SPECIAL EVENTS KIT
A guide for organising events in PAE

PORT ADELAIDE ENFIELD



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CONTACT

Events Team – City of Port Adelaide Enfield 163 St Vincent St, Port Adelaide
Ph: 8405 6765
www.cityofpae.sa.gov.au/get-involved/hold-an-event

The City of Port Adelaide Enfield Events Information Kit has been prepared to assist organisations, individuals and community groups planning events in the City of Port Adelaide Enfield.





THE EVENTS INFORMATION KIT touches on key aspects of the event planning process, and Council's event requirements.

The package is only a guide and provides a useful reference; it is by no means a definitive source, as each event will have its own specific requirements.



The Event Team

The event team at the City of PAE is made up of an Event Coordinator and an Event Support Officer.

They deliver the yearly calendar of Council events, oversee the Event Sponsorship and Grant program rounds and permit other's events happening on Council held land.

The Event team is happy to advise on fulfilling Council requirements to run an event and to connect you with the right stakeholders to enable the successful outcome of your event.

DISCLAIMER

This guidance material has been made available for general personal use only and is provided without any express or implied warranty as to its accuracy or currency. All access to, and use of, the Material is at the user's risk.

Council will not be liable for any indirect or consequential loss, including loss of profits arising out of the use of this Information Kit or the material referred to within.

COUNCIL CONTACTS

As well as our Events staff, there are several officers around Council who will be able to offer you advice or information about the various aspects of your event.

To speak with officers from the events, health, traffic, facilities or media sections, please contact 8405 6600 or send an email to service@cityofpae.sa.gov.au and we will put you in touch with the person who can best handle your enquiry.

OTHER USEFUL CONTACTS

SUPPORT SERVICE	WEBSITE	TELEPHONE
Adelaide Business Hub	www.adelaidebusinesshub.com.au	8440 2440
Adelaide Metro	www.adelaidemetro.com.au/Announcements/Planning-an-event	
APRA (Australasian Performing Rights Association)	www.apraamcos.com.au	8331 5801
Bureau of Meteorology SA forecast and warning service	www.bom.gov.au	1300 659 215
Cancer Council of SA	www.cancer.org.au	13 11 20
Civil Aviation Safety Authority	www.casa.gov.au	131 757
Consumer and Business Services (liquor licenses)	www.cbs.sa.gov.au	8226 8410
Department for Environment and Water	www.environment.sa.gov.au	8204 9000
Department of Planning, Transport and Infrastructure	www.dpti.sa.gov.au	1300 872 677
Electricity – Emergency Only		13 13 66
Environmental Protection Agency (EPA)	www.epa.sa.gov.au	8204 2000
Gas – Emergency Only		1800 808 526
Office of the Technical Regulator	www.sa.gov.au/topics/energy-and-environment/electrical-gas-and-plumbing-safety-and-technical-regulation	8226 5500
Primary Industry Resources SA – Fisheries	www.pir.sa.gov.au/fishing	8226 0995
RenewalSA	www.renewalsa.sa.gov.au	8207 1300
SA Metro Fire Service	www.mfs.sa.gov.au	8204 3600
SA Police – Port Adelaide LSA	www.police.sa.gov.au	8207 6444
SA Police – Holden Hill LSA	www.police.sa.gov.au	8207 6000
SA Police – Special Events Section	www.police.sa.gov.au	8207 6433
SA Tourism Commission	www.tourism.sa.gov.au	8463 4500
SafeWork SA	www.safework.sa.gov.au	1300 365 255
St John Volunteers	www.stjohn.org.au	8306 6930
State Emergency Service	www.ses.sa.gov.au	1300 300 177
Water Service – Difficulties & Emergencies		8207 1300

EVENTS ON COUNCIL RESERVES & ROADS

The City of Port Adelaide Enfield incorporates a number of beautiful reserves perfect for events, including Semaphore Foreshore, Largs Foreshore, Stockade Park, Regency Park Reserve, LJ Lewis Park, and Harry Wierda Reserve.

