

Your Event Quick Guide



Contents

Useful tips and information to help you deliver a successful event

Getting Started

Why.....	4
When.....	4
Where.....	4
How.....	5
Public liability Insurance.....	5

Logistics

Traffic & Pedestrian Management.....	6
Mall Trading.....	6
Temporary Structures & Stages.....	7
Power & Lighting.....	7
Waste Management.....	7

Health & Safety

Food.....	8
Alcohol.....	8
Toilets.....	9
Risk Management & COVID Safety Plan.....	10
Fireworks.....	11
Public Assembly Licence.....	11
Smoke Free Event.....	11

Publicity & Promotion

Marketing.....	12
Signage.....	13

Key Contacts.....	14
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So you want to hold an event?

Well managed community events are an important part of our cultural calendar. They promote community pride and spirit, bring people together in an atmosphere of fun, and attract visitors to the region.

Whether you have had previous experience in planning events or are a complete novice, this guide has been developed to assist you to plan a small to medium sized event.

Council supports community based events by providing information, advice and access to a range of resources, including twice-yearly Community Grants.

When planning a community event, you should:

1. Read the Quick Guide to ascertain what will be required for your event.
2. Discuss your idea with others to gain support, and if possible put together a working group or committee to help you plan and deliver your event.
3. Decide on some of the basic structures of your event, and how you intend to fund it.
4. Notify Council's Events & Marketing Team of your event so that we can add your event to our Calendar and advise of any clashes or issues.
5. Proceed through your planning, obtaining the necessary permissions.
6. At least one month prior to your event, submit an Event Application Pack.

This Guide is a practical reference and source of ideas. It is not meant to provide exhaustive information, and should be used whilst completing the Devonport City Council Event Application Pack.

There is a handy list of Key Contacts on pages 15-16 which we recommend contacting if you need more information on a topic.

Council can help get the word out about your event by:

- Including your event on our online Calendar of Events - available on our website: <https://www.devonport.tas.gov.au/whats-on-devonport/>
- Social media promotion via the Devonport Events Facebook page.

Financial Assistance Grants

Council runs a twice-yearly Grants Program with Economic Development & Events Sponsorship Grants available to the public. Visit: www.devonport.tas.gov.au/financial-assistance for details on how to apply.

Getting Started

Before you begin planning your event, it is helpful to have a clear vision of what you want your event to be.

Answering a few simple questions such as **Why**, **When**, **Where** and **How** will help you 'sell' your event to others and will ensure you stay on track to achieve what you set out to do.

Why?

In figuring out why you want to hold an event, you should consider the following questions.

- What do you aim to achieve from your event? E.g. showcase local talent, provide a day of entertainment, bring the community together.
- Who is your target market/who do you want to attend your event?
- How will you measure the success of the event?

When?

Factors that should inform the timing of your event:

- Suitable weather for the type of event. Visit: <http://www.bom.gov.au/tas/?ref=hdr>
- Other events at the same time which could "steal" your audience. This may be the same day/ weekend or just before or after your event. There is a limit to the amount of activity that a region can sustain. You could also consider the possibility of merging or co-marketing events. Visit: www.eventstasmania.com and www.devonport.tas.gov.au/events
- School and public holidays could have a positive or negative impact on your event. Visit: <https://www.education.tas.gov.au/about-us/term-dates/>

Where?

The right choice of venue is crucial to the success of your event. Some of the following may be considered when choosing the site for your event:

- Access to power and services
- Infrastructure
- Proximity to transport
- Suitable parking
- Proximity to residential areas for noise/traffic nuisance
- Bushfire/flooding potential
- Proximity to water bodies
- High wind

If the event is to be held on Council land or in a Council venue

- Council-run halls and open spaces (parks, reserves) can be booked online for events. Information and booking forms can be found at: <https://www.devonport.tas.gov.au/council/forms-and-payments/application-for-casual-use-of-a-park-or-reserve/>

If the event is on private land

- Gain the permission from the land holder and speak with Council's planning department to ensure that there are no obstacles to the type of event you plan being held on that property.

