


S355 Event Terms and Conditions

1. All S355 events must be approved by Council prior to the event being held.
2. A Pre-Event Analysis must be completed for all S355 committee organised events. This needs to be completed as per the timeframe stated below depending on the type of event:
 - **Small Events- require a minimum of 6 weeks' notice to Council.** Examples of small events include- trivia nights, social gatherings, small markets (15 or less stalls)
 - **Large Events- require a minimum of 6 months' notice to Council.** Examples of large events include- Festivals, Concerts, large markets (over 15 stalls), events requiring the following: - road closures, liquor licences, security, paid first aid officers, development consent, camping, parades, high risk activities and fireworks.

If the Pre-Event is not received by Council within the required timeframe this may result in the event not being approved to go ahead.

3. A Post Event Analysis must also be completed and presented to Council within **6 weeks of the conclusion of the event.**
4. An application for [traffic management for special events](#) must be completed by the committee prior to any road closures or changes in traffic conditions, prior to this being considered. All applications must be submitted a minimum **2 months** before the event to be considered.
5. A Risk Assessment must be completed for each event and must be forwarded to Council with the Pre-Event Analysis. This is to ensure there is appropriate risk control measures in place and adequate insurance cover for the event/activity.
6. All marketing and advertising must be approved by Council prior to distribution. Council's logo must be used on all marketing material and will be supplied by your S355 Coordinator after notification of your event.
7. New events will also need to be approved by Council. Any new events must need to be within the committee's delegated function or have justification of how it will benefit the S355 committee which may include fundraising for the committee or an event that significantly benefits the community with the view of becoming self-sustaining within 3 years. This means no Council cash contribution or significant deficit of committee funds.

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8. Contributions from Council may be considered on a case-by-case basis, subject to community benefit, need and viability of the event.
 9. All Bring Your Own (BYO) Alcohol requests must be submitted in writing with the Pre-Event Analysis within the required timeframe. Failure to do so may result in not being approved for BYO and the event not permitted to go ahead. The committee must also have 2 nominated committee members who are not consuming alcohol designated to supervise for the duration of the event.
 10. Events with a liquor licence must also have provision for fully licenced security guards with the rate of 1 security guard per 100 patrons.
 11. All events must be suitable for the site. If there is not adequate space for the event, carparking or traffic control issues, your event may not be permitted. Please speak to your coordinator prior to submitting your Pre-Event Analysis should you have any concerns.
 12. All fundraising and sponsorship must be permissible under Council's policies. Any potential pecuniary interest must be declared. More information regarding pecuniary and non-pecuniary conflicts of interests can be found in Section 2.4.4 of the Section 355 Operational Manual Committee Overview and Process (s355) | Tamworth Regional Council (nsw.gov.au) Should you have any concerns regarding pecuniary interests please contact your coordinator.