



City of  
**KINGSTON**



# EVENT GUIDE

ORGANISING YOUR EVENT IN THE CITY OF KINGSTON

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## Introduction

The City of Kingston actively encourages local events to be held on land owned or managed by Council. Kingston is home to many parks, open spaces and community halls that are available for the community to use and enjoy.

This guide offers important information about holding events on public land, whether you're holding a small private celebration or you are a commercial operator planning a major public event. It also contains contact details for booking local community halls.

Formal approvals may be needed to hold your event, depending on the size of the gathering and the equipment needed on-site. However if your event has no entry charge, has a small number of attendees and you do not require any additional structures (such as a marquee) then no formal event approval is required.

Please visit [kingston.vic.gov.au/events](http://kingston.vic.gov.au/events) or phone 1300 653 356 for further information.

### YOUR RESPONSIBILITIES WHEN PLANNING AN EVENT

Whether your event is large or small, every event organiser is responsible for:

- selecting an appropriate venue and date
- planning and programming the event activities
- preparing and managing a budget
- obtaining all relevant permits and licenses
- obtaining appropriate insurance, including Public Liability Insurance
- obtaining relevant permits and licenses issued by Council or other Government agencies
- preparing a site plan and map of the venue.

For major public or commercial events, organisers are also responsible for:

- hiring, training and supervising staff, contractors and volunteers
- event plan outlining bump in and out times and details
- undertaking and preparing a risk assessment
- preparing an emergency management plan
- preparing and submitting a traffic and parking management plan for Council approval
- preparing an alcohol management plan (including obtaining a liquor licence)
- preparing a waste management plan
- obtaining appropriate WorkCover insurance.

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## Planning an event

DO I NEED FORMAL APPROVAL OR TO LET ANYONE KNOW I AM PLANNING AN EVENT?

### **Small private functions – no approval or notification required**

- less than 100 people
- using only existing infrastructure (such as BBQs, chairs, shelters)

*Please note: Park facilities, including BBQs, cannot be reserved for functions and are available on a 'first-in' policy.*

### **Weddings – approval required**

- Permit required
- Public liability insurance required
- BYO equipment (such as arch, tables, chairs)

*Please note: Park facilities, including BBQs, cannot be reserved for functions and are available on a 'first-in' policy.*

### **Large private functions – approval required**

- more than 100 people AND/OR
- BYO equipment (such as marquee, tables, chairs)

*Please note: Park facilities, including BBQs, cannot be reserved for functions and are available on a 'first-in' policy.*

### **Public community event/ Commercial event – approval required**

- Event open to the public AND/OR
- Event run by a commercial entity

**If your planned event requires approval, an Event Notification Form must be completed and submitted for approval.**

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## Event notification forms

Event notification forms can be completed online at [kingston.vic.gov.au/events](http://kingston.vic.gov.au/events)

We recommend event notification forms are lodged as early as practicable well in advance of your planned event.

All submissions are reviewed by Council's Events team who will work with you to ensure events are well-planned and safe for guests and other park users.

If you have any questions or require assistance completing the Event Notification form please visit [kingston.vic.gov.au/events](http://kingston.vic.gov.au/events) or contact a member of the Events team on 1300 653 356.

### HOLDING A WEDDING OR LARGE PRIVATE FUNCTION

NOTE: Please allow for a minimum notice period of four weeks for Event Notification forms to be processed for weddings, private events, and events being held on sports reserves.

Any facilities within Council-owned or managed parks or reserves are available for public use on a 'first-come, first-served' basis and cannot be reserved. When you are given event approval it does not ensure exclusive use of the area and a member of your party is advised to arrive early to secure the space.

Issues to consider when planning your event:

- Is the proposed location suitable?
- Have you considered the safety of all attendees and researched your responsibility as event organiser?
- Have all relevant laws and regulations, including alcohol free zones, liquor licensing etc been investigated?
- How will you minimise any potential inconvenience to surrounding residents and businesses, including managing excessive noise?
- Have you considered accessibility of the site and required facilities such as toilets?
- How will you prevent damage to the park?
- Is there adequate parking and how people will get to the site?

