

administration

The 'dry' bit but very necessary. This is the area of legal issues and responsibilities... Do any of these apply to your event?

- ⊗ **ABN versus Statement by a supplier.**
- ⊗ **Contracts:** don't sign without reading the fine print. May apply to venue hire and/or equipment hire.
- ⊗ **Liquor licensing regulations:** application cost \$20; form must be signed by venue manager; all ages events carry additional responsibility in terms of alcohol e.g. dry areas, security, id checks.
(see *Alcohol & other refreshments p. 17*)

You need a liquor licence if you:

- Plan to sell alcohol
- Charge an entry fee which includes supply of alcohol

You do not need a licence:

- For Bring Your Own (BYO) functions
- If you supply free alcohol at a private function and do not charge admission

For further info:

Darwin: [08] 8999 1800
Alice Springs: [08] 8951 8452
or visit <http://www.nt.gov.au/ntt/licensing>

- ⊗ **Copyright & intellectual property:** be clear about who owns the work e.g. composer commissioned to produce music.

Copyright Council of Australia - independent, non-profit organisation that delivers free legal advice & info. **t:** 02 9318 1788
e: info@copyright.org.au **i:** www.copyright.org.au

- ⊗ **APRA fees:** whenever music is performed in public, communicated or reproduced the songwriter may be entitled to a payment or royalty. All businesses, organisations or individuals that choose to do this, need permission from the copyright owners. APRA is a not-for-profit organisation that collects royalties on behalf of its 42,000+ members, and by agreement, for all copyright owners around the world. **t:** 02 9935 7900 **e:** apra@apra.com.au **i:** www.apra.com.au

- ⊗ **Noise restrictions:** after 11pm [residential] or midnight [commercial]; restrictions apply to 'live' music, advise police that event is happening.
- ⊗ **Local council by-laws & permits:** park use - process with local Council.
- ⊗ **Insurance [Public Liability, wet weather, equipment]:** condition of venue hire [in most cases] that producers have Public Liability cover. If you don't have this, is there an appropriate organisation to link with who will cover your event with their insurance?
- ⊗ **Equipment hire companies:** hire agreement - you will be signing to agree to repair/replace equipment in the event of damage or theft. Check that your insurance covers this and, if your event may be affected by rain, that equipment will be covered in the event of water damage.

🚑 Incidents

Should any accident or incident occur it must be reported to the person in charge and documented, including what happened and any action taken and follow up required (*see sample form p. 27*).

🚑 Hazard & Risk Assessment

In these insurance driven times, it is vital that you have thought through all the 'what ifs' that could impact on your event. Consider the consequences of any hazard and the likelihood of the risk occurring.

Consequence:	Likelihood:
• catastrophic	• very certain
• major	• likely
• moderate	• possible
• minor	• unlikely
• negligible	• rare

Hazards and risks include obvious things such as suspending a performer from a great height whilst fire twirling over the audience but also things like cabling safely and noise complaints [the result of which could be the event being shut down].

🚑 First Aid

Have a first aid kit in a readily accessible place and ensure that key personnel know where it is. Venues should have one on-site available to hirers. Does someone in your crew have a First Aid Certificate?

For more info on first aid training and kits go to St John Ambulance Australia website: www.stjohn.org.au



Check exactly what your insurance covers?

Repair and/or replacement of equipment?

Water damage?