For images of our reserves, information about capacity and visit our website.

Event Organisers wishing to conduct their event on any of Council's public reserves or on a road must first obtain permission from Council and complete an application form. Events may not be conducted on Council land without an approved Licence (reserves) and/or Permit (roads).

WHAT TO DO

A tentative hold can be placed on the reserve, subject to completion of the necessary forms. Please note, this booking is not confirmed until the Event Permit has been issued and the correct bonds and fees have been paid.

Check availability of your preferred location and place it on hold at www.cityofpae.sa.gov.au/community/facilities/reserves-for-hire

Then complete and return the 'Application for Events on Reserves and Roads' form (see Appendix A) Event Permit Application.

You will need to upload the following documents with your Application:

- Risk Management Plan
- Certificate of Currency Public Liability Insurance
- Site Map
- Food Business Notification Numbers of food providers
- Toilet facilities being provided
- Power usage

In addition, depending on the complexity of your event, you will need to include documentation on:

- Liquor licensing/dry zone exemption
- Amusement providers and their Safe Work SA certification and Insurance
- Traffic Management Plans
- Car parking and transport information
- Fireworks

Once Council is satisfied your event meets all the necessary criteria, a permit will be issued for your event, which must be signed and returned to Council to confirm approval for the event.

Reserve hire fees and a refundable reserve bond ensures the booking of your chosen venue. Keys to access gates and on-site power (if available) are available from the Booking Officer on request. A refundable key bond will apply.



EVENTS IN COUNCIL HALLS

The City of Port Adelaide Enfield manages eleven halls for hire to use as a community activity space, meetings, or for social function venues.

To lodge a booking request please fill in our online enquiry form at www.cityofpae.sa.gov.au/services/hire-a-place-or-space/halls-for-hire

Information about private halls for hire across the region is also available on our website.

INSURANCE

The organising body of an event being held on Council land must hold a current public liability insurance policy to the value of at least $10 million coverage or higher. This is an industry minimum standard based on the level of risk for an average event.

WHAT TO DO

- A copy of the Public Liability Insurance must be provided to Council for the proposed event to be given initial support.
- Event organisers must ensure their public liability cover is appropriate and identifies the event and its location.
- All groups participating in the event must also be covered by Public Liability Insurance, including amusements, entertainers, stall holders, caterers, volunteer groups, contractors etc.
- To determine the most appropriate cover for your event, consult your insurer.



OCCUPATIONAL HEALTH & SAFETY - PUBLIC SAFETY

There are numerous Occupational Health and Safety laws that apply to the conduct of events in South Australia. Council requires that event organisers adhere to all occupational health and safety procedures throughout the duration of the event – from bump-in to bump-out.

While the Work Health Safety Act places a duty of care on event management staff to protect themselves, their staff or visitors, it needs to be understood that if a client of visitor is injured and requests a claim for compensation, this becomes a public liability claim.

WHAT TO DO

- Event Organisers must consider all relevant Health and Safety aspects for their event, including:
  - SafeWork SA requirements for event staff
  - SafeWork SA Registration Certificates for Amusement Rides (must be provided to Council)
  - Safety checks of all plant and equipment used at event
  - Use of licensed tradespeople/contractors
  - Responsible service of liquor, including appropriate liquor licenses
  - Crowd safety provisions (i.e. security)
  - Safe food handling practices
  - Electrical equipment to be tagged and tested
  - Incorporate OH&S and public safety practices into all event management documentation and risk management planning
  - Notify your insurance provider of the steps you have taken with regard to Public Safety
  - Contact SafeWork SA should you require help or advice about your OH&S obligations see www.safework.sa.gov.au

RISK MANAGEMENT PLANNING

A Risk Management Plan and an Event Management Plan for each event is imperative.

Planning is required to ensure event organisers have foreseen all possible risks associated with their event and then taken the appropriate and necessary action to ensure these risks are minimised.

The Risk Management Plan will constantly evolve throughout the planning process and during the event, right up to the packing down once your event is finished.