### Public liability insurance

Public liability insurance is required for:

- Weddings
- Events where temporary infrastructure (i.e. larger structures or additional equipment) are used.

### Site map

Event organisers must submit a detailed aerial view of the site to show where the event will take place and the location of any additional infrastructure or temporary structures.

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## Temporary structures

Permission, along with public liability insurance, is required to use temporary structures on land owned or managed by Council. These include:

- marquees
- staging
- temporary flooring
- large amount of chairs
- wedding arches.

All structures must be secured using weights **not** stakes or pegs. (Please discuss the issue with the Events team if weighting is unsuitable in a particular situation).

Event organisers (or their engaged contractor) are responsible for ensuring structures are correctly installed, have undergone regular maintenance and comply with Australian & manufacturer standards.

## HOLDING A PUBLIC COMMUNITY EVENT OR COMMERCIAL EVENT

A minimum of nine weeks' notice is required for major public events and commercial events. This time allows the Events team to seek feedback on the event from relevant Council departments, to review documentation supplied and provide formal approval for the event.

If a commercial event is approved then a licence is issued and exclusive use is given. A licence fee will be charged and a refundable bond may also be charged, depending on the nature of the event.

Issues to consider when planning your event:

- Is the proposed location suitable?
- Have you considered the safety of all attendees, volunteers and staff plus researched your responsibility as event organiser?
- Have all relevant laws and regulations, including+ alcohol free zones, liquor licencing, applying for an Occupancy Permit etc been investigated?
- How will you minimise any potential inconvenience to surrounding residents and businesses, including managing excessive noise?
- Have you considered accessibility of the site and required facilities such as toilets?
- How will you prevent damage to the park?
- How will you manage litter during the event, and the removal of this waste following?
- Is there adequate parking for both patrons and contractors?
- Will people drive, walk, cycle or use public transport to get to the event?
- Will people be able to move safely around the site? Is a traffic management plan needed?



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## Public liability insurance

Public liability insurance is required:

- for any public or commercial events
- if temporary infrastructure is to be used
- if roads or footpaths are impacted by the event
- if fireworks or pyrotechnics are to be discharged
- if food or alcohol will be sold
- if an entry fee is charged
- at the discretion of the Council Officer if there is identified risk associated with the event.

Event organisers are responsible for obtaining public liability insurance to cover the event and should check with contractors and service providers to find out if the contractor holds adequate insurance or if additional insurance is required.

## Site map

Event organisers must submit a detailed aerial view of the site including:

- Available power supply and location
- Availability and location of water outlets to supply wash basins for bathrooms and vendors, and hydration stations for patrons.
- Access and exit points, with consideration given to crowd movement, accessibility on foot and by vehicle, stairs and ramps, emergency evacuation points and thoroughfares.
- Dimensions and placement of temporary structures including marquees, shelter, temporary flooring and staging. (Please see below for further information regarding the use of temporary structures).
- Availability of parking for both patrons and contractors and any disruptions to existing parking arrangements.
- Traffic impacts including potential road closures or use of the road reserve such as use of footpath and nature-strips.
- If there will be any impact to traffic due to the event, a professional Traffic Management Plan (TMP) will be required to be submitted, there may be a fee to have this assessed by Council's Traffic team.
- Toilet provisions and locations.
- Where noise amplification will occur.
- Location of first aid, emergency control centre and patron event information.
- Placement of event signage, including emergency signs.
- Location of any water hazards.
- Placement of lighting for during the event, and to facilitate patrons exiting the event.
- Location of recycling and waste disposal facilities.
- Location of exclusion zones and emergency exits for patrons.

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## Temporary structures

Permission, along with public liability insurance, is required to use temporary structures on land owned or managed by Council. These include:

- marquees
- staging
- temporary flooring
- storage containers
- amusement rides and inflatables
- large amounts of tables and chairs.

