Outdoor minor event and wedding application

What you need to do

Before you start!

The fast and easy way to apply is online via venues.portphillip.vic.gov.au/#/facility

Otherwise complete this form to apply via email.

Complete and submit the form

Make sure all sections are complete and documentation is attached, and submit via email below.

Further information

We will contact you if more information is required.

What comes next

Please allow 10 working days for the assessment of this application.

Read before starting

Please read the 'Weddings and Celebrations Guidelines' and 'Weddings and Celebrations Fees' documents before completing this form.

How to apply

Submit this form and required supporting documentation:

minorevents@portphillip.vic.gov.au

Events Services
City of Port Phillip
Private Bag 3
St Kilda VIC 3182

Further information

Further information may be required before a full assessment is made or a permit issued.

ASSIST 03 9209 6777

portphillip.vic.gov.au/events-venues-performers

1 Declaration

- [ ] I certify that all details supplied in this application form and in the attached documents are true and correct to the best of my knowledge
- [ ] I agree to contact the City of Port Phillip in the event that any information regarding this application changes or is found to be incorrect. Failure to provide the requested information may result in the City not being able to process your event application
- [ ] I understand that making this application does not constitute event approval

Privacy policy

The personal information requested on this form is being collected by the Council for the purpose of assessing eligibility for a minor event permit. The personal information will be used solely by the Council for this primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of applying for a 'Minor Event Permit'' and they may apply to Council for access and/or amendment of the information. Requests for access or correction should be made to Council's Privacy Officer via ASSIST on 9209 6777.

2 Wedding Photography/Videography Only

- [ ] Complete fields 1, 3, 4, 5 and 6
- [ ] Provide a copy of your photographer's Certificate of Currency for Public Liability Insurance, or complete the Community Liability Insurance form at the end of this form.

3 Applicant details

First name

Last name

Address

Suburb

State

Postcode

Best phone number to contact you on

Email

4 Event Day Contact

First name

Last name

Best phone number to contact you on

Email

5 Event details

Event Name

Date of Event

Set up times

Time starting : AM PM

Time ending : AM PM

Event times

Time starting : AM PM

Time ending : AM PM

Pack down times

Time starting : AM PM

Time ending : AM PM

*Set up/pack down time will count towards your total permitted event hours and be charged accordingly.

6 Event Description

Venue and Location Required
E.g. St Kilda Botanical Gardens - Rose Garden

Type of Event
E.g. Wedding, Birthday party, Christmas party

Anticipated number of attendees

Wedding Photographer details, if applicable

Business name

Email

7 Event information

Please provide information for any of the following that apply to your event. If any third-party providers are being used (e.g. catering companies, furniture hire etc.) please include names of the providers.

* Power is not available in any of our gardens or open space

Catering (e.g. food or alcohol)

Structures or equipment (e.g. marquees, tables, chairs etc.)

*Please note dimensions of marquees if applicable

Entertainment (e.g. music acoustic or via PA)

Other (if applicable)

8 Risk Management Please identify all hazards or risks which may be applicable to your event

Description of Hazards / Risks	Control measures
Example First Aid / Injury	Example First Aid Certified staff on site Call 000 if further medical attention is required.
COVID-19	We are in compliance with DHHS Directions issued by Victoria's Chief Health Officer

9 Community Liability Insurance

All Minor Events held within the City of Port Phillip are required to have public liability insurance with a minimum of $20,000,000 coverage. Event organisers must provide a copy of their own insurance policy along with the application form or purchase cover through City of Port Phillip by completing this form and paying the premium. If an event organiser is engaging any third party providers for services (such as the hire of equipment, provision of catering, etc.) they must provide Council with a Certificate of Currency from each provider.

Insurers

QBE Insurance (Australia) Ltd

Council

City of Port Phillip

First name

Last name

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on

Email

Date of permitted event

Location

Purpose of permit (e.g. wedding, birthday party)

Note: Premium including GST and stamp duty $31.50. The $31.50 fee will be added to your invoice.

Subject to $500 excess each and every loss

Upon the payment of the prescribed premium and completion of this form your liability as permit holder is indemnified, subject to the terms of a master policy issued by QBE Insurance (Australia) Ltd.

In the event of any claim, or the happening of any circumstances which may give rise to a claim, you must advise the Council's Risk & Assurance Unit on (03) 9209 6588 as soon as possible.

Applicant full name

Date

Office use only

Application number

Date lodged