The Risk Management will feed into your Event Management Plans, checklists, and procedures and vice versa

THERE ARE MANY STEPS IN DEVELOPING A RISK MANAGEMENT PLAN:

1. Identify the risks involved
2. Assess the likelihood (Chance of happening) and consequence (impact) of each risk via a risk matrix
3. Develop an action plan for managing and reducing the risks

STEP ONE
IDENTIFYING THE RISKS

The first part of the Risk Management process is identifying the risks associated with operating your event.

Risks can take many forms, including situations or occurrences that:

- Cause harm to a person or animal
- Cause loss or damage to property, equipment or finance
- Compromises the reputation or success of the event and/or the organising body

Those at risk include event patrons (general public), staff, contractors, participants, exhibitors, local residents, animals and wildlife. The event itself (and/or the organising body) can also be at risk.

Here are some examples:

Health Risks

- Sickness or injury to staff or public – collapse, fall, food poisoning, disease
- Public disturbance – argument, fight or riot
- Death or injury to native wildlife
- Property Risks
- Damage to event venue – vandalism, graffiti, flooding
- Damage to/loss of event infrastructure – theft or damage to equipment
- Damage to private property – nearby houses, car parks
- Loss of personal property – event patrons

Financial Risks

- Loss/absence of key event staff or key contractor/service
- Provider/performer
- Loss of sponsorship
- Cancellation of event/refund of tickets
- Power failure
- Cash theft

Environmental Risks

- Severe weather
- Damage to natural or built heritage

Event Image Risks

- Bad press
- Lack of community support
- Poor event presentation
- Protestors at event

Public Safety Risks

- Injury to audience members
- Fire, explosion or spill of hazardous material
- Electrocution
- Public disturbance/assault, antisocial behaviour
- Trips and falls
- Food stalls gas cylinders explosions/BBQ explosions
- Bomb threat
- Crowd crush

STEP TWO
ASSESSING THE RISKS

THE RISK MATRIX

LIKELIHOOD		1 LIKELIHOOD	2 MINOR	3 MODERATE	4 MAJOR	5 CATASTROPHIC
ALMOST CERTAIN	A-5	M (A5)	H (A10)	H (A15)	E (A20)	E (A25)
LIKELY	B-4	M (B4)	M (B8)	H (B12)	H (B16)	E (B20)
POSSIBLE	C-3	L (C3)	M (C6)	M (C9)	H (C12)	H (C15)
UNLIKELY	D-2	L (D2)	M (D4)	M (D6)	M (D8)	H (D10)
RARE	E-1	L (E1)	L (E2)	L (E3)	M (E4)	M (E5)

LOW RISK

CONSEQUENCE

STEP THREE
MITIGATING AGAINST THE RISK

Think through what can/will be done to minimise the risks involved and then reassess the risk score on the matrix.

For example, the risk of unhygienic facilities will be minimised by employing a cleaning company or a roster of duties for volunteers that includes checking the toilet facilities.

- (See Appendix B) Risk Assessment Example
- Read the SafeWork SA event safety information sheets for more on event safety and risk **www.safework.sa.gov.au**







EVENT MANAGEMENT PLAN

- A comprehensive Event Management Plan (including an Emergency Response Plan) is a vital tool for managing events
- Include contact details of all relevant staff/ contractors/stakeholders/emergency services
- Include a schedule
- Ensure all event staff and stakeholders receive a copy in advance of the event
- Have printed out copies at key locations at the event site for instant access to the information
- Include key risk management strategies as identified in the Risk Management Plan
- Include a detailed and accurate site map
- Include emergency evacuation procedures and emergency Assembly Area
- Ensure emergency services are briefed and included in Management Plan
- Record All Incidents and Issues
- Have Incident Report Forms ready and accessible by all event staff

DEVELOPING AN EMERGENCY RESPONSE PLAN

An Emergency Response Plan provides a detailed strategy for dealing with emergency situations where quick organiSed action is required.

It is a vital tool for dealing with situations promptly during the event planning, and most importantly, during the course of the event.

