



EXPERIENCE  
**Somerset**

*Event Toolkit*

A GUIDE TO ORGANISING  
AN EVENT IN SOMERSET



# Index

<b>Welcome.....</b>	<b>3</b>	Waste management and recycling .....	15
Council support .....	4	Alcohol and Liquor Licensing.....	15
Council Permits and Approvals.....	4	<b>Infrastructure.....</b>	<b>16</b>
<b>Planning your event.....</b>	<b>5</b>	Power and lighting .....	16
Planning your event .....	5	Noise .....	16
Budget .....	5	Toilet facilities .....	17
Project Management/Timeline .....	6	Temporary structures, amusements and staging.....	17
Sponsorship and Corporate Partners .....	6	Ground markings and stakes.....	17
Government Funding and Grants.....	7	Shelter and shade.....	17
<b>The Venue.....</b>	<b>8</b>	<b>Insurance .....</b>	<b>18</b>
Accessibility .....	8	Public liability insurance .....	18
Use of a Council Owned Facility .....	8	General Insurance.....	18
Private Land.....	8	<b>Event Promotion.....</b>	<b>18</b>
Seqwater venues.....	8	Signage.....	18
Brisbane Valley Rail Trail Events .....	9	Ticketing.....	18
Site Plan.....	9	Promotion and advertising .....	19
<b>Traffic &amp; Pedestrian Management .....</b>	<b>10</b>	Public relations and resident notification.....	19
Event Traffic Management.....	10	<b>Event Day.....</b>	<b>20</b>
<b>Public Safety &amp; Security.....</b>	<b>11</b>	Staffing/Volunteer management.....	20
Event Risk Assessment & Management.....	11	On the day .....	20
Incidents.....	11	<b>After the event .....</b>	<b>21</b>
Medical/First Aid.....	12	Bump out and cleaning .....	21
Emergency Plan .....	12	Post event debrief and evaluation.....	21
Security and Crowd Control .....	13	<b>Further Information.....</b>	<b>21</b>
Fire Safety.....	13	<b>Appendix A: Council Venues for Direct Hire.....</b>	<b>22</b>
Gas.....	13	<b>Appendix B: Council Parks and Reserves.....</b>	<b>23</b>
Fireworks & Pyrotechnics.....	13		
Emergency Services.....	13		
<b>Public Health.....</b>	<b>14</b>		
Food.....	14		
Drinking water.....	14		

# Welcome

Well-managed events are essential to developing a vibrant Somerset. Events have the potential to contribute to community social fabric and local economy. It is a way of bringing the community together and attracting visitors to our region.

Council has an important role in identifying opportunities, providing support and ensuring that events are held in a safe and environmentally friendly manner. Local events provide the opportunity to:

- Encourage tourism and showcase local attractions.
- Promote local businesses.
- Promote local arts and culture.
- Draw people together and foster social networks.

Council also provides some of the relevant approvals for events to be held, including:

- Temporary entertainment event permits.
- Use of a park or reserve for a community temporary event.
- Food business licences for events (mobile food businesses and temporary food stalls).



## Council support

Council may provide support for your event by way of in-kind support, sponsorship or Community Assistance Grants. In-kind support is the provision of equipment, waste bins and other items that will assist you in holding your event. Sponsorship is where a monetary amount is provided by Council to assist you in purchasing and/or paying for the items that you need to make your event a success.

If you would like Council to provide support for your event, please email [mail@somerset.qld.gov.au](mailto:mail@somerset.qld.gov.au) and provide the information below. Please allow up to three months for this to occur.

- Detailed business case, outlining economic benefits to the Somerset community
- Details of the location where the event will be held, dates and times.
- A detailed statement of the nature of the entertainment to be provided.
- A temporary entertainment event management plan.
- A list with the details of the proposed person/s or business/es who will operate at the temporary entertainment event.
- A copy of the event site plan of the property or venue used for the temporary entertainment event.
- What support you are seeking from Council.



## Council Permits and Approvals

There are typically two types of event approvals that are issued by Council:

- Temporary Entertainment Event Application – these events are typically held on Council or private land by a private operator.
- Application to use a park or reserve for a community temporary event – these events are typically held on Council land (i.e. a park, reserve or road) by a not-for-profit organisation or community group.

If you are uncertain which application is relevant to your event, please contact Council on (07) 5424 4000 to discuss. All applications are assessed and approved by Council, and you will need to allow a minimum of three months for the approval process to take place.

Council offers Community Assistance Grants through two funding rounds each financial year. The Grants are available to incorporated or auspiced community organisations (unincorporated/informal groups). Community organisations can apply for a grant to assist with costs associated with projects, events, services or remission of some Council fees.

**For information on Community Assistance Grants scan the QR code**

or visit [somerset.qld.gov.au/Community/Grants/Community-Assistance-Grants](http://somerset.qld.gov.au/Community/Grants/Community-Assistance-Grants)





# Planning your event

## Planning your event

Planning an event is crucial to ensuring its success. You will need to ensure that you are realistic about timeframes, budget and deliverables so that the event does not run off track.

The Queensland Government has developed best practice guidelines for event delivery, an event health and medical care guideline and other templates to help event organisers to run safe and successful events. The templates include:

- Bump and run
- Event budget template
- Event management plan
- Event site plan
- Final report
- Incident report form
- Key contacts and responsibilities
- Marketing and communications plan
- Order of proceedings
- Pre-event site inspection checklist
- Risk management plan

The guidelines and templates are available at:

[www.qld.gov.au/about/events-awards-honours/events-resources-and-guidelines/event-delivery](http://www.qld.gov.au/about/events-awards-honours/events-resources-and-guidelines/event-delivery)

## Budget

Events incur a wide range of expenses so a detailed budget which includes the following will help you understand what revenue you need to deliver your event:

- Advertising (print media, posters, social media etc.).
- Ticketing.
- Insurance.
- Guest speakers, performers and entertainment (including staging, AV etc.).
- Security.
- Consumables (food, drink, toilet paper, hand sanitiser, sunscreen etc.).
- Hire equipment (marquees, toilets, generators, lighting towers etc.).
- Licences and permits.
- Post event cleaning.

