

EVENT CHECKLIST



**NORTHERN
MIDLANDS
COUNCIL**

Are you looking at holding an event on Council land? Here is a checklist to help you plan your event. If you have any questions please contact Council's Executive Officer, Amanda Mason: amanda.mason@nmc.tas.gov.au or 6397 7303.

BEFORE YOU START

- Date** Is the date you wish to hold the event available? Yes No
- Venue** Is the venue you wish to use Council owned? Yes No
- Is the venue you wish to use available? Yes No

ORGANISING THE EVENT

If you are holding an event on Council owned property the following items are mandatory

- Insurance** Have you got Public Liability insurance to the value of at least \$10m? *Note, you may be able to purchase cover for a small fee under Council's policy.* Yes No
- Risk Assessment** Has a risk assessment of the venue been completed.* Yes No

Risk Management Plan & Emergency Management Plan

- Have you provided Council with a copy of your Risk Management Plan and Emergency Management Plan?*
- Yes No

Permits

Have the following permits been obtained/requested (if applicable)?

- Facility Hire Agreement Yes No N/A
- Road Closure Yes No N/A
- Street Trading Yes No N/A
- Fireworks Yes No N/A
- Temporary Registration of Food Business Yes No N/A
- Temporary Occupancy Permit Yes No N/A
- Place of Assembly Licence Yes No N/A

*If you are unsure what these documents are please contact Council for assistance.