

Event Policy

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1. Introduction

The Event Policy applies directly to all events conducted on Council owned or managed land, including roads and footpaths. The purpose of the Event Policy is to:

- Provide clarity to event organisers on expectations, regulations, and processes for applying and hosting an event on land under the ownership and/or management of Shoalhaven City Council.
- Ensure events in the Shoalhaven meet a minimum standard, set by Council, utilising industry standards and best practices.
- Allow for transparency in the event application and assessment process and ensure events are equitably assessed using a clear process and criteria.

For the purpose of this policy an event can be considered as any organised activity that takes place wholly or partly on public land (including roads, footpaths, parks, Council venues and sportsgrounds) that requires approval from Council and/or other government agencies.

Generally, such events require Council approval under the Local Government Act 1993. The scope and location of some events may mean they require both an Event Application and a [Development Application](#) under the Environmental Planning and Assessment Act 1979 and the Crown Land Managements Act 2016 (i.e., DA is required for the extension of camping at Showgrounds; large scale infrastructure, and so on).

Councils Events Liaison Officer is available to provide support for event organisers and guide them through the application process.

Council is committed to ensuring events on Council owned/managed land are;

- safe
- socially and culturally responsible
- environmentally friendly and well managed
- appropriately communicated with affected residents and businesses

2. Application of Event Policy

This policy applies, but is not limited to, the following types of events; festivals, food fairs, exhibitions, community events, sporting activities and circuses.

While the Event Policy does not directly apply to events utilising privately owned land or land under Lease or Licence, Council encourages all events within the Shoalhaven to use this Policy to assist with both the planning and assessment of events.

Please note the holding of weddings and private functions (events that are not open to the general public) on Council owned/managed land is subject to a separate process and policy through the Councils Facilities Team.

3. Types of Event Applications and Approvals

Land ownership and management influence the type of Event Approval Issued. The following outlines the three types of approval that can be issued based on land ownership.

No Objection

- Events that don't occupy a council owned or managed reserve, park or showground but still require Council's approval (i.e., events occurring entirely within a road reserve - street parade, street market, and Fireworks displays)

Event Booking

- Events on Council owned land (including showgrounds) with under 200 patrons.

Event Permit

- Events occurring on Council owned land with over 200 patrons.

Temporary Licence Agreement (TLA)

- Events occurring on Crown Land (managed by Council) with over 200 patrons.

Note: Commercial event bookings are limited to a maximum of 52 days in any 12-month period on land owned/managed by Council.

Development Application (DA)

- Events planned on private property may require a Development Application under the Environmental Planning and Assessment Act 1979.

[Development Applications \(DAs\)](#) are not assessed by the Events Team and follow a separate approval process. We recommend that enquiries are made with City Development well in advance of the event allowing sufficient time for enquiries, feedback, and potential processing of a DA. Dependent on the type of event, location and scale, specialist reports may be required.

4. Fees, Charges and Financial Assistance

Events held on Council owned and managed land will include fees for the use of the land. The fees and charges are available on the Council website here: <http://shoalhaven.nsw.gov.au/My-Council/Fees-and-charges>

Fees are scaled based on the nature of the event i.e., commercial events pay different fees to not-for-profit /charity events.

Fee's will need to be paid a minimum of 7 days prior to an event and may include:

- Event Application Fee
- Pre and Post Inspection Fees (Commercial Events)
- Hire Fees
- Cost recovery for specific services, eg. power usage

A non-negotiable bond will also need to be paid to Council a minimum of 7 days prior to the event. The amount of this bond will be calculated using the following criteria:

- Length, type, and size of the event
- Equipment and other infrastructure to be used at the event
- Event location and existing infrastructure
- History of the event or similar events

The Bond (or part thereof) will contribute to costs if the venue is damaged, needs to be cleaned, the event is cancelled within 7 days from the planned date, the event runs over time or equipment is missing and/or damaged. If the venue and equipment condition is deemed satisfactory by Council post-event, the bond will be refunded in full.