Try these resources for developing an Emergency Response Plan:

- SA Police Special Events Section (refer page 3 for contact details)
- SafeWork SA Help Centre (refer page 3 for contact details)

FOOD SAFETY

All parties involved in the serving of food – both the event organisers and individual stall proprietors – are responsible for complying with legislative requirements.

Event organisers are responsible for notifying Council of any food being served at the event. A Special Events Temporary Food Stall Notification Form must be completed and returned to Council prior to the event.

Environmental Health Officers may carry out inspections of temporary food stalls during the event

Council's Environmental Health Team can provide advice for managing food safety at events, including:

- Hand washing and other facilities at events
- Appropriate stalls for serving food
- Food handling best practice
- Food temperature control
- Food storage, display and transportation
- Cleaning of work areas and equipment
- Colour posters with practical temporary food premises information are available from Council, to be placed at each food stall at your event

WHAT TO DO

- Review information about food safety on our website
- Collect Food Business Notification Forms and Public Liability Certificates from all your stall holders
- 6 weeks prior to your event contact the Duty Environmental Health Officer on phone 8405 6940 or email ceh.support@cityofpae.sa.gov.au
- Complete section 12 of the 'Application for Events on Reserves and Roads'
- Refer Appendix A or www.cityofpae.sa.gov.au
- The form must be returned to Council at least two weeks prior to the event
- Please note your event permit will not be issued without this information provided to Council

FIRST AID

The provision of first aid services is critical for any event. The type and size of the facilities will vary depending on the type and size of event.

Event Organisers should only engage the services of a reputable and licensed first aid organisation to assist with the event. The first aid services provided should be incorporated into all event plans and communication networks. First aid posts should be clearly marked so that the public can easily find them.

WHAT TO DO

- Contact a licensed first aid provider to discuss the first aid requirements of your event
- Ensure the operator has current public liability insurance in place

ACCESSIBILITY

Event organisers have a legal responsibility under State and Federal laws to avoid discrimination and, when barriers exist, to remove them. Event organisers should think about accessibility in the early event planning stage to ensure these obligations are met.

WHAT TO DO

- Refer to Australian Network on Disability www.and.org.au
- Ensure staff and volunteers are briefed on your accessibility procedures
- Disability awareness training is available from a number of consultants in Adelaide.

FIRE SAFETY

Fire prevention is essential at any event. Event organisers must ensure suitable fire extinguishers are provided in appropriate areas, such as around electrical equipment and (especially) caterers.

WHAT TO DO

- Contact the Metropolitan Fire Service for advice on fire safety at events
- Ensure correct fire extinguishers are provided for:
  - All caterers (one extinguisher for each catering stall)
  - Electrical devices (i.e. PA systems)
  - Any other part of the event where there is potential for a fire hazard
- Brief all staff and volunteers on general fire safety principles

TOILETS

It is vital for event organisers to properly manage toilet facilities. You need to consider the type and duration of your event, crowd behaviour patterns, crowd numbers and consumption of food and alcohol when planning public toilet facilities.

WHAT TO DO

- Provide sufficient toilets for your event – see the Department for Health Guidelines for the Management of Public Health & Safety at Public Events for more detailed information www.sahealth.sa.gov.au
- Be careful when deciding where to place toilets – i.e. not around food serving or preparation areas
- Ensure toilets are stocked with toilet paper, soap and have running water
- Ensure toilets are cleaned regularly
- Provide sanitary conveniences in female toilets
- Provide accessible toilets
- Provide unisex toilets

WASTE MANAGEMENT

It is imperative for Event Organisers to effectively manage all types of waste at their event.