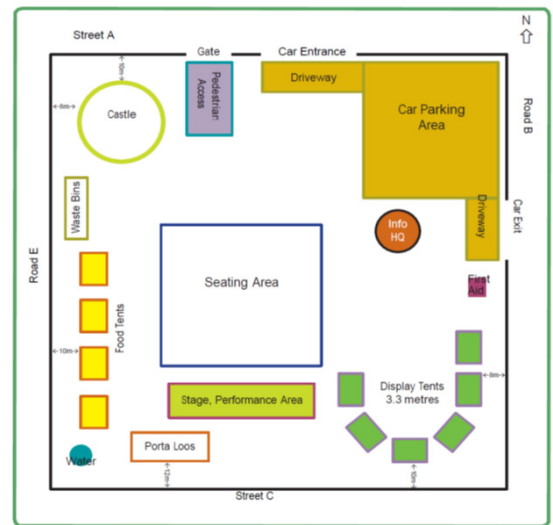
If the event is on public land

- Consultation is needed with the appropriate land manager or statutory authority.

Site Plan

A site plan is a drawing indicating the ground layout of your event, and is essential for event planning and management.

Site plans typically indicate the site boundaries, street access, stalls and tent locations etc. Your site plan should be easy to interpret and, at large events, be posted strategically around the site for use by patrons. The site plan is also useful for staff and volunteers setting up the event.



Sample site plan

A site plan for your event must be submitted to Council with your Event Application Pack.

How?

When planning your event, we strongly suggest joining with others who may have an interest in your event and forming a committee. This will ensure you can properly and safely plan and staff your event.

- A committee should consist of members from a range of backgrounds, with a range of skills and expertise. For larger events the committee should be broken up into sub-committees to manage different areas of the event and could include:
 - Administration/Coordination
 - Finance
 - Communication
 - Logistics
 - Programming
 - Food/Amenities
 - Marketing & Promotion
 - Volunteer Management

Public Liability Insurance

It is **essential** when managing a public event that the event and the event organiser has adequate public liability insurance coverage.

- A festival or event should be managed by an incorporated body to ensure that any liabilities are enforceable against the organisation itself, rather than committee members personally.

- If the event is not run by an incorporated organisation, the event should be auspiced (covered under another's insurance) by an appropriate organisation. For further information about what auspicings is, visit: www.nfplaw.org.au/auspicing
- If other companies are involved in your event such as amusement providers, they should have their own insurance coverage. Organisers of an event should collect a copy of their stallholders Certificates of Currency. This is piece of mind that in the unlikely case of something going wrong, any liability can be directed to the stall holder at fault.
- For quotes on insurance for community groups, visit: www.localcommunityinsurance.com.au

Logistics

Traffic Management

If your event:

- Requires a street or road closure
- Increases road congestion in the area
- Will restrict access to or require the use of footpaths
- Require parking beyond the availability nearby

You will need to complete an Application for Closure of Public Streets form and a Traffic Management Plan for Council approval. You can find the Road Closure form here: <https://www.devonport.tas.gov.au/live/residents/parking-roads-transport/road-closure-permits/>

If the road requiring closure is a state road, the event organiser will need to contact State Growth to obtain the necessary approval. Visit: www.stategrowth.tas.gov.au

Getting the word out:

- Council will advertise the road closure in the local paper and will invoice your organisation for the cost of the advertisement
- You should organise a letter box drop or door knock for residents in the immediate area of the road closures at least two weeks prior to the event to notify them of the closures.
- In addition, if your event impacts on Public Transport services, you may need to contact Merseylink and Phoenix Coaches on 03 6427 7626

For further information and advice, contact Council's Engineering Development Officer on 03 6424 0511.