Not-for-profit community organisations may be eligible for financial or in-kind assistance. The following policies detail the extent to which Council may support the local community when staging events and the processes for the not-for-profit community organisation to follow:

- [Community Donations Policy](#)
- [Fee Waivers, Subsidies and Support Policy](#)

5. Application Overview and Key Stakeholders

5.1. Application Process

Below is the 16-step Event Application Process designed to assist event organisers understand the process required.

1. Optional preliminary discussion of event concept and proposed location between Event Liaison Officer and Event Organiser (encouraged for new and growing events).
2. Event Organiser to contact Event Liaison Officer to discuss the kind of application required and check availability of proposed dates and venues. A tentative booking can be made (this is not an approval). Events on Crown Land may be referred to Council Planners to assess for Development Application requirements.

3. For events with significant community impact (resident and/or business), event organisers are expected to consult with key community groups (this may include business associations, community groups, resident groups, etc.).
4. Event Organiser to utilise the event policy, event application form and event guidelines to put together their event application and related documents (see Section 6 of this Policy).
5. Event Organiser to submit completed event application and related documents to council via council@shoalhaven.nsw.gov.au at least 90 days ahead of the event. If submitted within 90 days, fees will increase.
6. Event Organiser to notify Police and submit any external applications (RMS, Aquatic Licence, SafeWork NSW, Office of Liquor and Gaming, etc.). The Event Liaison can supply a Police Notification Form.
7. Event application to be reviewed by Council and referred to relevant departments as required (traffic, environment, etc.). Park Booking to be confirmed by Council.
8. Any requests for further information or clarifications to be requested by Council (including meetings between Council, organisers and stakeholders if required).
9. Further information/clarifications to be submitted by Event Organiser.
10. Assessment of additional information by Council.
11. Outcome of Event Application, invoice and any conditions sent to Event Organiser.
12. Event Organiser pays invoice.
13. Council conducts pre-inspection.
14. Event Delivered.
15. Council conducts post-inspection, organises bond refund (as appropriate).
16. Event Organiser to provide event debrief to Council Liaison Officer outlining any accident/incidents, pros, cons, and learnings from the event. Council to notify Event Organiser of any complaints, compliments or concerns received by Council.

5.2. Stakeholders

Event approvals may also require approval from the following stakeholders:

- Transport for NSW (TfNSW – Road Occupancy Licence)
- Aquatic Licence (Service NSW)
- Marine Parks (approval to operate in Marine Parks)
- SafeWork NSW (Fireworks/Pyrotechnics and Amusement Operators)
- NSW Police (Police notification required for all events)
- Office of Liquor and Gaming (Liquor Licences)
- National Parks and Wildlife Services, Crown Lands, Department of Defence and Other landowners
- Civil Aviation Safety Authority (CASA) (drone usage, hot air balloons, helicopters, and planes)
- Emergency Services (NSW Health, Rural Fire Service)

Council Departments involved in assessing event applications (or components of applications) include:

- Tourism and Events Team (events on Council owned and managed land)
- Enterprise Risk Management Department
- Planners (Development Applications for private property and Crown Land managed by Council)
- Environmental Services (Food Permits, Pyrotechnics, etc.)
- Engineering Team (Changed traffic conditions, impact on parking, roads, etc.)
- Swim, Sport and Fitness (Asset Custodian for venues, booking of parks and reserves)
- Rangers (involved in compliance)

Please note that during the assessment process the above stakeholders may request changes to event timings, road closures or traffic conditions.

Completion of the Event Application and submission of supporting documents is required by all event organisers.

6. Event Application and Supporting Documents

6.1. Applicant Details

- Applicant details to be completed for all events, including the on-the-day contact.