Event organisers are expected to provide sufficient waste and recycling bins for the convenience of patrons and to manage litter caused by their event inside and surrounding the event site. Information about effective waste management is available on our website at https://www.cityofpae.sa.gov.au/services/waste-services

WHAT TO DO

- Book a Waste Management Company – information available on our website
- Outline the delivery date/time, location and collection date/time
- Provide sufficient general waste and recycling bins at your event site that are emptied or swapped out when full
- Arrange for tables and food serving areas to be regularly cleaned during your event and ensure bins are emptied on a regular basis throughout your event
- Provide adequate waste bins for food stalls, and remember to brief all food providers on waste disposal procedures
- See www.zerowaste.sa.gov.au/resource-centre/publications/events for more information





NOISE MANAGEMENT

Event organisers are responsible for ensuring that all reasonable and practical measures are taken to minimise the noise impact to neighbouring land.

Organisers of outdoor events should develop a noise management plan, which should include a site plan indicating stage and speaker placement and orientation, public notification, acoustic monitoring and complaints management.

Volume should be kept to a level that reaches event patrons but does not extend to excessively impact on surrounding residencies or businesses. This needs to be submitted to Council to obtain an meet the requirements of the Local Nuisance and Litter Control Act.

WHAT TO DO

- Refer to the Department for Health Guidelines for the Management of Public Health & Safety at Public Events for more noise pollution information or visit www.dh.sa.gov.au
- Refer to the Local Nuisance Information on Council's webpage at www.cityofpae.sa.gov.au/localnuisance

COPYRIGHT MUSIC

Event organisers must have an APRA license in place in order to play copyrighted music, even if the event is free to the public. A license is also required where the event features live music performance.

WHAT TO DO

- Contact APRA for current licensing requirements and application forms (refer page 3 for contact details)
- For more information on copyright law, visit the Australian Copyright Council website at www.copyright.org.au

TEMPORARY ROAD CLOSURES

A temporary road closure (TRC) is required for marches, street parties or other events that will take place on a road or spill over from private property on to Council land, namely footpaths or roadways.

Please Note – A TRC requires a 3 month lead in time and the engagement of a professional traffic company at the event organisers' cost. The Traffic Management Company's plan must be presented to Council officers and in turn approved by Elected Members. Various stakeholders need to be consulted with, including Council, SAPOL, residents and DPTI.

Temporary road closures ensure the safety of event participants by legally preventing vehicular traffic from using a nominated roadway for the duration of the event. Footpath-based events must also plan for other pedestrians and footpath traffic.

TRCs are covered by section 33 of the Road Traffic Act which stipulates that the road must be formally closed and participants indemnified from several specific Australian Road Rules.

For more detailed information on Traffic Management, refer to our website.

PARKING AND TRANSPORT

It is imperative that sufficient parking is provided at any major event.

If parking isn't available at the event site, signage needs to be erected and marshalls in place to direct patrons to other nearby parking facilities.

To alleviate the demand on car parking, event organisers should investigate and promote alternatives, such as public transport, cycling and shuttle buses

WHAT TO DO

- Contact the Public Transport Office to discuss public transport options for your event (refer page 3 for contact details)
- If alternative car parking is to be utilised, ensure permission is granted from property owner
- Indicate car parking and alternative methods of transport on your event promotional material

AMUSEMENT RIDES

Amusement rides, including inflatables (i.e. bouncy castles) should not be used at your event unless they are registered with SafeWork SA and meet a range of safety compliance criteria.

WHAT TO DO

- Check that the amusement operator's SafeWork SA registration certificate is current and the serial number relates to the actual amusement before the equipment is activated at the event site
- Obtain a copy of the amusement operator's certificate of currency
- Ensure there is sufficient clearance for tall amusements prior to the event (i.e. power lines, trees, etc)
- Contact SafeWork SA if you are unsure or require more information about a particular amusement operator
- Provide details of any amusement providers as part of the 'Application for Events on Reserves and Roads'

TEMPORARY LIQUOR LICENCES

If you are planning an event in the Council area and intend selling alcohol, a temporary liquor licence will need to be obtained from the Liquor Licensing Commission, which will require the consent of the Council for final approval.

