



## Events Policy

1. An "event" is a gathering of more than 30 people to participate in a shared experience on the foreshore reserve.
2. Camping bookings made in the Caravan Park are limited to six persons per site and are always governed by Park Rules. Where a group booking is made for 5 or more sites, or a group booking with 30 or more persons involved, this Policy also applies, at the discretion of the Park Managers. Standard campsite fees apply.
3. Conditions for events held on the Crown land in the Reserve are governed by the VIC Department of Energy, Environment and Climate Action (DEECA), and the Lang Lang Foreshore Reserve Committee of Management (CoM) as its land manager delegate.
4. All events held within the Lang Lang Foreshore Reserve, including within the Lang Lang Foreshore Caravan Park and the boat ramp car park area, require advance approval from the CoM, or if delegated, by the Park Managers.
5. This is to ensure appropriate arrangements and support are in place, including for example if needed rubbish collection, security, emergency services, traffic management, amenity needs, public liability insurances, and risk assessments.
6. Events may for example include foreshore clean-up days and busy bees, festivals, fetes, public meetings, demonstrations, training classes, competitions and Fun Runs, weddings, fundraisers, markets, cultural celebrations, large private gatherings including weddings, entertainment, days of significance, arts or flora or fauna appreciation, club or special interest days, and other community, charity or fundraising gatherings.
7. Passing visits by school, scouting, or walking groups, required Emergency Services training, and approved Land Care activities are not considered events.
8. **Event Application:** A completed Application from the event organiser and any required documents (e.g. insurances) must be received at least 14 days prior to the event by the CoM via its delegates, the Caravan Park's Park Managers, at [bookings@langlangforeshore.com.au](mailto:bookings@langlangforeshore.com.au). The event will require approval before proceeding.
9. **Fees and Charges:** We do not charge an event registration fee. However, fees may be determined and charged to the event organiser to support for example additional bin hire, portable toilet hire, security, administration, etc. These will be assessed and determined in writing on a case by case basis as part of the approval process.
10. **Additional Approvals and Notifications:** Depending on the scope and location of your event, you may also need approval from Cardinia Council and/or Bass Coast Shire Council (for example for traffic management), and emergency services (police, fire, ambulance, SES) support or notifications. The event organiser is responsible for

determining this and arranging these consultations, approvals and engagement directly. The Park Managers may be able to provide some guidance.

11. **Supply of Food and Drink:** The event organizer must ensure all food providers including mobile food vendors have a current Food Act registration, and must lodge a Statement of Trade and be registered with Stretrader, the online temporary food permit system. Food may only be supplied to event participants. The provision of food must adhere to all relevant legislation, and follow current VIC guidelines. Further information can be found here: <https://www.health.vic.gov.au/food-safety/community-group-food-fundraisers>.
12. **Supply of Alcohol:** No alcohol is permitted to be sold or otherwise offered at events.
13. **Fireworks:** No fireworks are to be used at events.
14. **Music and Noise:** Amplified music or noise should not be able to be heard/extend outside of the approved event boundaries and timeframes. The CoM or Park Managers will advise if a notification is also required to adjacent properties.
15. **Use of the Caravan Park for Events:** Where possible an entire section should be booked for receptions or group bookings events such as e.g. larger birthday parties, to minimise the impact on other Park users. Any use of the rotunda or other facilities including toilets and rubbish bins within the Caravan Park for or during an event will be at the discretion of the CoM or Park Managers, and must be arranged and approved in advance of the event.
16. **Dates:** Events may not be booked more than 12 months in advance. Approved event dates may be changed after consultation with the CoM or their delegate if a submission in writing is received with a minimum of seven (7) days notice prior to the original scheduled date.
17. **Cancellations:** The CoM reserves the right to cancel an event with no recourse if adverse weather or other risky conditions become apparent. An event organiser may cancel an event at any time, although may incur charges to recompense any costs incurred by the CoM as a result. The event organiser accepts this condition when booking the event.
18. **Signage:** Any signage, flyers or banners used during the event must not be attached in any way that causes damage to any structures, facilities or vegetation, and must be removed from the Reserve at the conclusion of the event. Use of nails and stakes is prohibited, and no paint or permanent markings are to be used on site.
19. **Damage:** Any damage to any structure, vegetation, item or other part of the Reserve or Park, as assessed by the CoM or Park Managers, must be repaired in a timely manner and at the cost of the event organiser, and to the satisfaction of the CoM or Park Managers.
20. **Rubbish:** Event organisers are responsible for the collection and removal of all event rubbish, and for ensuring all spaces are returned to their clean and tidy pre-event state. Recyclable materials should be collected and removed to an appropriate recycling facility.
21. **Public Liability:** Event organiser(s) and each third party including food trucks, performers, etc. are required to hold their own current \$20 million public liability insurance policy to cover their participation in the event. The event organiser(s) are solely responsible for ensuring their third parties hold these insurances.
22. **Site Map Plan:** Event organisers are required to supply a site map plan for the event, which designates entry/exit points, emergency vehicle access, first aid, evacuation points, car parking, toilets, signage, any temporary items, etc. as appropriate.

23. **Risk & Safety Plan:** Event organisers are responsible for the health and safety of all event participants and spectators during the event and in an emergency. A risk and safety plan is required, designating and publicising emergency assembly point(s), security, and first aid. A specific event-Emergency Management Plan, and/or a Fire Management Plan, may be requested as a condition of event approval.
24. **Traffic & Parking Management Plan:** A traffic management plan is required, outlining traffic control measures, any road closures, and parking management. Event organisers are responsible for notifying the appropriate Council(s) and Vic Roads about the event and expected congestion issues on the day that will require traffic management, and for arranging any traffic management support which may be required to support the event, within or outside of the Reserve.
25. **Defibrillator:** A defibrillator machine is located at the Reception office of the Lang Lang Foreshore Caravan Park, 174 Jetty Lane (phone: 03 5997 5220).
26. **Access:** Plans for equal participant access, including disabled access, should be taken into consideration by the event organiser.
27. **Discretion:** The CoM may make exceptions to this Policy at their discretion. All directions made by the on-site Park Managers and their team in the case of Park usage during the event must be followed by the event organiser and participants.

*Adopted: August 2023*