6.2. Event Details

- Event details to be completed for all events, including detailed overview, and expected audience.
- Event dates and hours of operation will be assessed for their community impact in relation to noise, traffic, peak periods.
- Event Organisers are to schedule events, including set-up and pull-down to minimise the amount of time the site is not fully available for public use.
- Event Organisers are encouraged to provide contingency/alternate dates in case their preferred dates are not available.
- Event Organisers are required to inspect proposed sites to ensure they are suitable for proposed events.
- Event overview is to provide a detailed description of the event, its size, purpose, impact on the surrounding area, demographics of participants, infrastructure, and use of grounds (including details such as – food stalls, stages, marquees, temporary structures, races, amplified sound, etc.). This overview may be submitted as a separate document or Event Management Plan.
- Event attendance will be reviewed to ensure venue can safely accommodate projected number of attendees.
- The collection of monies and/or selling of goods shall not be allowed within the confines of council owned or managed reserves unless approved by Council as part of the event.
- Authority to undertake fundraising is managed by the NSW Governments Department of Fair Trading. Event Organisers intending to fundraise are required to assess if they need to apply for authority or if they are exempt.
- Event Organisers can nominate dates for annual events to tentatively book the event site for the following year.

6.3. Risk Management

- Valid Certificate of Currency for Public Liability Insurance with an approved Australian provider, to a minimum of \$20 million and identifying Shoalhaven City Council as an interested Party is required for all events.
 - Events on Crown Land managed by Council are required to identify the Minister administering the Crown Lands Act as an

interested party (in addition to Shoalhaven City Council) on their valid Certificate of Currency.

- Police need to be notified of all events on Council owned and managed land using the Police Notification form available from the Event Liaison Officer and emailed to scpderecords@police.nsw.gov.au
- Security will be required at all events serving alcohol or at high-risk events deemed necessary by Police or Council.
- Security personnel will be required to hold and display a current NSW Security Licence whilst performing their duties.
- Liquor licence or relevant exemption issued by the Office of Liquor and Gaming will be required for all events serving alcohol.
- Some Council owned and managed parks and reserves have alcohol prohibited zones, which may be either 24 hour prohibited areas, or specified hours prohibiting alcohol consumption. Events will be required to abide by these zonings and hours. Zonings can be found here: [Alcohol Free Zones | Shoalhaven City Council \(nsw.gov.au\)](#)
- Risk Assessment/s must be undertaken for all events including bump-in, bump-out and the operation of the event.
- High risk activities need to be identified and individually assessed for suitability by Council and other parties as relevant (including motocross, demolition derby, rodeos, fires, pyrotechnics, etc.). Further information may be requested, and specific conditions placed to protect equipment, infrastructure, grounds, members of public, residents and businesses.
- An Emergency Management Plan must be completed for all events, and include key event contacts, chain of command, onsite medical, police and security capabilities, evacuation process and emergency assembly areas. High Risk events and large events may require a more detailed Emergency Management Plan.
- NSW Ambulance to be notified of all medium and large events via Ambulance-EventPlanning@health.nsw.gov.au
- All events at a minimum should have appropriate first aid equipment and qualified first aiders onsite.
- Crowded Spaces Self-Assessment must be conducted for all events and Police and Council notified if your event scores 40 or more via [Crowded Places Self-Assessment Tool \(nationalsecurity.gov.au\)](#)

- Drone usage cannot be assessed or approved by Shoalhaven City Council. A CASA Permit may be required. NPWS have an additional application process for use of drones within NSW National Parks.
- On-water components may require an Aquatic Licence and/or Marine Parks Approval. The Event Liaison Officer can assist with advice and guidance.

6.4. Traffic Management

Events with changed traffic conditions will be required to be submit traffic documents to Council, Police and TfNSW when events are impacting TfNSW owned roads. Changed traffic conditions include:

- Road closures
- Stop/slow traffic management
- Detours
- Closing of car parks or parking spaces
- Shared use of roads for an organised event (e.g., small cycling event with no road closures)

Documents will be assessed by Council's Engineering Team.