Sources of revenue can be found through sponsorships, corporate partners, Government funding/grants, donations and ticket sales. You will need to monitor your budget income and expenditure and review the budget after the event has been held, to determine if the event was viable or if any changes are required before you hold your next event.

## Project Management/ Timeline

An Event Management Plan can assist you with managing the finer details of organising an event. It will assist you to refine your event details and identify key milestones that need to be achieved. It is the document that clearly defines roles and responsibilities, communications, safety and security, access, staff and volunteers and entertainment.

Consideration needs to be given to allowing sufficient time for any licences and/or permits to be assessed and approved. You will need to ensure that your applications are lodged in advance so that approval can be granted, or your submissions amended, if required, before your event starts. It is appropriate not to publicly announce the date of your event until you have all the approvals you require. The sooner you contact Council to discuss your event, the quicker we can assist you in obtaining the right approvals.

## Sponsorship and Corporate Partners

Sponsorships can provide essential funding for your event and depending on the nature and size of your event, a variety of sponsorship packages could be offered.

In order to gain sponsors, you need to be able to identify potential sponsors that align with your event, develop sponsorship proposals and ensure that you are able to meet your sponsorship deliverables.

Obtaining sponsorship is not always easy and you may have to reach out to the same company multiple times to secure the sponsorship you would like.

Some key things to consider when looking for event sponsorship:

- Understand event sponsoring and how it will benefit your sponsor, including:
  - Connecting them with your attendees.
  - Advertising to people their normal marketing wouldn't reach.
  - Raising brand awareness.
  - Building brand credibility by being socially responsible/community minded.
- Choosing the right sponsors
  - Make sure potential sponsors align with your values and your target audience.

- Find the right contact in the organisation you want to approach for sponsorship.
- Prepare a sponsorship proposal package
  - Provide an outline of your event.
  - Provide different levels of sponsorship (e.g. Gold, Silver, Bronze, In-kind donations) with different levels of investment, recognising that some sponsors may not be able to offer money, but could provide equipment or support in other ways.
  - Be clear with what the sponsorship opportunity provides (e.g. advertising, promotion, free tickets to the event etc.).
- Follow-up
  - Make sure your sponsor has provided all the information you require (e.g. logos in the correct format, images, etc.).
  - If the sponsorship has a monetary value, provide an invoice that can be paid.
  - If it is an in-kind donation, confirm in writing the details of what the donation comprises of and if it is equipment crucial to your event, provide details of the event so that the equipment can be delivered and picked up at the right times.

As sponsorship is not guaranteed, make sure you also identify non-sponsorship revenue sources and other avenues to raise money to hold your event.



## Government Funding and Grants

Grants become available during the year for various tourism related activities and events. There are some useful resources for you to determine if there is a grant available for your event:

- Queensland Government [grants.services.qld.gov.au](https://grants.services.qld.gov.au)
- Australian Government [grants.gov.au](https://grants.gov.au)
- Tourism and Events Queensland – Queensland Destination Event Program [teq.queensland.com/au/en/industry/what-we-do/queensland-events/queensland-events-funding](https://teq.queensland.com/au/en/industry/what-we-do/queensland-events/queensland-events-funding)



# The Venue

## Accessibility

When planning an event, you are legally required to consider the access needs of people with a disability and other people that may attend your event, including:

- Someone with low vision or a hearing impairment.
- Wheelchair users.
- Parents with prams/strollers.
- Someone with an intellectual disability.
- Someone with restricted mobility (e.g. on crutches, using a wheely walker).

The Queensland Government has developed a range of resources to assist you in your planning and determining the access requirements for your event.

[qld.gov.au/about/events-awards-honours/events-resources-and-guidelines/accessible-events](http://qld.gov.au/about/events-awards-honours/events-resources-and-guidelines/accessible-events)



## Use of a Council Owned Facility

Council owns and maintains a number of venues and parks that can be used as event spaces. Depending on the nature of the event, Council may have a suitable venue for you.

For some venues, you can contact Council directly and hire the venue, Appendix A provides a list of these venues. All Council parks and facilities are also available for normal public use and if you are planning a special event, want to erect a marquee or similar in a park or book a park please phone Council on 5424 4000 to discuss.

Depending on the nature of the event, you may need to make an application to use a park or reserve for a temporary entertainment event or a community temporary event. You need to allow a minimum of 3 months for the approval and some parks are booked out well in advance, so please contact Council first to ensure that the venue is available for your proposed event date.

### For Temporary Entertainment Event:

[someset.qld.gov.au/Our-Services/Environmental-Health/Licenses-and-Applications](http://someset.qld.gov.au/Our-Services/Environmental-Health/Licenses-and-Applications)

### For Application to use a Park or Reserve for a Community Temporary Event:

[someset.qld.gov.au/Our-Services/Public-Amenities-and-Services/Parks-and-Environment/Council-Parks](http://someset.qld.gov.au/Our-Services/Public-Amenities-and-Services/Parks-and-Environment/Council-Parks)



## Private Land

Approval to hold an event is likely to be required whenever an event is held on private land. As the event organiser, you will also need to check with Council if any planning approvals are required. Please direct all enquiries regarding hosting an event on private land to [mail@someset.qld.gov.au](mailto:mail@someset.qld.gov.au)



## Seqwater venues

Seqwater is responsible for the management of several park and water venues within the Somerset region, including those around Lake Wivenhoe, Lake Somerset and the Brisbane River. Event and booking enquiries for these venues can be directed to [recreation@seqwater.com.au](mailto:recreation@seqwater.com.au)

Events proposed to be held on Seqwater land should be directed to Seqwater in the first instance. A temporary entertainment event approval may also be required from Council and you should contact Council to discuss.