Mall & Street Trading

Be aware that there are a number of conditions attached to trading in the Rooke Street Mall and this is not permissible without a permit. Visit: www.devonport.tas.gov.au/rooke-street-mall

For information regarding street trading restrictions and protocols within the municipality, visit: <https://www.devonport.tas.gov.au/building-development/business/doing-business-in-devonport/street-trading-outdoor-dining/>

Temporary Structures & Staging

The Building Act 2000 governs the erection of freestanding temporary structures over a certain size and area which may apply to your event.

This applies to:

- Tents and Marquees with an area of more than 20m²
- Seating stands for more than 20 people
- Stages or platforms more than one step off the ground and with an area of more than 9m². This includes stages on the back of a truck.
- Amusement Rides

If your temporary structure fits into the above category, you will need to complete a Temporary Occupancy Permit. For further information or advice, contact Council's Building Department on 03 6424 0511.

Hire companies should have the required Occupancy Permit but it is advisable to check this when booking.

Power & Lighting

The Event Organiser is responsible for arranging the supply and installation of any electrical and power requirements for the event.

A number of Council owned parks and facilities have power access available to event organisers.

It is important to ensure that:

- Electrical leads do not create a trip hazard. Cables should not lie on the ground unless adequately protected and covered
- Lead joints and connections are not to be accessible to the public or exposed to damp conditions
- Temporary electrical leads must be flexible cables
- Double adaptors and piggy-back plugs are not to be used
- Adequate lighting is provided for night time events to ensure visibility and safety of patrons.

Waste Management & Recycling

No matter what size your event is, consideration must be given to the clean-up during and after your event.

- Ensure you have sufficient bins, including recycling facilities
- Ensure you have sufficient people-power to clean-up the site after your event
- Think about what measures can be taken to reduce the amount of waste generated at your event and promote the minimisation of waste through the event.
- Mini skips and wheelie bins are easily obtained through equipment hire companies.
- Don't forget to consider how you will dispose of your waste once it is collected.

Health & Safety

Food

Food is an important aspect of any event, and the type and range of food available should fit with your event concept and timing.

Having safe food handling practices in place will minimise potential health risks and guarantee that those responsible for the event and those attending are happy with the food service provided.

Some options are:

- Getting community groups to undertake catering at your event. This is a good way of involving the community and often assists in providing low cost catering alternatives to attendees.
- Booking a mobile food vendor, who can provide food and beverages on a user-pays system.

Anybody providing food for public consumption must have an applicable food permit. Food vendors can obtain yearly food permits which will allow them to serve food anywhere in the state. Vendors without a yearly permit will need to obtain an individual permit for each event they attend.

More information on food permits can be accessed from Council's website: <https://www.devonport.tas.gov.au/building-development/business/food-business-requirements/>

A list of all food stall holders, and their contact details will need to be supplied to Council by listing in the Event Application and providing copies of the vendors Certificate of Registration and Certificate of Currency.

Alcohol

If you plan to sell alcohol at your event, you must obtain permission from the Licensing Commission, a branch of the Department of Treasury and Cabinet.

- A Temporary Liquor Licence may be applied for from the Licensing Commission and a copy provided to Council. Applications can be downloaded from www.treasury.tas.gov.au
- Alcohol must be served responsibly - whoever holds the licence must ensure that procedures are in place to do so.
- Consumption of alcohol will affect the number of toilets that you must have available for patrons - check the chart for details.
- Alcohol must be served in a fully enclosed bar area.

Availability of alcohol can add another layer of complexity to your event. You might also want to consider the following if you are selling or providing alcohol at your event.