Required documents could include, but are not limited to the following:

- Traffic Management Plans - required for road closures and changed traffic conditions.
- Traffic Control Plans - for Road closures and changed traffic conditions.
- Speed Zone Authorisation application - for proposed speed zone changes.
- On road cycling events require a race permit as per the NSW Guidelines for Bicycle Road Races.
- A Road Occupancy Licence is required for the use of or effect on RMS roads.
- Parking Plans will be required for events over 200 attendees.
- A Pedestrian Management Plan may be required depending on the size, nature, location and impact of the event.

These are examples of what may be required, this may vary based on changes to legislation and internal processes.

Emergency Services must be granted access to event sites and through road closures wherever they deem necessary in the undertaking of their duties. Alternative access can be discussed for non-emergencies, with any final decision to be made by the Emergency Services.

Events that impact key local traffic and transport systems and/or cause considerable disruption to the non-event community (i.e., close off the main street of a town, or main road corridor) must submit required the Event Application and Traffic Management documentation at least 6 months prior to the event date and may require additional community consultation (refer to point 6.8).

6.5. Event Logistics

- Current site plans are required for all events, as an aerial overview clearly identifying proposed infrastructure, first aid facilities, emergency evacuation points and so on.
- Details of temporary infrastructure including marquees, stages, scaffolding and toilets must be identified (including size, style and weighting measures so suitability can be considered for that site (e.g., pop-up marquees weighted by pegs may not be suitable for a high-wind area, and some sites are unsuitable for staking/pegging, etc.)
- Any temporary infrastructure (including fencing, marquees, stages, lighting, sound, etc.) must be designed and installed to manufacturers recommendations and be appropriate for anticipated crowds, loads and weather.
- Higher risk structures may require further documentation to be provided to Council in the form of engineer certification or similar confirming installation, operation and location is in accordance with the relevant standards and specifications.
- Floodlights are available at some event sites. There are fees associated with the use of floodlights at Showgrounds and some other sites. The fees and charges are available on the Council website.
- The use of generators will be assessed using the proposed location, impact of sound and fire risk (e.g., not having a generator up against bushes). When operating generators on an event site, appropriate fire extinguisher/s will be required.
- The use of PA systems/amplified sound and their location, timings and use will be assessed to review the impact on the community including residents and businesses.
- Sound generated by the event shall be controlled and must not result in the transmission of 'offensive noise' as defined in the

Protection of the Environment Operations Act 1997 (measured at the nearest affected receiver).

- If during the event, substantiated complaints or breaches of noise conditions occur, the Event Organiser must immediately reduce the noise to ensure the event is compliant.
- Conditions may be placed on the angle of speakers, volume from nearest neighbours etc.
- Resident and Business notification/consultation will be required, event organisers to ensure they notify surrounding and impacted areas in writing prior to the event taking place. This must include event dates, location, PA/amplified sound use notification, and relevant contact information for issues which arise on the day.

Event Organisers are required to ensure that appropriate licences are obtained to cover any use of live or recorded music protected by copyright.

6.6. Accessibility and Sustainability

Event organisers are encouraged to operate sustainable events through employing:

- Waste management, and reduction strategies
- Accessible and inclusive event design
- Sustainable procurement strategies
- Water and energy efficiency strategies

20 cent of the NSW population lives with disability, therefore making your event accessible should be an important consideration in the event management planning stages. A NSW Government Accessible and Inclusive Event Toolkit can be viewed here: [Toolkit for Accessible and Inclusive Events 2018 \(nsw.gov.au\)](https://www.nsw.gov.au/toolkit-for-accessible-and-inclusive-events)

Accessible customers may include:

- Someone with low vision or hearing
- A person who is a wheelchair user
- A person with intellectual disability
- A parent pushing a stroller
- An elderly person

The following is required for an event on Council Owned/Managed Land:

- Single use plastics are prohibited for catering, food stalls and food vendors at events on Council owned or managed lands. Single use plastics include:
 - Plastic Drinking Straws
 - Polystyrene packaging
 - Plastic plates, bowls and cutlery
 - Balloons (including helium)
- Adequate bins must be identified by Event Organisers and be suitable for the event size and location – Council can supply best practice guidelines.
- Adequate toilets must be identified by Event Organisers and be suitable for the event size and location – Council can supply best practice guidelines.
- Accessible toilet/s should be considered for all events to supplement any existing facilities, if relevant.

