, the 'Event Application Form' must be completed (see website).

Please note

This booking does not grant the applicant exclusive use of any part of a reserve or foreshore as the reserves and foreshores are public areas and are to remain accessible to all.

APPLICANT DETAILS

Name:			
Postal Address:			
Daytime Contact Number:		Email Address:	

Hereby make application to the City of Onkaparinga for the use of:

On _____ between the hours of _____ and _____

Anticipated attendance: _____ people (including children)

PUBLIC LIABILITY INSURANCE

Individuals must meet the guidelines of the Ad-hoc and Occasional Hirers Insurance Policy facilitated by Council. This insurance will be applied for an administration fee of \$15.00.

Clubs, groups or companies must attach evidence of public liability insurance to a **minimum** of \$20 million to this application. Insurance is subject to review in accordance with council's use of community land/building risk matrix on a case by case scenario.

SET-UP ARRANGEMENTS

In the space below please provide a summary of your proposed use for consideration. Your summary will be used as the basis for the information that will be distributed to relevant Council departments for the purpose of assessing your application.

Please note the following and detail if you intend to use such items:

- Weighted-only shade covers are permitted (as the reserves are irrigated);
- Music and PA System, if used, are to be at a low level volume.

Subject to any variation by Council, any permit issued is subject to:

- The general and/or special conditions which Council determines, including the provision of all appropriate insurances as required; and
- [Payment of the prescribed fee](#) (invoiced separately when the use is approved, non refundable).

Please submit application:

Click here to submit via email
mail@onkaparinga.sa.gov.au



By post or fax to:
 Permits and Licences Officers
 City of Onkaparinga
 PO Box 1
 NOARLUNGA CENTRE SA 5168
 Fax 8382 8744