All structures must be secured using weights **not** stakes or pegs. (Please discuss the issue with the Events team if weighting is unsuitable in a particular situation).

Event organisers (or their engaged contractor) are responsible for ensuring structures are correctly installed, have undergone regular maintenance and comply with Australian & manufacturer standards.

It is the responsibility of the event organiser to ensure an Occupancy permit, if required, has been applied for and a site inspection undertaken before the event is opened to patrons. The maximum occupancy of the structure should be adhered to at all times. The Events team are available to offer assistance if required.

In the case of extreme weather contingency plans for temporary structures should be considered, as part of any emergency management plan.

## REQUIREMENTS WHEN PLANNING YOUR EVENT

### Permits and Licences

A range of permits and licences may need to be applied for and granted to ensure your event is safe and risk-free for patrons, staff and volunteers and adheres to all legislative requirements.

These may include:

- Occupancy Permit or Place of Public Entertainment (POPE) permit
- Valid liquor licence (alongside an alcohol management plan)
- APRA permission or licence for the use of live or pre-recorded music
- filming permissions
- Council-approved Traffic Management Plan if the event will impact on footpaths or roads
- food vendors to be registered with Streatrader
- Civil Aviation Safety Authority and Worksafe approval for fireworks and pyrotechnics.

You may also need to consider notifying relevant authorities if your event will impact on public transport. Staff and volunteers may also be required to have current Working With Children Checks. Please contact the relevant agencies to ensure you are adhering to current legislation.

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## Risk assessment

Major events held on Council-owned or managed land will need to submit a risk assessment with their Event Notification form, for Council approval.

Risk assessments should provide details relevant to the nature and scale of the event and should include contingency plans in case there is a change in weather conditions.

Compiling a risk assessment is an important aspect of organising a major, public or commercial event and key personnel should be involved in the process to identify any potential risks.

The assessment should outline steps that can be taken to reduce risk and impact, and show how these steps will be communicated to all staff so they can manage issues promptly and efficiently.

Consideration should be given to compiling and circulating clear procedures for staff, volunteers or contractors. These procedures should be included in an emergency management plan (see below).

Below is an overview of the process to compile a risk assessment:

- identify all potential risks and hazards
- assess the likelihood of these occurring and the consequences of each, if they should occur
- apply a risk rating to each risk, those with the highest scores should be looked at as a priority
- identify any actions that can be taken to eliminate or reduce the risk
- allocate the action to a nominated person
- set a deadline for the action to be completed
- record the status of the action until completed.

Areas for consideration when compiling a risk assessment include:

- crowd management, including responsible service of alcohol
- correct management of hazardous substances
- contractor management
- fire and water hazards
- electrical and gas safety
- sharps and syringes
- inclement weather, UV exposure
- slip, trip, fall and burn hazards
- vehicles and machinery, including hazardous equipment
- manual handling and heights.



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## Emergency management plans

Emergency management plans should be developed through the risk assessment process. The level of detail included will depend on the size and nature of the event. Areas for consideration include:

- allocation of specific responsibilities to staff or volunteer positions
- allocation of specific roles including the nomination of a safety officer, area wardens and fire wardens
- clear evacuation routes and assembly points
- how emergency services will access the site
- communication systems to be used including emergency contact numbers.

It is advisable to seek professional safety management advice to assist with the completion of a risk assessment and emergency management plan.

Event organisers should also seek professional advice regarding the provision of emergency services for events.

## Community notification

Residents, local businesses and community groups who may be affected by the event must be given written notification three weeks prior to it occurring. This notification should highlight issues including:

- music and noise
- changes to traffic conditions, including restricted access, road closures and parking
- food sales
- increased visitors to the area
- contact details of event organisers, including .

## Food safety

In Victoria, under the Food Act, all food businesses that prepare, store and handle food for sale require registration with their local Council using *Streatrader*.

*Streatrader* is the online registration tool for community groups and businesses selling food. Trade cannot occur until registration is complete. Visit [streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au) for more information.