6.7. Contractors, Suppliers, Performers, Staff and Volunteers

Fireworks/Pyrotechnics

- Fireworks/Pyrotechnics will require a SafeWork NSW permit and will be assessed by Councils Environmental Services with the pyrotechnicians details and fireworks display checklist to be provided to Council with the event application (Insert Link to Fireworks Policy once finalised).

Temporary Food Stalls/Mobile Food Vendors

- Council is to be notified during the event application process if there will be temporary food stalls and/or mobile food vendors, this required even if it's already known that vendors will have existing permits.
- The Event application must give an indication of anticipated number of stalls/vehicles, style, and location/s on the site map.
- Councils Environmental Health Officers may request further information.
- Food stalls will require current food permits (available from Council).
- The Event Organiser is responsible to ensure permits and insurances are in place and sighted for all food vendors and other stallholders.

Live Animals

- Event Organisers must notify Council of intent to include live animals in their event, this includes rodeos, agriculture shows, etc.
- The Department of Primary Industries (DPI) dictate standards and requirements for animals at events/displays (including pets, livestock and working animals). Requirements for different animals can include transport standards, registration, branding, display spaces and animal husbandry.
- The Event Organiser is responsible to ensure all relevant permits and insurances are in place and sighted for all handlers and suppliers.
- Exotic animals* are prohibited at events on Council owned or managed lands.
- Circuses using Council Premises must limit their use of animals to domesticated animals. Hire will not be approved to circuses which include exotic animals* in their performances.

"Exotic Animals" in this policy refer to;

- *Animals not native to Australia or introduced from abroad (excluding domestically farmed animals). This would include (but not limited to); lions, tigers, monkeys and primates, leopards, elephants, camels, antelope and foreign domestic cattle including Ankole, Gayal and Yak; and*
- *Australian native animals (excluding those covered under exhibitor/education licences for wildlife rescue groups and educational mobile zoos).*

Amusement Rides

Amusement Rides are to be registered with SafeWork NSW and Council are to be notified of:

- Intended use of jumping castles and/or amusement rides
- The number and type of devices
- Device locations to be clearly shown on a site plan
- The Event Organiser is responsible to ensure appropriate insurances are in place and sighted for all amusement rides, operators, and suppliers

The Event Organiser is responsible to ensure all contractors, suppliers, staff, and volunteers are suitably qualified for their tasks and briefed appropriately. They

must also ensure appropriate insurance covering staff and volunteers are in place (e.g., workers compensation).

6.8. Notifications, Signage, Pamphlets and Flyers

Public Notification

Events that impact the environment, change traffic conditions and/or impact surrounding residents are required to notify the local community at least 21 days prior to the event date. Notification can occur via the following platforms (at a minimum):

- Facebook (relevant community group pages)
- Event website
- Local Business Chamber and Community Consultative Bodies
- Letterbox drop to businesses and residents in the immediate vicinity of affected area.

If the event is deemed to have significant impact, Council may notify relevant local organisations such as Business Chambers and Community Consultative Bodies at the time of the Event Application lodgement.

- Further notifications may be required for events with significant impacts including road closures or changed traffic conditions
- Impacts on parking
- Noise impacts
- Increased traffic (pedestrian and/or vehicular)

The Event Organiser must notify relevant bus companies, taxi companies and local emergency services (RFS, SES, Ambulance, etc.) where road closures are in place.

Notifications will be required for all events with fireworks or aquatic licences, and events closing or significantly impacting boat ramps, bus routes, bus stops, taxi stands, etc.

Events of significance may benefit from multiple notifications (such as initial notification 6-8 weeks prior to the event and a reminder in the 3 weeks prior to the event).