## Brisbane Valley Rail Trail Events

Transport and Main Roads (TMR) is responsible for managing organised events on the Brisbane Valley Rail Trail (BVRT). TMR will assess your application and consult with other organisations that may be affected (e.g. local councils, community groups etc.).

Further information on the application process for holding an event on the BVRT can be found on the Transport and Main Roads – Brisbane Valley Rail Trail website [tmr.qld.gov.au/bvrt](http://tmr.qld.gov.au/bvrt) or you can enquire at [bvrt@tmr.qld.gov.au](mailto:bvrt@tmr.qld.gov.au).

You will need to allow a minimum of four weeks for your application to be processed.

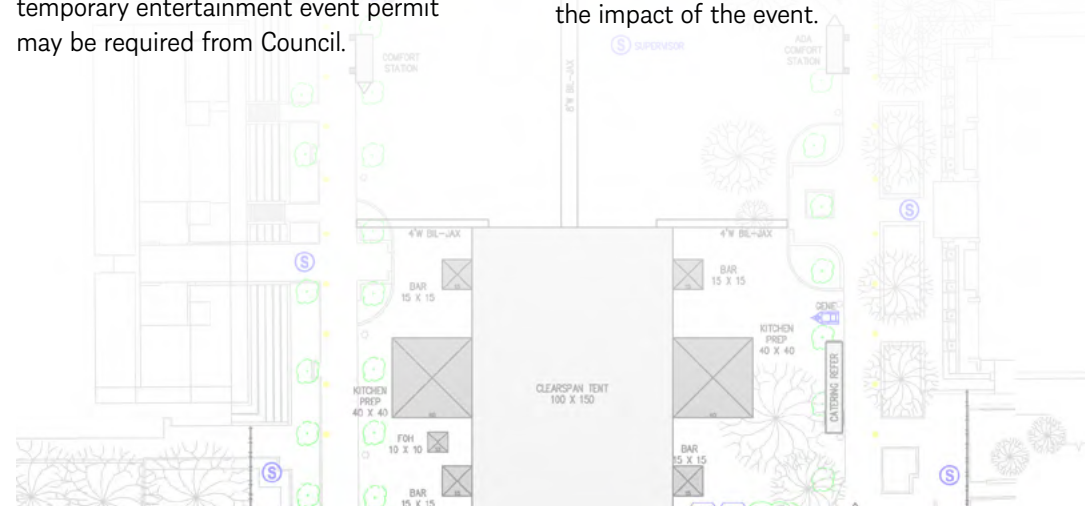
You will also need to consider the activities you are planning at the start and end of your event on the BVRT as a temporary entertainment event permit may be required from Council.

## Site Plan

A site plan is a critical element showing the area that the event is being held and the layout of your event. Your site plan should include the following;

- The location of surrounding roads and residential areas.
- The boundary of the event site.
- Entry and exit points.
- Emergency evacuation assembly areas.
- Traffic management and direction.
- Location of power and water sources.
- Location of toilets, first aid and waste/ recycling bins.
- Temporary structures such as marquees, staging, food vendors, amusements etc.
- Parking.
- Other information as required.

While the site plan doesn't need to be to scale, it should be accurate enough to allow Council to make an assessment of the impact of the event.



# Traffic & Pedestrian Management

## Event Traffic Management

All Event Traffic Management (ETM) in Queensland must comply with the new Temporary Traffic Management (TTM) standards including any associated Traffic Management Plans (TMP) and Traffic Guidance Schemes (TGS). Please refer to [tmr.qld.gov.au/community-and-environment/planning-and-development/other-matters-requiring-approval/traffic-management-at-special-events](http://tmr.qld.gov.au/community-and-environment/planning-and-development/other-matters-requiring-approval/traffic-management-at-special-events)

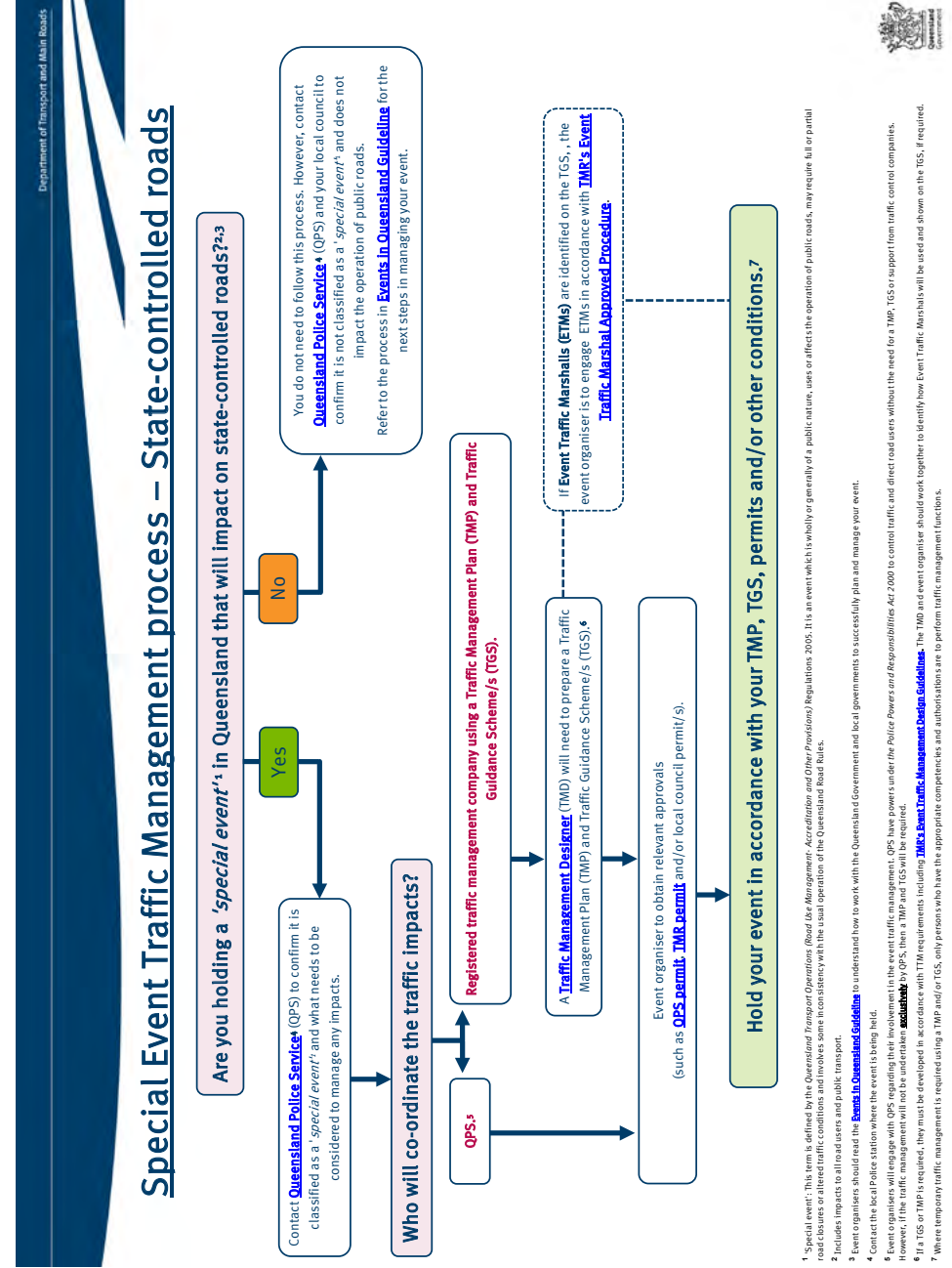
As the Event Organiser you have specific responsibilities when working with