## Alcohol and liquor licensing

The Liquor Control Reform Act states that event organisers must hold the appropriate Liquor License and all service staff must hold a Responsible Service of Alcohol (RSA) Certificate.

There are areas within the City of Kingston where public alcohol restrictions are in place, please visit [kingston.vic.gov.au](http://kingston.vic.gov.au) for further information on locations and restrictions.

## First aid

Event organisers should seek advice from first aid providers to determine the level of first aid cover required before, during and after the event. This information should be included in risk assessment and emergency management plans.

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## Staff, contractors and volunteers

Event organisers have legislative obligations to protect the health and safety of employees and volunteers. Event organisers should ensure that all staff (paid and voluntary) hold appropriate qualifications or licenses and make certain that appropriate insurance is in place for all workers. Visit [worksafe.vic.gov.au](http://worksafe.vic.gov.au) for further information about health and safety obligations.

## Toilets

Toilets must be provided and maintained in a clean state during the set-up and delivery of events, ensuring they are accessible for all patrons. Event organisers will have access to permanent facilities on Council owned or managed land, but may need to consider providing temporary toilets to complement these facilities.

Please visit [kingston.vic.gov.au](http://kingston.vic.gov.au) or call 1300 653 356 for further information or assistance to hold your event.

## Fireworks and Pyrotechnics

In Victoria, only licensed pyro technicians holding public liability insurance are permitted to discharge fireworks. Applications for a single-occasion license should be made by a licensed technician to WorkSafe Victoria.

The technician will formally notify the relevant authorities including fire services, Victoria Police and the Civil Aviation Safety Authority. Documentation demonstrating that local residents and businesses have been notified by letter-drop may also be required.

Permission must also be obtained from Council if fireworks or pyrotechnics are to be discharged on Council-owned or managed land, this information should be included on the Event Notification form. Fireworks discharged on private land also require notification to be made to Council.

## Promoting your event

There is a full list of available billboard locations within Kingston available at [kingston.vic.gov.au/events](http://kingston.vic.gov.au/events). These must be booked before a billboard is placed on these sites, to book a billboard location please contact 1300 653 356.

BELOW IS A LIST OF THE FEATURES OF PARKS AND RESERVES WITHIN THE CITY OF KINGSTON. PLEASE USE THIS LIST AS A GUIDE WHEN CHOOSING AN EVENT LOCATION.

Reserve name	Location	Open space	Public toilets	Picnic tables	BBQ	Playground	Alcohol restrictions	Community hall	Sports facilities	Pavilion	Bike track	Walking track	Skate park	Suitable events			
														Weddings	Small event	Large event	Commercial event
<b>Aspendale</b>																	
Aspendale Foreshore	Parking via Gnotuk Avenue	✓	✓				✓							✓	✓		
Attenborough Park	Station Street	✓	✓								✓	✓					
Browns Reserve	Browns Lane	✓	✓						✓	✓	✓	✓			✓		
Illuka Reserve	Illuka Avenue	✓				✓									✓		
LL Stevenson Reserve	Hickman Avenue	✓				✓								✓	✓		
Regents Park	Sixth Avenue	✓	✓			✓		✓	✓	✓							
<b>Bonbeach</b>																	
Bonbeach Foreshore	Parking via Williams Grove	✓	✓			✓								✓	✓		
Bonbeach Sports Reserve	Cannes Avenue		✓			✓		✓	✓	✓							
<b>Carrum</b>																	
Carrum Foreshore	Parking via Stephens Street		✓	✓	✓		✓							✓	✓		
Roy Dore Reserve	Dyson Road	✓	✓			✓		✓	✓	✓					✓		
<b>Chelsea</b>																	
Beazley Reserve	142-172 Thames Promenade	✓	✓					✓	✓	✓					✓		
Bicentennial Park	Thames Promenade	✓	✓	✓	✓	✓			✓	✓		✓	✓	✓	✓	✓	✓
Chelsea Foreshore	Douglas Lane	✓	✓	✓	✓	✓	✓							✓	✓		
Chelsea Recreation Reserve	Beardsworth Avenue		✓						✓	✓							
Chelsea Reserve	Showers Avenue	✓		✓				✓						✓	✓		
Edithvale Foreshore Reserve	The Esplanade	✓	✓	✓	✓	✓	✓				✓	✓					