- Ensuring drinks are only served in plastic vessels
- Engaging additional security to deal with any anti-social behaviour
- Consider the age of the patrons at your event, bearing in mind that alcohol must not be served to those under 18 years of age

Toilets

Adequate toilet facilities need to be available for patrons at your event. If there are insufficient public facilities available, portable toilets will need to be brought in. Points for consideration are:

- Location of the toilets within your site plan
- Accessibility for parents with small children and people with limited mobility
- Cleaning and supply roster to ensure toilet supplies are restocked and clean during your event
- How the wastewater will be managed

As a guide, for events without alcohol, the following is required:

MALE				FEMALE	
Patrons	Toilets	Urinals	Hand Basins	Toilets	Hand Basins
<500	1	2	2	3	2
<1000	2	3	3	4	3
<2000	3	5	5	7	5
<3000	5	8	7	10	7
<5000	6	12	10	16	12
<10 000	10	23	18	32	26

For Events serving alcohol the following is required:

MALE				FEMALE	
Patrons	Toilets	Urinals	Hand Basins	Toilets	Hand Basins
<500	2	2	2	4	2
<1000	3	5	4	6	3
<2000	5	8	7	11	7
<3000	7	12	11	15	11
<5000	11	18	15	24	18
<10 000	15	33	27	48	40

Risk Management

This is one area of your event planning that is critical in ensuring your event occurs safely without incident.

The first step is to develop a Risk Management Plan, which is designed to do two things:

- Identify potential hazards associated with your event
- Take steps to minimise or eliminate the risk prior to your event taking place

A simple Risk Management Plan template is included in the Event Application Pack. If your event is complex or carries significant risk you may need a more detailed plan.

The Risk Management Plan looks at areas such as (but not limited to):

- Public access
- Power
- Weather
- Trip hazards
- Fire safety
- Security
- Structures/staging/infrastructure
- Emergency Communication

Once risks have been identified, Risk Management involves identifying actions to address the risks, and allocating that responsibility to specified individuals.

For more detailed information on preparing a risk management plan visit:

www.worksafe.tas.gov.au

COVID Safety Plan

Given the current situation this is an essential requirement to obtain approval from Council for your event. Depending on the level of your event will depend whether you are required to submit your event for approval through Business Tasmania. Visit: https://www.business.tas.gov.au/coronavirus_information/event_framework for more information.

COVID Safety Plan Template: https://worksafe.tas.gov.au/__data/assets/pdf_file/0003/590250/WorkSafe_COVID-19-Safety-Plans_Events_Template-V3-21-Dec.pdf

Incident Reporting

An Incident Report Register should be kept to document the details of any incident that occurs during or in conjunction with the event. Recording of incidents that occur is an important way of tracking the actions taken as a result of an incident. An incident register can also help in identifying issues that need to be considered prior to the running of a subsequent event.

The incident report should cover the details of the incident - who, where, when and what happened - and what actions were taken i.e. medical attention given, police called etc.

It's a good idea to notify police and emergency services of your event so they can be on standby for major emergencies.

First Aid

Regardless of the size of the event, it is necessary to provide a safe level of first aid. Whether you will need a first aid station staffed by qualified certificate holders, or paramedic and medical facilities, this will be determined by the size of the event, the number of patrons expected, and any perceived risks.

For further information and to request attendance at your event by St John's Ambulance, visit: <https://www.stjohntas.org.au/> or call 03 6424 44777.

Fireworks

If fireworks or pyrotechnics are planned for the event and no licence is held, a permit from Workplace Standards Tasmania is required for fireworks purchase, handling and use. Workplace Standards Tasmania assesses pyrotechnic experience and qualifications to operate and conduct fireworks.

Council's Building Surveyor and Tasmania Fire Services are to be notified of an event involving pyrotechnics or Chinese fire crackers. Council will also need to be a signatory to the initial permit application if the event is to be held on Council-owned land.

To apply for a fireworks permit refer to Workplace Standards Tasmania on 1300 366 322 or visit www.wst.tas.gov.au

Place of Assembly Licence

Place of Assembly Licence is required under the Public Health Act where the public congregates for special events. This applies to gatherings with more than 1000 people present for at least two hours.

