

City of Monash Event Planning Toolkit

Event Plan - Street Party



Please email this completed form and attachments to events@monash.vic.gov.au or send it by post to: Community Event Officer, City of Monash, PO Box 1, GLEN WAVERLEY VIC 3150.

Street Party Organiser Contact Details

Name

Phone

Email

Street Party Overview

Name of event

Date of event

Event start time

Event finish time

Number of Expected Attendees

Location of event

Summary of event activities (e.g. BBQ, rides, amusement):

Street Closure and Traffic Management

Council will assess the suitability and safety of closing your street.

Name of street and suburb

Between Streets (or properties)

Proposed street closure start time

Proposed street closure finish time

Street Party Infrastructure and Activities

When arranging infrastructure/ entertainment ensure you obtain the following from the contractor: manufacturing standards compliance, operating procedures and compliance, Work Cover registration and Public Liability Insurance – Certificate of Currency (minimum \$20 million).

Event Infrastructure

- ▶ Will you be installing marquees or umbrellas? Yes, please provide details No, go to next question

Contractor ▶

Quantity of marquees ▶

Size of marquees ▶

Quantity of umbrellas ▶

Size of umbrellas ▶

- ▶ Will you be setting up tables/chairs? Yes, please provide details No, go to next question

Contractor ▶

Quantity of each ▶

- ▶ Will you be providing any other additional temporary infrastructure? Yes, please provide details No, go to next section

Details ▶

Amusements

- ▶ Will your Street Party include amusement rides, inflatable jumping castles or similar entertainment rides? Yes, please provide details No, go to next section

Contractor ▶

Description of amusements ▶

Animals

Please note in the interest of good hygiene, full hand washing facilities must be provided.

- ▶ Will your event involve animals (e.g. pony rides, animal farms)? Yes, please provide details No, go to next section

Contractor ▶

Description ▶

Activities

Your Street Party may include activities such as face painting, street cricket, bocce or other games and activities.

- ▶ Will your Street Party involve any activities or games? Yes, please provide details No, go to next section

Description of activities ▶

Food and Drink

- ▶ Will your Street Party have food and beverage trucks, vendors or stalls? Yes No, go to next section
- Please attach complete list of stallholders

How many food and beverage stalls? ▶

- ▶ Have you checked that each food stallholder is registered with Streatrader? Yes Not applicable

- ▶ Will your Street Party include a BBQ? Yes No

- ▶ Will food or drink be given out for free, or will food or drink be sold? Free Sold

- ▶ Will there be stallholders selling/serving alcohol? Yes No
- Please attach Liquor Licence

A Liquor Licence must be obtained from the Victorian Commission for Gambling and Liquor Regulation:

<https://vcglr.vic.gov.au/i-want/get-new-licence>

Public Liability Insurance

The Street Party Organiser needs to hold a current Certificate of Currency for Public Liability Insurance to the minimum value of \$20 million

- ▶ Do you have a current Certificate of Currency for Public Liability Insurance? I request that Council purchase Public Liability Insurance in my name (on my behalf). I understand that I will be responsible and liable for the policy. The cost of the Public Liability Insurance will be paid for by the City of Monash.
- I have organised my own Public Liability Insurance. Please attach certificate

Supporting Documents

In addition to completing the above information, please complete and attach the following:

<p>Site Map</p> <p>A Site Map is an aerial view of the Street Party location and can be a hand drawn diagram or a map of your street. It records your Street Party infrastructure (tables/chairs, rubbish bins, marquee/s, tents, umbrellas) and activities (amusements and games).</p>	<p><input type="checkbox"/> Please attach Site Map</p> <p>View sample Site Map</p>
<p>Risk Assessment Plan</p> <p>Events of any size or nature will have risks. A Risk Assessment Plan helps to identify and effectively manage Street Party risks and put controls in place to reduce the likelihood of risks occurring. You can download the City of Monash Risk Assessment Guidelines and Risk Assessment Template to assist you with developing appropriate risk mitigation strategies.</p>	<p><input type="checkbox"/> Please attach Risk Assessment Plan</p> <p>Download Risk Assessment Guidelines & Template</p>
<p>Agreement from Neighbours</p> <p>Once Council's Transport Engineers have approved the street closure, you need to seek agreement from 80% of neighbours in your street that are either adjacent to or impacted by the street closure. You can download the City of Monash template Agreement from Neighbours to assist you with obtaining agreement from neighbours.</p>	<p><input type="checkbox"/> Please attach evidence of agreement from neighbours</p> <p>Download Agreement from Neighbours Template</p>