WHAT TO DO

Contact the Office of the Liquor and Gambling Commissioner to obtain an Application for a Limited Liquor Licence:

Office of the Liquor and Gambling Commissioner
9th Floor, East Wing, Zurich Building
50 Grenfell Street, Adelaide SA 5000
Phone: 8226 8410 Fax: 8226 8512
Email: olgc@agd.sa.gov.au
www.olgc.sa.gov.au

If a support letter from Council is required, send an email request to service@cityofpae.sa.gov.au and include:

- Name of your organisation
- Event date and location
- Time period of sale of liquor
- Details of dry area exemption (if applicable)
- Estimated event attendances (be realistic)
- Event description to give overall concept
- Details of security present at event
- A site plan showing the proposed licensed area in relation to the overall event site

See the Department for Health Guidelines for the Management of Public Health & Safety at Public Events for useful alcohol management information.

DRY AREA EXEMPTIONS

The consumption of alcohol is prohibited in designated Dry Areas, however under the Liquor Licensing Act 1997 there are some festivals, exhibitions, shows or other events where the consumption of alcohol may be permitted.

Exemptions under the Act will require a Temporary Liquor License from the Office of Liquor and Gambling.

WHAT TO DO

To apply for a dry area exception in conjunction with a temporary liquor licence, follow the steps in the previous 'Liquor Licence' section, ensuring you outline details of the dry area you intend to use

Your request will then be considered, and, if approved, a Letter of Support from Council will be issued

FIREWORKS

Only licensed pyrotechnics providers should be engaged to provide fireworks displays. Pyro technicians are licensed through SafeWork SA.

You must also seek approval before proceeding with any fireworks displays. Council only issues permits for fireworks released on Council property. Some areas of Council land may be deemed unsuitable due to environmental factors.

If you are releasing fireworks on other property (e.g. State Government or private property), you will need to seek approval from the property owner and apply for a permit from the Department of Planning, Transport and Infrastructure.

Venue types and ownership:

- Council – reserves, halls, beaches
- DPTI – jetties, wharves, roads
- Renewal SA – Port River public waterfront land

WHAT TO DO

- If contracting the services of a pyrotechnics company, all notifications and permission are undertaken by them.
- Obtain a copy of their current SafeWork SA pyrotechnics license and Public Liability
- Obtain permission from the landowner

SKY ACTIVITIES

The Civil Aviation Safety Authority (CAFA) requires a written request for some of the activities indicated below. You must also obtain Council permission for these activities.

- Intention to fly kites
- Wind harnessing
- Releasing of light helium filled balloons
- Lighting effects – e.g. strobe, laser, and spotlights
- Helicopters
- Fireworks
- Light aircraft and parachuting – Refer page 3 for CASA contact details.

WATER BASED ACTIVITIES

The Port River is part of the Adelaide Dolphin Sanctuary and is protected under the Adelaide Dolphin Sanctuary Act 2005. The sanctuary has wide implications for any event being conducted on water. There are a range of river stakeholders that you must consult as part of your preliminary event planning

WHAT TO DO

- Contact the following organisations.
- Department of Planning, Transport & Infrastructure (Marine Safety Division)
- City of Port Adelaide Enfield
- Department for Environment & Heritage – Adelaide Dolphin Sanctuary
- Whale & Dolphin Conservation Society
- Renewal SA (if using Port Adelaide wharf/ pontoons)
- Refer page 3 for contact details.

EVENTS IN THE PORT ADELAIDE WATERFRONT PRECINCT

The Port Adelaide Waterfront Precinct offers a range of locations suitable for staging events.

The public areas (Hart's Mill, Cruickshanks Corner, Black Diamond (Lighthouse) Square, Lartelare Park) of the waterfront precinct are managed by RenewalSA. Contact RenewalSA to book these spaces. https://ourport.com.au/contact/venues-facilities-for-hire/

BE 'SUN SMART'

When holding outdoor events it is important to offer sun protection for participants.

Event Organisers are responsible for minimising the UV exposure period of staff and guests during the event.