A Place of Assembly Licence considers site, risk and traffic management, stalls and activities and fire, water and waste to ensure adequate health and safety of the general public.

A Place of Assembly Licence application form is included in the Event Application Pack and for more information please contact Council's Environmental Health Officer on 6424 0511.

Smoke Free Event

As a result of amendments to the Public Health Act 1997 (the Act) that were passed on 1 July 2015, there is now a new Policy for Smoke Free Public Events which declares all mass outdoor events smoke-free from 2016.

The Policy also requires that all 'mass outdoor public events' submit Smoke Free Management Plans as part of the Place of Assembly Licence application process. You may apply to designate a smoking area at an event that has been declared smoke free.

For further information or assistance with completing a Smoke Free Management Plan contact Tobacco Control on 1800 671 738 or at:

https://www.health.tas.gov.au/publichealth/tobacco_control/smoke_free

Publicity & Promotion

Marketing

The success of your event will largely depend on the effectiveness of your promotional strategy.

The main marketing methods used are:

- Local and daily newspapers, media releases, "Community Information" section
- Print material - posters, flyers etc
- Email to mailing groups - consider the type of clubs and organisations who might participate in or attend your event and keep them informed
- Newsletters - develop a list of community newsletters and their publication dates e.g. sporting clubs, special interest groups, peak bodies
- Social Media - Facebook, Twitter and Instagram are powerful tools for getting information and messages to your target market. Council also has a Devonport Events Facebook page and are happy to assist in online promotion via this platform. Contact the Marketing & Promotions Officer on 03 6424 0563 to discuss this further.
- Website - your own groups and others
- Letter box drop nearby neighbourhoods
- Word of mouth - the most powerful tool available to you!
- Radio announcements
- TV coverage and/or advertising. TV advertising is very expensive, but targeted TV advertising may be suitable for your event in order to reach a broader audience.

You will need to develop a look or image for your event. The image will form the basis of your branding for your event and can be used on promotional material such as flyers, boards and posters.

A valuable tip for all marketing material is to keep it uncluttered, with all the basic information such as:

- What
- When
- Where
- How much

Signage

Appropriate signage can provide good publicity and exposure. Some of the options available to you for signage are:

- Temporary “real estate” type boards - these must be on private land and you must obtain the permission of the landowner
- “A” frame and shop hoardings - these require a permit and must be covered by public liability insurance

For more information on street trading, fees, and to download application forms, visit:

<https://www.devonport.tas.gov.au/building-development/business/doing-business-in-devonport/street-trading-outdoor-dining/>

Other appropriate signage for your event may include:

- Parking/no parking areas
- Toilets
- Entrances and exits
- First aid
- Lost children
- Accessible facilities, including entry/exit points
- Meeting points
- Information points

Key Contacts

Devonport City Council

In staging your event in the City of Devonport, you may need to deal with a number of different departments within Council.

These may be:

- **Marketing & Events**

The Marketing & Events Officer is located within the Community Services Department. This should be your first point of contact for general advice and the calendar of community events
Contact: 03 6424 0563 or MarketingandPromotions@devonport.tas.gov.au

- **Development & Health**

Environmental Health Officers can provide advice and assistance around Food Safety at events. They also assist with registrations and inspections of food premises, compliance checks on food safety, and educational support at better protecting the community from risk of food poisoning. They can provide advice and assist with specific place of assembly licences and temporary occupancy permits.

Contact: 03 6424 0511 or council@devonport.tas.gov.au

- **Engineering**

The City Engineers are located within the Infrastructure, Works & Development Department. All traffic management issues must be referred to one of the Councils Traffic Engineers for discussion and advice. Any event that will impact on roads, public transport, parking, or pedestrian traffic will require a Traffic Management Plan.

Contact: 03 6424 0511 or council@devonport.tas.gov.au

- **Risk Management**

The Safety Officer sits within the Corporate & Business Department and can provide advice and information on how to ensure your event is safe for both staff, volunteers and patrons. They can also provide advice regarding the Risk Management Plan for your event.