ETMs for your event and must obtain all relevant Council, Queensland Police Service and Department of Transport and Main Roads (TMR) permits and approvals to conduct the SPECIAL EVENT including having Traffic Guidance Schemes (TGS) for the event. For guidance, please refer to Figure 1. Event Traffic Management Process.

In addition, if you would like to partially close or fully close a Council carpark as part of your event, this would need to be considered by Council. Details of the proposed closure including times, purpose and site plan will need to be included with your application to use a park or reserve for a temporary event.



Figure 1. Event Traffic Management Process



<sup>1</sup> Special event: This term is defined by the Queensland Transport Operations (Road Use Management- Accreditation and Other Provisions) Regulations 2005. It is an event which is wholly or generally of a public nature, uses or affects the operation of public roads, may require full or partial road closures or altered traffic conditions and involves some inconsistency with the usual operation of the Queensland Road Rules.

<sup>2</sup> Includes impacts to all road users and public transport.

<sup>3</sup> Event organisers should read the **Events in Queensland Guidelines** to understand how to work with the Queensland Government and local governments to successfully plan and manage your event.

<sup>4</sup> Contact the local Police station where the event is being held.

<sup>5</sup> Event organisers will engage with QPS regarding their involvement in the event traffic management. QPS have powers under the Police Powers and Responsibilities Act 2000 to control traffic and direct road users without the need for a TMP, TGS or support from traffic control companies. However, if the traffic management will not be undertaken **authorised** by QPS, then a TMP and TGS will be required.

<sup>6</sup> If a TGS or TMP is required, they must be developed in accordance with TMR requirements including **TMR's Event Traffic Management Design Guidelines**. The TMD and event organiser should work together to identify how Event Traffic Marshalls will be used and shown on the TGS. If required.

<sup>7</sup> Where temporary traffic management is required using a TMP and/or TGS, only persons who have the appropriate competencies and authorisations are to perform traffic management functions.





# Public Safety & Security

## Event Risk Assessment & Management

Event organisers have a duty of care under the Work Health and Safety legislation to provide a safe place for all event participants and must be considered during the planning stage.

It is critical to ensure that you have appropriately identified and assessed all risks associated with your event. While not an exhaustive list, some of the key risks you need to consider may include:

- Communications.
- Crowd management/Security.
- Electrical safety (test/tagged third party equipment and leads).
- Equipment failure.
- Financial.
- Food safety/hygiene.
- Lost children.
- Major incident/injury.
- Noise.
- Pyrotechnics.
- Temporary structures/Amusements.
- Traffic management.
- Weather – heat, cold, rain, storms, floods, hail and back-up plans in case of inclement weather.
- Waste management.
- Water safety.

Further consideration should be given to circumstances that may require the cancellation of the event including processes that should be followed to provide notifications to ticketholders, staff, performers and future contingency plans.

A risk assessment will need to be provided to Council as part of the application process to hold your event.

## Incidents

An incident report register should be kept ensuring that appropriate records of any incidents associated with the events are documented. Incidents can include:

- Injury/illness.
- Intoxication.
- Refusal of entry/service due to behaviour.
- Theft or other criminal activity.
- Collapse of equipment/temporary structures.
- Electric shock.

Certain incidents also require reporting to Work Health and Safety Queensland or the Electrical Safety Office. For more information on notifiable events, please visit [worksafe.qld.gov.au](https://www.worksafe.qld.gov.au)

## Medical/First Aid

Adequate first aid facilities need to be provided at all events, no matter the size of the event. You will need to take into consideration the nature and type of event, how many people are expected to attend and any perceived risks. First aid facilities can be as simple as a trained first aid officer with a kit, through to a medical centre staffed by qualified medic/paramedic or the Queensland Ambulance Service.

Access to your event by emergency services and their vehicles should also be maintained for the duration of your event.

Consideration should be given to:

- Number of people expected to attend.
- Whether the event is seated or standing.
- Weather, including sufficient sheltered areas in case of heat or rain.
- Distance from the nearest health care facilities.
- Level of services that the nearest health care facility provides.
- The types of medical problems that may be seen at the event based on the activity and demographic of people attending.
- The likelihood of such medical problems eventuating.

