

## Further considerations

Consideration	Further information	Your notes
<b>Event infrastructure required</b>	E.g. stages, marquees, seating	
<b>Noise management</b>	Do you need to inform anyone of noise which will come from your event?	
<b>Traffic management and parking</b>	<p>Will your event require extra parking or road closures?</p> <p>*For events with major road closures please contact Council's Traffic Department for required permits 9278 4091</p>	
<b>Toilets</b>	Number of toilets available on site and/or to be hired, including reference to disabled toilets	
<b>Food safety</b>	<p>If there will be vendors selling food they / you will need to secure appropriate permits and comply with safety regulations.</p> <p>*Please contact local laws for permit requirements on 9278 4710</p>	
<b>Waste management and cleaning</b>	How will the site be cleaned at the conclusion of the event, will you need to dispose of rubbish?	
<b>Vehicle access</b>	<p>Will vehicle access be required to the park / sportsground / venue?</p> <p>How will this be organised?</p>	
<b>Signage plan</b>	<p>Will you bring any signage (for directional, emergency, flags and / or banners) to your event?</p> <p>*Please note the City of Boroondara has strict guidelines around advertising signage of any kind</p>	

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<b>Fundraising</b>	<p>A permit may be required if you are fundraising at the event.</p> <p>*Please contact Local Laws to discuss the required permit on 9278 4444</p>	
<b>Water</b>	<p>Is water required for the event and what sources will be used?</p>	
<b>Electricity / gas</b>	<p>Is electricity or gas required for the event and what sources will be used?</p>	
<b>Lighting</b>	<p>Will temporary lighting be required?</p>	
<b>Smoking</b>	<p>Please ensure compliance with Council's smoke-free policy.</p> <p>Smoking is prohibited under the following conditions:</p> <ul style="list-style-type: none"> <li>• Within ten meters of the entrance / exit to buildings;</li> <li>• Within ten meters of ventilation intakes, air conditioning units or heating units;</li> <li>• Where environmental tobacco smoke exposure for other employees, contractors, visitors or members of the public is possible.</li> </ul>	