Contact: 03 6424 0511 or council@devonport.tas.gov.au

- **Recreation & Facility Hire**

The Recreation Development Office is located within the Community Service Department. They can provide advice on the hiring of Council's sport and recreation facilities, reserves, and halls.

Contact: 03 6424 0511 or council@devonport.tas.gov.au

Other Key Contacts

- **Department of State Growth** Road closure of state roads and highways
P: 1800 03 688 or 1300 135 513
W: www.stategrowth.tas.gov.au
- **Department of Treasury & Finance** Liquor Licensing Application & Information
P: 03 6166 4444
W: www.treasury.tas.gov.au
- **Events Tasmania** Government Grant Body
P: 03 6165 5022
W: www.eventstasmania.com
- **MAST (Marine & Safety Tasmania)** P: 03 6235 8888
W: www.mast.tas.gov.au
- **Meetings & Events Australia** Accessible Events - A Guide for Organisers
W: www.meetingsevents.com.au
- **Police** Emergency: 000
(Police, Fire, Ambulance)
Police Assistance Line: 131 444 Rural
Police Assistance Line: 112 W: www.police.tas.gov.au
- **Tasmania Fire Service**
W: www.fire.tas.gov.au
- **St John's Ambulance**
P: 1300 360 455
W: www.stjohn.org.au
- **Tasmania Community Fund** Government Grant Body
W: www.fire.tas.gov.au
- **Tas Rail** Railway Requirements
P: 1300 827 724
W: www.tasrail.com.au
- **Volunteering Tasmania**
P: 03 6331 1567
W: www.volunteeringtas.org.au
- **Workplace Standards of Tasmania** OH&S Requirements
Fireworks Permit
Amusement Rides & Structures
P: 1300 366 322
W: www.wst.tas.gov.au

Handy Checklist

Event Date

Has the date been checked to ensure it doesn't clash with other events?

Yes No
☐ ☐

Check the Calendar of Events

Traffic & Parking

Will the events require road or street closure?

Yes No
☐ ☐

For further advice, contact Council's Engineering Department on 03 6424 0511

Increase road congestion in the area?

Yes No
☐ ☐

Restrict access to, or require the use of footpaths?

Yes No
☐ ☐

Require parking beyond the immediate event site?

Yes No
☐ ☐

Is there an impact on public transport services? (trains, buses - is there a need for additional services or will services be deviated, delayed, replaces or cancelled?)

Yes No
☐ ☐

If yes, complete an Online Road Closure Application Form.

Waste Management

Will the event generate waste/rubbish?

Yes No
☐ ☐

Has a waste management plan been put in place?

Yes No
☐ ☐

Have you organised sufficient helpers to clean up after the event?

Yes No
☐ ☐

Are litter prevention and clean up strategies for the event in place?

Yes No
☐ ☐

Have you organise extra bins if required?

Yes No
☐ ☐

Will waste water or any other hazardous materials be generated?

Yes No
☐ ☐

If yes, consult with Council's Environmental Health Officers.

Venue

Has the venue been booked?

Yes No
☐ ☐

OR

Do you have permission from the land or venue owner?

Yes No
☐ ☐

Is there appropriate planning permission for the intended use of the land for your event?

Yes No
☐ ☐

If using a DCC venue, will site or ground preparation be required by DCC?

Yes No
☐ ☐

Advance notice is required. If outside of works schedule, a fee will apply.

Food & Drink

Will there be food & drink available at the event?

Yes No
☐ ☐

Are vendors registered with Council?

Yes No
☐ ☐

Will there be alcohol sold at the event?

Yes No
☐ ☐

Has a temporary Liquor Licence been applied for?

Yes No
☐ ☐

Toilets

Are there adequate toilets for the anticipated audience?

Yes No
☐ ☐

If no, have portable toilets been organised?