Reserve name	Location	Open space	Public toilets	Picnic tables	BBQ	Playground	Alcohol restrictions	Community hall	Sports facilities	Pavilion	Bike track	Walking track	Skate park	Suitable events			
														Weddings	Small event	Large event	Commercial event
Edithvale Recreation Reserve	Edithvale Road		✓		✓				✓	✓	✓						
Heights Park	Thames Promenade	✓				✓											
Victory Park	The Strand	✓	✓		✓										✓		
<b>Cheltenham</b>																	
Glyn Reserve	Glyn Court	✓			✓	✓											
Highett Reserve	Turner Road		✓	✓	✓	✓			✓	✓							
Kingston Heath Reserve	Farm Road	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
Le Page Reserve	Argus and Herald Streets	✓	✓		✓	✓			✓	✓							
Sir William Fry Reserve	Nepean Highway	✓	✓	✓	✓	✓						✓	✓	✓	✓	✓	✓
Stanley Avenue Playground	Stanley Avenue	✓	✓	✓													
<b>Clarinda</b>																	
Bald Hill Park	Bunney Road		✓	✓	✓	✓						✓			✓	✓	✓
Grange Reserve	Osborne Avenue		✓	✓	✓	✓	✓		✓						✓		
Keeley Park	Main Road		✓	✓	✓	✓	✓	✓	✓	✓		✓					
Namatjira Park	Springs Road	✓	✓	✓	✓	✓			✓	✓		✓		✓	✓	✓	✓
<b>Dingley</b>																	
Chadwick Reserve	100 Howard Road	✓	✓			✓			✓	✓					✓		
Dingley Reserve	Marcus Road	✓	✓		✓	✓	✓		✓	✓							
Rowan Road Reserve	Rowan Road		✓			✓	✓		✓	✓							
Springs Road Reserve		✓												✓	✓	✓	✓
<b>Mentone</b>																	
Dolomore Reserve	First Street		✓			✓			✓	✓							
Keith Styles Reserve	Mentone Parade					✓								✓	✓		
Mentone Foreshore	Naples and		✓	✓	✓		✓					✓		✓	✓		

Reserve name	Location	Open space	Public toilets	Picnic tables	BBQ	Playground	Alcohol restrictions	Community hall	Sports facilities	Pavilion	Bike track	Walking track	Skate park	Suitable events				
														Weddings	Small event	Large event	Commercial event	
	Beach Roads																	
Mentone Racecourse Reserve	Glenelg Drive	✓	✓	✓	✓	✓			✓			✓		✓	✓	✓	✓	✓
Mentone Reserve	Brindisi Street	✓	✓			✓									✓			
Southern Road Reserve	Southern Rd and Broome Ave		✓	✓	✓	✓			✓	✓					✓			
<b>Moorabbin</b>																		
Dane Road Reserve	Dane Road	✓						✓	✓	✓							✓	
GR Bricker Reserve	Rowans Road	✓	✓	✓	✓	✓		✓	✓								✓	
<b>Mordialloc</b>																		
Ben Kavanagh Reserve	McDonald and Chute Streets	✓	✓						✓	✓							✓	
Doug Denyer Reserve	Crown Avenue	✓	✓						✓	✓	✓						✓	
George Woods Reserve	Governor Road		✓		✓	✓			✓			✓					✓	✓
J Grut Reserve	Governor Road		✓						✓	✓			✓				✓	
Kevin Hayes Reserve	Crown Avenue	✓	✓						✓	✓	✓						✓	✓
Mordialloc Foreshore	Beach Road	✓	✓		✓	✓	✓				✓	✓		✓	✓	✓	✓	
Peter Scullin Reserve	Beach Road	✓	✓	✓	✓	✓					✓	✓		✓	✓	✓	✓	✓
<b>Oakleigh South</b>																		
Dales Park	570 Warrigal Road	✓	✓			✓			✓	✓							✓	✓
<b>Parkdale</b>																		
Gerry Green Reserve	Nepean Highway and Imes St		✓	✓		✓			✓	✓								
Parkdale Foreshore	Beach Road	✓	✓	✓	✓	✓					✓	✓		✓	✓			
Walter Galt Reserve	Brisbane Terrace		✓			✓			✓	✓							✓	