WHAT TO DO

- Provide effective and sufficient shade in the form of umbrellas, marquees and by using existing shade structures
- Provide (or sell) sunscreen to event participants and staff encourage staff to replenish throughout the day Incorporate Sun Smart provisions into event planning and Risk Management
- Promote the SunSmart message to participants through PA announcements, signage, etc.
- Contact the Cancer Council to access a range of resources for planning outdoor events (refer page 3 for contact details)

ELECTED MEMBERS INVITATIONS PROTOCOL

Event Organisers are encouraged to invite the Mayor and Elected Members of the City of Port Adelaide Enfield. Where Council has provided funding for an event, a Council representative, usually the Mayor, should be informed of the event and invited to attend.

Invitations may be sent using the postal and/or email addresses listed on Council's website and should be sent as early as possible, no later than one month prior to the event.

You may wish to invite the Mayor or an Elected Member to be a part of the official proceedings at your event.

If you would like the Mayor or an Elected Member to make a speech at your event, there are certain protocols that must be observed.

WHAT TO DO

- Complete the Elected Member Attendance and Speech form found on Council's website

USE OF COUNCIL LOGO

Event organisers may wish to acknowledge Council on event promotional material by showing the Council logo.

This is compulsory for all Event Sponsorship recipients. There are strict guidelines for using the Council logo on any publication. Event Organisers need to ensure that the guidelines and conditions listed in the City of Port Adelaide Enfield Style Guide are met when producing promotional material.

WHAT TO DO

- To access Council's logo files, contact the Media, Marketing and Communications Team
- Send electronic proofs of any promotional material for approval at least four weeks prior to the event and at least one week prior to publication to communications@cityofpae.sa.gov.au

FUNDING AND SPONSORSHIP

Council offers the Events Sponsorship Program – General/Major Events for events taking place within the City of Port Adelaide Enfield.

Twice-annual funding rounds are opened through 'Smarty Grants' – an online application process.

EVENT PROMOTION

The City of Port Adelaide Enfield strongly supports local events, festivals and exhibitions. We can assist in promoting events in the following ways:

What's On Website and Newsletter
The What's On is a complete online listing of upcoming events in the City of Port Adelaide Enfield area, accessible via www.cityofpae.sa.gov.au/visit/events

Events can be submitted by using the online form at www.cityofpae.sa.gov.au – click 'submit an event'. Eligibility conditions apply – refer to the online submission form for details

Events should be submitted as early as possible. Event descriptions should be lively and interesting – more than just a basic description. Event images can be provided to be included in your listing.

PAE Today
Council's newsletter 'PAE Today' is distributed to 61,000 households across the City of Port Adelaide Enfield. Selected events are listed under the 'What's On' section, which is developed from the events listed in the online Calendar of Events – make sure you have submitted your event to be included in the 'What's On'.

Event organisers can submit stories/articles and photographs to the PAE Today, which may appear at the discretion of the Editor. Story submissions should include all details of the event along with a story outline which is of interest to the Port Adelaide Enfield community.

Port Adelaide Visitor Information Centre
Our accredited Visitor Information Centre Display in the heart of Port Adelaide maintains a display of information about upcoming events. The Centre also oversees a weekly distribution of posters and flyers to tourism related outlets around the City.

Promotional material can be delivered to the Visitor Information Centre, in the following quantities:

A3 and A4 Posters – minimum 50, maximum 100 DL and A5 fliers – minimum 500, maximum 2000

Major events may be promoted through promotional banner boards around the Council area. This must be negotiated with the Events Support Officer – sites are limited and in high demand. There are strict guidelines and timeframes in place regarding cost, size, material and artwork for banners.

WHAT TO DO

- Encourage your friends, family and customers to join the What's On mailing list online via https://www.cityofpae.sa.gov.au/connect/subscribe
- Register your event with free online event calendars

EQUIPMENT FOR LOAN

Council logo banners can be borrowed free of charge by Event Organisers.

Other depot equipment, such as bunting, safety tape, bollards, witches hats and star droppers, may be made available on request and incur a cost. All equipment is subject to availability. Equipment requests can be forwarded to the Event Support Officer.