Yes No
☐ ☐

Has a schedule of cleaning and stocking been organised?

Yes No
☐ ☐

First Aid

Has First Aid been organised?

Yes No
☐ ☐

Fireworks/Pyrotechnics

Will the event involved fireworks, firecrackers or pyrotechnics?

Yes No
☐ ☐

Have you obtained a permit from Workplace Standards Tasmania?

Yes No
☐ ☐

Are you using a licence pyrotechnician?

Yes No
☐ ☐

Do they have Workcover approval?

Yes No
☐ ☐

Have Tasmania Fire Services been notified?

Yes No
☐ ☐

Have Local residents who live within 1km radius been notified? (must be 2 weeks prior to the event)

Yes No
☐ ☐

Has a fire plan been developed for the event?

Yes No
☐ ☐

Has a cancellation policy been considered?

Yes No
☐ ☐

Temporary Structures

Will temporary structures (e.g. marquees, stages, seating) be used?

Yes No
☐ ☐

Will the event have amusement rides, jumping castles, entertainment vendors etc?

Yes No
☐ ☐

Will the event require access to power?

Yes No
☐ ☐

Have any temporary generators and other electrical equipment been tagged and tested?

Yes No
☐ ☐

Will the event be using gas cylinders or other sources of gas?

Yes No
☐ ☐

Building and Occupancy Permits may be required from Council's Building Services. You may need a Place of Assembly Licence

If powered amusement rides are operating, Worksafe design notification should be supplied in your Event Management Application

Other Permits Required

Will live or recorded music be played?

Yes No
☐ ☐

Have you applied for a licence from APRA for use of recorded or live music?
www.apraamcos.com.au/musicalcustomers

Yes No
☐ ☐

Will raffles, lotteries or fundraising activities take place?

Yes No
☐ ☐

Have you applied for a permit from Consumer Affairs Tas?

Yes No
☐ ☐

Does your event require use of airspace/air site facilities?

Yes No
☐ ☐

Have you received permission from Civil Aviation Authority?

Yes No
☐ ☐

Does your event require a Place of Assembly Licence?

Yes No
☐ ☐

Event Marketing

Has an event marketing plan been developed?

Yes No
☐ ☐

Will you be erecting any roadside signage other than banner poles?

Yes No
☐ ☐

Have you obtained signage permits?

Yes No
☐ ☐

Have you spoken with Council's Marketing & Promotions Officer to see how they can assist with promotion of your event?

Yes No
☐ ☐

Risk Management

Has a Risk & COVID Management Plan been developed?

Yes No

☐ ☐

Indicate which emergency services agencies have been consulted

Police Fire St John's SES

☐ ☐ ☐ ☐

Has a security plan been developed for your event?

Yes No

☐ ☐

If a private security firm is used, do they have appropriate qualifications?

Yes No

☐ ☐

Has a crowd control plan been developed?

Yes No

☐ ☐

Plan may be required by Council and Police dependent on numbers

Accessibility

Has an accessibility plan been developed to ensure access to all people including those with a disability?

Yes No

☐ ☐

Has accessibility been checked for emergency vehicles?

Yes No

☐ ☐

There must be access for emergency vehicles to access all points of the event site

Insurance

Do you have the appropriate insurances in place (e.g. Public Liability Certificate of Currency)?

Yes No

☐ ☐

Notes





CONTACT

Devonport Events Team

P: 03 6424 0511

E: council@devonport.tas.gov.au

Devonport City Council
paranaple centre
137 Rooke Street, Devonport



@devonportevents



@VisitDevonport



@DevonportTas

DISCLAIMER: This document is intended as a general guide for Event Organisers to assist them in the planning and management of their event. Although the information contained in this publication has been researched and presented with due care and attention, Devonport City Council does not accept responsibility for any errors or omissions that may have occurred within this publication. Information in this guide will be subject to change. For up-to-date and further information, refer to Council's website: www.devonport.tas.gov.au

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