Further guidance on determining your first aid requirements can be found in the Queensland Government Event Health and Medical Care Guideline.

You will need to inform Council of the level of first aid you are going to provide at your event when you apply for approval.

## Emergency Plan

With any large crowd gathering in a public space, it is imperative that you plan for an emergency, including how to safely evacuate attendees. The aim of an emergency plan is to minimise danger to people, property and the environment. Once your Emergency Plan has been documented, it should be made available to key event personnel, Council and emergency services.

Some of the information that you need to take into consideration includes:

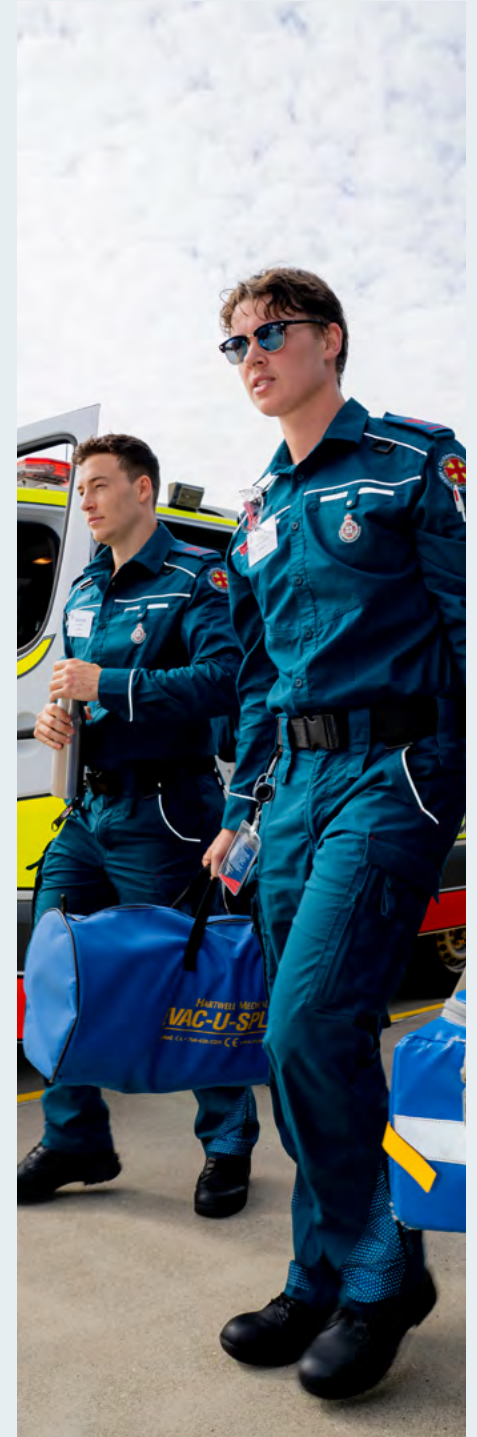
- The types of emergencies may be expected to occur during the event.
- What emergencies will require external assistance by emergency services and what emergencies can be managed by the event team.
- What emergency services need to be advised.
- Identify personnel that can authorise an evacuation.

- How to notify key personnel of an emergency (e.g. 2-way radios) and how to inform event attendees (e.g. PA system, loud hailer).
- Evacuation routes and location of assembly areas.
- Meeting points for emergency services.

You will also need to develop an emergency evacuation plan which includes:

- Access routes.
- Assembly areas.
- Locations of services (gas, water, electricity).
- First aid locations and ambulance parking.
- Evacuation routes.

**Contact  
your nearest  
Queensland  
Fire and  
Emergency  
Services  
location  
for further  
information  
and advice.**



## Security and Crowd Control

Adopting appropriate security and crowd control measures are essential to the success of an event and the safety of the public. The nature and type of security and crowd control will depend on your event. It is advisable to speak to your local Police who can assist you in determining what is required. It is also preferable to hire licensed security personnel who are trained to protect people and property.

Consideration should be given to the following in relation to security and crowd control:

- Location of entry and exit points.
- How many people are expected at the event?
- Is alcohol being served?
- How will you store and safeguard money?
- What arrangements are in place for lost property and/or lost children?
- Proximity of a crowd to stages/performers.
- How many staff are required for security?



## Fire Safety

Fire safety can be a complex issue at events and needs to be considered carefully. Some of the fire risks can come from:

- Pyrotechnics and special effects.
- Food and catering services, including hot oil.
- Stage and electrical equipment and services.

As an event organiser, you will need to arrange a fire risk assessment which will assess the risk of a fire occurring, who might be affected and how the risk might be controlled. It will also help determine what, if any, fire protection equipment is required.

Contact your nearest Queensland Fire and Emergency Services location or Fire Service provider for further information and advice.

## Gas

Gas in pressurised cylinders may be present at events in food trucks as cooking fuel or carbonating drinks or for inflating balloons. All gas cylinders need to be checked at an approved testing station prior to use or installation. The Petroleum and Gas Inspectorate has developed a guideline for managing gas safety at public events, please refer to:

[rshq.qld.gov.au/\\_data/assets/pdf\\_file/0007/1409992/guideline-gas-safety-public.pdf](https://rshq.qld.gov.au/_data/assets/pdf_file/0007/1409992/guideline-gas-safety-public.pdf)



## Fireworks & Pyrotechnics

Fireworks and pyrotechnics displays must only be performed by professional contractors. Resources Safety and Health Queensland's Explosives Inspectorate are responsible for administering legislation to provide for the safe use of fireworks in Queensland. You will also need to advise the Queensland Police Service and the Queensland Fire and Emergency Services.

Consideration should also be given to advising the nearby community of any fireworks displays so that they can take precautions to ensure their animals are safe. This can often be achieved by a letterbox drop or using community social media pages.

