



## Bayside Events

### Event checklist

The following list is provided for your information, and should be considered when planning your event. As part of the approval process you may be asked to supply information relevant to particular management aspects of your event. Council requires advance notice to ensure that all relevant requirements and approvals can be coordinated (in some cases months in advance notice will be required).

Event name:	Contact person: Phone number:	Contacted
<b>Site/facility requirements</b>		
Site booking and confirmation		
Public safety		
Crowd control and security		
Barriers and safety fencing		
On site communication plan		
Power electricity provision		
Notify emergency services: police; ambulance, SES		
First Aid/St John Ambulance (ph. 9696 0136)		
Site layout (inform all stakeholders)		
Local residents/businesses (communication plan)		
Public notification (inform your target audience)		
<b>Road closures and traffic</b>		
Traffic Management Plan: may require Vic Road's approval (Ph 9881 8804), along with Police and Council		
Parking considerations		
Transport Providers i.e. Bus companies including: Melbourne Bus Link, Taxi Companies. Other services in the area can Vic Trip 131 638		
<b>Food and Beverage – approvals and permits</b>		
Alcohol – Approvals and permits. If alcohol is to be consumed at your event you will need a licence from Liquor Licensing Victoria. Ph 9655 6696		
Health Permits for food vendors and outdoor food sales		
<b>Waste management</b>		
For bins and recycling containers contact New Age Cleaning on 9584 5422		
Toilets: Adequate number to cater for audience, disabled access		
Environmental impact		
Noise		
Site clean-up		



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<b>More permits</b>		
Signage and billboards approval		
Fireworks permit		
Raffle and permits (Raffles Association 9651 3333)		
Inclusion of animals		
<b>Insurance</b>		
Public Liability Insurance		
Vendors and public liability insurance		
<b>Council support</b>		
Mayor of council/other (phone 9599 4444)		
<b>Other</b>		
Wet Weather contingency		
Advertising/promotion/press		
Emergency Plan – Risk Management Plan		
Other contacts as appropriate		