COMMUNITY CENTRES AND HALLS AVAILABLE FOR HIRE WITHIN THE CITY OF KINGSTON.

PLEASE CONTACT INDIVIDUAL CENTRES FOR DETAILS ON THEIR SUITABILITY FOR EVENTS.

Name	Address	Contact Details
<b>Aspendale</b>		
Aspendale Gardens Community Centre	Kearney Drive	9587 5955 <a href="mailto:enquiries@agcsinc.org.au">enquiries@agcsinc.org.au</a>
<b>Carrum</b>		
Carrum Community Hall	Corner Dyson and Walkers Road	1300 653356 9556 4480
<b>Chelsea</b>		
Chelsea Function Centre	Station Street	9772 1873
Chelsea Activity Hub	Showers Avenue	9773 9735 <a href="mailto:Chelseaactivityhub@kingston.vic.gov.au">Chelseaactivityhub@kingston.vic.gov.au</a>
AT Neiman Hall	Baxter Avenue	1300 653 356 9556 4480
Chelsea Heights Community Centre	Thames Promenade	9772 3391 <a href="mailto:ch_htscc@bigpond.net.au">ch_htscc@bigpond.net.au</a>
<b>Cheltenham</b>		
Cheltenham East Hall	Follett Road	9584 2537
Cheltenham Hall	Nepean Highway	1300 653 356 9556 4480
<b>Clayton South</b>		
Westall Community Centre	Rosebank Avenue	9546 3233
<b>Clarinda</b>		
Clarinda Community Centre	Viney Street	8551 1200 <a href="mailto:ClarindaCC@kingston.vic.gov.au">ClarindaCC@kingston.vic.gov.au</a>
Sundowner Community Centre	Sundowner Ave	9551 8711 <a href="mailto:SundownerCC@kingston.vic.gov.au">SundownerCC@kingston.vic.gov.au</a>
<b>Dingley Village</b>		
Dingley Village Neighbourhood centre	Marcus Road	9558 1866 <a href="mailto:dvnc@satlink.com.au">dvnc@satlink.com.au</a> <a href="http://dvnc.com.au">dvnc.com.au</a>
St Mark's Community Hall	Lower Dandenong Rd	9551 1039
<b>Moorabbin</b>		
Kingston Arts Centre Kingston City Hall	Nepean Highway Corner Nepean Hwy and South Road	9556 4440 <a href="mailto:kingart@kingston.vic.gov.au">kingart@kingston.vic.gov.au</a> <a href="http://kingstonarts.com.au">kingstonarts.com.au</a>
<b>Mordialloc</b>		
Allan McLean Hall Mordialloc Court House	Corner Lewis and Albert Streets Albert Street	1300 653356 9556 4480
<b>Parkdale</b>		
Shirley Burke Community Centre	Parkers Road	9580 4998 <a href="mailto:kingart@kingston.vic.gov.au">kingart@kingston.vic.gov.au</a> <a href="http://kingstonarts.com.au">kingstonarts.com.au</a>
<b>Patterson Lakes</b>		
Patterson Lakes Community Centre	Thompson Road	9772 8588 <a href="mailto:patlakescc@bigpond.com">patlakescc@bigpond.com</a>
For the hire of sports club facilities, please contact 1300 653 356 for information about which clubs are available.		





City of  
**KINGSTON**



1230 Nepean Highway,  
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PO Box 1000, Mentone, VIC 3194



1300 653 356



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[kingston.vic.gov.au](http://kingston.vic.gov.au)