Please refer to Resources Safety and Health Queensland's Organising a safe and legal fireworks display document on [rshq.qld.gov.au](https://rshq.qld.gov.au)

## Emergency Services

To ensure that your event runs smoothly, you should consult with your local police, ambulance and fire service. Consider providing them with information on your event which includes:

- Date and time.
- Type of event.
- Expected number of attendees.
- Security measures (if any).
- First aid measures.
- If alcohol is available.
- Road closures.

# Public Health

## Food

As the event organiser you need to ensure that all food businesses comply with the Food Act 2006 and temporary food stall operators or mobile food businesses will need a Food Business Licence and follow the guidelines for the operation of a temporary food stall. If you need to obtain a Food Business Licence prior to the event, please allow a minimum of 4-6 weeks to process your application.

Please refer to: [somerset.qld.gov.au/Our-Services/Environmental-Health/Food](https://somerset.qld.gov.au/Our-Services/Environmental-Health/Food)

The location of food stalls needs to take into consideration the availability of power, water and waste receptacles. Council may attend the event to undertake inspections of participating businesses. Vendors need to display copies of the relevant Food Business Licence.

Event permits will typically require the event operator to ensure that all food businesses hold appropriate food licences.

## Drinking water

Consideration needs to be given to the provision of freely available potable water at your event, in particular if it is an outdoor event where the people attending will be more exposed to the elements and there is a higher risk of dehydration or heat stress.



## Waste management and recycling

As the event organiser you are responsible to keep the area in a clean and tidy state and is responsible to adequately provide for the collection and disposal of the waste generated by the event.

The number and placement of bins, as well as the bins themselves, influences whether people will use the bins and recycle items.

How people move around and use a site determines the optimal placement of bins (the distance people are prepared to walk to throw waste in a bin is considered to be six metres). As a general rule of thumb, it is 1 bin per 100 attendees if NO food or drinks are served and 2 bins per 100 attendees if food or drinks are served.

Bins should be placed:

- in accessible points close to where patrons pass by.
- where people enter and exit.
- for the convenience of the user, rather than the collector.
- where they can be effectively emptied and serviced, especially in peak periods.
- where patrons may gather to view displays, rides, etc.
- away from services and building structures such as fire exits, walls and congested pedestrian areas.
- where items are likely to be thrown

away, not where they are bought, such as near entrances and exits, within eating areas, near toilets, walkways and car parks.

Where food and beverages are supplied in recyclable packaging, recycle bins must be provided for patron use especially near food areas. Recycle bins, where provided, must be placed side-by-side with waste bins not back-to-back.

Waste and recyclable materials from stalls should be separated and contained “back of house” and not placed in bins at recycling stations.

Council can assist with the provision of waste bins if requested through the event application. If additional bins are required, this must be requested no later than 2 weeks prior to your event.

## Alcohol and Liquor Licensing

If you intend on supplying alcohol at your event, you will need to obtain the relevant liquor license and may require approval from Council prior to submitting your application to the Office of Liquor and Gaming Regulation.

For more information on Liquor licenses please refer to [business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/liquor-guidelines](https://business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/liquor-guidelines).

You will also need to provide a copy of the approved Liquor License to Council.



# Infrastructure

## Power and lighting

As the power capacity of each venue varies, Council will need to understand the power requirements for your event. This includes:

- The type of appliances and equipment.
- The type of power required (single phase or three phase).
- The volt/amp rating of the equipment being used.
- The location of the equipment requiring power.

If power is not available at the venue, you will need to arrange the appropriate supply, which may include the use of portable generators. Please note that all portable electrical equipment will also need to be tested and tagged to Australian Standards.

If the event is to be held at night you will need to consider whether the venue has sufficient lighting and if not, you will need to provide appropriate portable lighting.

## Noise

Depending on the nature of your event, it may create noise levels much higher than the normal day-to-day background noise in the area.

Council approvals will usually include noise limits for events.

Typically, noise levels need to be maintained below the following criteria in the Somerset region, for an outdoor event:

- 7am to 10pm – noise is no more than 70 decibels (A).
- 10pm to midnight – no more than 10 decibels (A) above the background noise level or 50 decibels (A), whichever is lower.
- Midnight to 7am – no noise heard.

You can help reduce the impact of noise levels by:

- having a noise management plan.
- planning the location and orientation of stages, audio systems and amplifier devices – face away from neighbours.
- turning noise down, particularly the bass.
- monitoring noise levels during the event.

For more information, including information on exemptions that apply, please visit [somerset.qld.gov.au/Our-Services/Environmental-Health/Pollution/Pollution-Info-Noise](https://www.somerset.qld.gov.au/Our-Services/Environmental-Health/Pollution/Pollution-Info-Noise).



## Toilet facilities

The following tables can be used as a guide when planning the number of toilet facilities. Please note that consumption of alcohol at an event is at the discretion of Council and subject to approval.

Table 1: Toilet facilities for events where alcohol **is not available**:

PATRONS	MALES			FEMALES	
	WC	URINALS	HAND BASINS	WC	HAND BASINS
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Table 2: Toilet facilities for events where alcohol **is available**:

PATRONS	MALES			FEMALES	
	WC	URINALS	HAND BASINS	WC	HAND BASINS
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

For events with projected number of people in attendance is less than 100, the number of toilets to be provided includes the number of existing public toilets unless otherwise advised. If the projected number of people in attendance is more than 100, the number of toilets to be provided is additional to the number of existing public toilets unless otherwise advised.

If using the public amenities for your event, you will be required to keep the public amenities clean and stocked up with supplies during and after your event.

## Temporary structures, amusements and staging

You will need to advise Council of any temporary structures that will be erected as part of your event and include them in your site plan. Council will require engineering safety certificates for certain structures and amusement device registration prior to event approval being provided.

As the event organiser you will also need to ensure that the operator has the appropriate paperwork for each amusement device as required by WorkSafe Queensland. For more information, please refer to [worksafe.qld.gov.au](http://worksafe.qld.gov.au)

## Ground markings and stakes

Council does not permit the use of pegs, stakes or posts in Council parks for setting up of marquees or displays, you must use sandbags, weights or similar.

If pegs or stakes are required for your event, you must seek approval from Council by providing a site plan showing the location of the marquee, display or activity and apply to Dial before you Dig to ensure there is no underground infrastructure in the area. You will need to provide Council with a copy of the Dial before you Dig information as part your application. The event organiser will be held liable for any damage caused to underground services.

Grounds markings can also be used as an easy way of marking out your event site. Water based paints are to be used for any ground line markings on any Council owned land.

## Shelter and shade

Where there is a possibility of a large gathering of people for an extended period of time, consideration should be given to the provision of shelter and shaded areas. Some areas to consider include:

- Eating areas.
- First aid tent.
- Marshalling areas.
- Entry and ticketing areas.
- Transport pick-up/drop-off areas.
- Main entry and ticketing areas.

# Insurance

## Public liability insurance

All events held on Council land will require current Public Liability Insurance to the value of \$20 Million and a copy of the Certificate of Currency will need to be supplied along with your application. Please note that Somerset Regional Council must be listed as an interested party on your Certificate of Currency.

## General Insurance

Your event may also require other insurance, in addition to Public Liability Insurance, depending on the size and scale of the event. Copies of the relevant insurance certificates will need to be submitted as part of your event application.

- Worker's Compensation Insurance.
- Motor Vehicle Insurance.
- Professional Indemnity Insurance.
- Volunteers Insurance.
- Working with Children checks.



# Event Promotion

## Signage

All event promotional signage must be displayed in accordance with Council's Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011.

Council LED signs are located across the Somerset region at Kilcoy, Toogoolawah, Esk, Lowood and Fernvale and banner poles are located at Kilcoy, Toogoolawah and Lowood. Requests to use the LED signs and banner poles can be submitted to Council by submitting the Banner Pole Application form located at [somer.set.qld.gov.au/Our-Services/Environmental-Health/Licenses-and-Applications](https://somer.set.qld.gov.au/Our-Services/Environmental-Health/Licenses-and-Applications).

## Ticketing

Depending on your event you may decide to offer tickets (either free or paid). Ticketing is a good way to determine how many people will be attending your event and can also be used to cover the cost of the event.

There are many ticketing platforms available, so remember to do some research to find the platform that best suits your event.



## Promotion and advertising

Further promotion of your event can be provided by Council at no charge through the online Community Calendar and Council's tourism destination website Experience Somerset. You can advertise your event on these platforms by submitting an online form at [experiencesomerset.com.au/whats-on/list-your-event](https://experiencesomerset.com.au/whats-on/list-your-event)

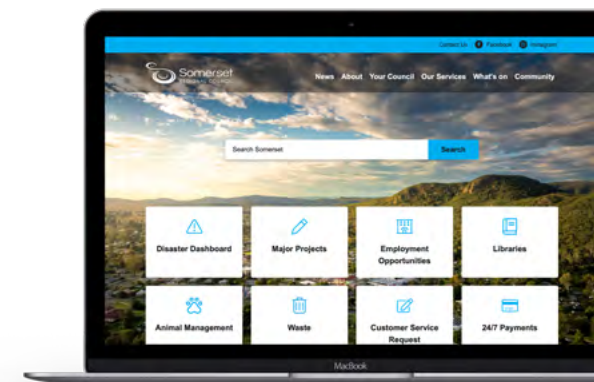
Depending on the nature and size of your event, the following may be considered to assist in promoting your event in the Somerset region:

- List the event on the Australian Tourism Data Warehouse (ATDW) website [atdw.com.au](https://atdw.com.au) Tourism organisations like Tourism and Events Queensland and Queensland Country, all draw information from the ATDW.
- Advertise with local media outlets, including The Sentinel and The Lockyer Somerset Independent.
- Advertise on local radio stations including River 94.9FM.
- Create a Facebook event page and include posts on any social media pages (e.g. Instagram, Facebook, X, Threads, etc).
- Include #experiencesomerset and #somersetqld in your social media posts to take advantage of the additional reach this will create.

## Public relations and resident notification

If your event is likely to impact on nearby residents (e.g. noise or fireworks) or businesses (e.g. road closures), we strongly recommend that you advise them of your event at least two weeks in advance. A letterbox drop, mail out or using local community social media pages are often the easiest way of communicating relevant information regarding your event to members of the community. The following information can be included in your notification:

- Date and time of the event.
- Location of the event.
- Type of event and activities (including pyrotechnics where applicable).
- Contact details.



# Event Day

## Staffing/Volunteer management

You need to ensure that you are appropriately resourced to run your event by having staff and/or volunteers available to assist. The number of staff/volunteers will depend on the size and complexity of your event.

Staff/volunteers can assist with general enquiries, site housekeeping, restocking essential items (e.g. water, soap, toilet paper) and staffing information stands.

Staff/volunteers should be easily identifiable by members of the public by an identification lanyard/badge or event vest/shirt.



## On the day

Having an event run sheet that includes bump-in requirements, locations of vendors and general event activities, will help the event run smoothly as there are clear instructions and directions available.

It is important to hold a briefing session at the start of the day to ensure all staff/volunteers are familiar with how the event will run and what to do in the case of an emergency.

During bump-in, ensure each vendor is directed to their location and outline any specific access requirements when they arrive (e.g. hazard lights on vehicles during transit) and confirm they have everything they need, if they have requested assistance and/or equipment. You will also need to close access to the site prior to the event commencing to prevent any vehicle/plant interactions with pedestrians, once the event has opened to the public.

As the event organiser, it is also advisable to walk around and monitor your event and vendor experience during the course of the day, to confirm that everything is running smoothly.



# After the event

## Bump out and cleaning

As the event organiser you will need to ensure that the venue or location is left in the same condition as when you arrived. You will need to ensure that all equipment is removed from site (excluding any Council provided equipment like bins) and rubbish is placed in appropriate waste receptacles. Council may conduct a post event inspection to ensure that no rectification or repair work is required.

## Post event debrief and evaluation

It is always a great idea to reflect on the event afterwards and determine what worked well and what could be improved next time. Key things to consider in your debrief:

- Access to the venue, including traffic flow and parking.
- Feedback from attendees.
- Feedback from stall holders.
- Site cleanliness.
- Financial and budgetary outcomes.
- Prepare reports where relevant (as per specified guidelines) for any funding that has been granted.



# Further Information

Further information on holding an event in the Somerset Region can be obtained by:

## Phone

(07) 5424 4000

## Email

[mail@somerset.qld.gov.au](mailto:mail@somerset.qld.gov.au)

## In person

**Esk Customer Service Centre**

2 Redbank St, Esk, 4312



# Appendix A: Council Venues for Direct Hire

NAME	ADDRESS	CONTACT	CAPACITY	TYPES OF EVENTS	ACCESSIBLE
Fernvale Community Hall	32 Banks Creek Rd, Fernvale 4306	Somerset Regional Council Ph. 5427 0200	200	Art groups Weddings Workshops/classes (e.g. karate)	
Fernvale Visitor Information Centre	1483 Brisbane Valley Hwy, Fernvale 4306	Somerset Regional Council Ph. 5427 0200	40	Meetings/training	Yes
Fernvale Showgrounds	32 Banks Creek Rd, Fernvale 4306	Somerset Regional Council Ph. 5427 0200	Various	Campdraft Rodeos Country Show Equestrian events	
Kilcoy Visitor Information Centre	41 Hope St, Kilcoy 4515	Somerset Regional Council Ph. 5422 0440	Meeting Room – 30 people seated Theatrette - 80	Movies Meetings/training	Yes
Kilcoy Showgrounds	26 Showgrounds Rd, Woolmar 4515	Somerset Regional Council Ph. 5424 4000	Various	Campdraft Rodeos Country Show Equestrian events Horse Racing Harness Racing	
Coronation Hall	2 Short St, Somerset Dam 4312	Somerset Regional Council Ph. 5424 4000	Seated – 200 Standing - 250	Weddings Functions	
Somerset Civic Centre	35 Esk Hampton Rd, Esk	Venue Coordinator Somerset Regional Council Ph. 5424 2713	Joan Burke Room 80 at tables 120 theatre style Lyceum Room 25 at tables 70 theatre style Auditorium 300 at tables 600 theatre style	Various Weddings Music/concerts Exhibitions/Fairs Meetings/training Community events (e.g. Teddy Bears Picnic) Workshops/classes (e.g. ballet, tai chi, dance, drama)	Yes

# Appendix B: Council Parks and Reserves

All enquiries related to the use of Council parks and reserves for an event should be directed to Council on (07) 5424 4000.

A full list of parks can be found below and at [www.somerset.qld.gov.au/our-services/council-parks](http://www.somerset.qld.gov.au/our-services/council-parks)

## Colinton

Colinton Memorial Park, D'Aguilar H'way

## Coominya

Coominya Memorial Park, Railway St

Coominya Railway & Community Park, Bunney Rd

Coominya Recreation Reserve/Syd Lynde Oval, Rocky Gully Rd

## Esk

Barbour Memorial Park/Esk Skate Park, Heap St

Esk Lions Park, Ipswich St

Esk Sport & Recreation Reserve, Hampton Rd

Hertrich Place, Hampton Rd

Mill End Park, Adelaide St

Lakeview Park, Lakeview Drive

Pipeliner Park, Highland St

## Fernvale

Fernvale Memorial Park, Main St

Honeywood Park, Honeywood Drive

Parslow Park, Titmarsh Ct

Stumer Park, Burns St

## Glamorgan Vale

Good Family Park, Glamorgan Vale Rd

## Harlin

Sim Lord Park, Brisbane Valley H'way

## Jimna

Bellbird Park, Bellbird Rd

Persimmon Park, Borgan Rd

## Kilcoy

Anzac Park, Seib St

Aston Park, Seib St

Bicentennial Gardens, Taylor St

Hedley Park, Hedley Drive

Hopetoun Sportsfield, Hope St

Kennedy Park, Row St

Silky Oak Park/Kilcoy Skate Park, Seib St

Yowie Park, Hope St

## Linville

Ditchman Park, George St

## Lowood

Clock Park, Peace St

Haslingden Park, Bray St

Jensen Swamp Reserve, Jensen Swamp Rd

Lowood Sport & Recreation Reserve, Lindemans Rd

Reservoir Park, Reservoir Rd

## Minden

Jesse Wickman Park, Minden Rd

Minden Village Park, Zabels Rd Nth

Minden Park, Minden Rd

## Moore

Stanley Gates Park, Main St

## Toogoolawah

Childrens Park, Dingyara St

McConnel Park, Cressbrook St

Poll Crandell Park, Brisbane Valley H'way

Toogoolawah Lions Park, Cressbrook St

Toogoolawah Skate Park, Cressbrook St

For a full list of Council parks and reserves scan the QR code



or visit [somerset.qld.gov.au/our-services/council-parks](http://somerset.qld.gov.au/our-services/council-parks)



# Experience More

SUBSCRIBE HERE TO MAKE  
THE MOST OF YOUR NEXT  
SOMERSET ADVENTURE...



## Visitor Information Centres



### Fernvale Visitor Information Centre

1483 Brisbane Valley Highway (07) 5427 0200



### Kilcoy Visitor Information Centre

41 Hope Street (07) 5422 0440



### Esk Visitor Information Centre

82 Ipswich Street (07) 5424 292



### The Condensery | Somerset Regional Art Gallery

29 Factory Road, Toogoolawah (07) 5423 1036



#EXPERIENCESOMERSET  
EXPERIENCESOMERSET.COM.AU