It may be appropriate for some events to also consider notifications via door knocking posters in shop windows, newspapers, and social media.

Notifications should include at a minimum:

- Event name and timings

- Event purpose
- Expected impact (noise, parking, changed traffic conditions, increased crowds, etc.)
- Contact details and phone number for questions or on the day concerns
- Links to additional information such as detours, detailed schedules, etc.

Pamphlets/Flyers Items

- It is prohibited to place flyers or posters on cars or power poles throughout the Shoalhaven.
- Pamphlets/Flyers or similar collateral material is permitted via letterbox drops or handouts at the event location as part of the event, provided it is not deemed offensive.
- Sustainability should be considered when utilising pamphlets/flyers.

Police and Ambulance Notification

NSW Ambulance must be notified of all medium and large events via Ambulance-EventPlanning@health.nsw.gov.au

Police are to be notified a minimum of 3 months prior to an event with alcohol, and a minimum of 8 weeks for other events.

The Event Organiser must provide documented evidence of notification with the residents and businesses within the immediate vicinity of the event.

Community Feedback

If a community member wants to make a submission about a proposed event, it must:

- Be in writing
- Identify the full name and business/residential address of the applicant
- Clearly state the reasons the submission
- Be received by council no later than two weeks after the Public Notification date
- Be submitted via one of the options below:
 - Email – council@shoalhaven.nsw.gov.au

- In Person – 36 Bridge Rd, Nowra NSW 2541
- In Person – 14 Deering Street, Ulladulla, NSW 2539
- Post – PO Box 42 Nowra NSW 2541

Submissions received within the prescribed notification period will be taken into consideration during the assessment of the event.

6.9. Terms and Conditions

The terms and conditions listed below are standard for all events on Council owned and/or managed land. Events are assessed case-by-case and additional conditions may be issued as appropriate (including feedback from external parties such as Police, RMS, NPWS, Community Stakeholder groups, etc.). Conditions included in Event Permits, Temporary Licence Agreements or Development Consents may over-ride standard conditions as outlined in Council's Terms & Conditions of Hire/Use.

It is the Event Organisers responsibility to ensure these terms and conditions are met. Failure to comply with policy and terms and conditions may void event approval (and would therefore likely result in voided event insurance, etc.). Any variance to this policy, terms and conditions should be discussed with the Event Liaison Officer and submitted in writing.

For events occurring in Public Halls, Reserves, Sportsgrounds, Camping areas, and Showgrounds the following Terms and Conditions may also apply: shoalhaven.nsw.gov.au/Contact-Us/Facility-Bookings

Event Management

The Event Organiser is responsible for the good order, conduct and behaviour of event attendees.

The Event Organiser occupies and uses the site at their own risk and will take all reasonable precautions to prevent personal injury or property damage arising from the event.

The Event Organiser shall indemnify Council against any claims for injury to persons or damage to property arising from the event.

Event Organisers are to notify Council of any reported accidents or incidents that occur in relation to the event and result in property damage, admission to hospital or may result in an insurance claim.

A booking/approval does not indicate the exclusive use of a site unless it is a fenced and ticketed event approved by Council. Event Organisers must cause minimum inconvenience to other persons wishing to use public areas outside of the event site. The rights of the general public to have free and unrestricted access to the reserve/public land must be respected wherever possible and safe to do so.

Site Management

Emergency Services must be granted access to event sites and through road closures wherever they deem necessary in the undertaking of their duties. Alternative access can be discussed for non-emergencies, with any final decision to be made by the Emergency Services.

Council does not take responsibility for any loss or damage to infrastructure and equipment associated with events. All temporary infrastructure and equipment are at the Event Organiser's risk.

Pre and Post Inspections

- The venue must be left in the same condition.
- The Event Organiser may be charged for any remedial work or additional cleaning required to achieve this.
- The Event Organiser is encouraged to take before and after photos. Commercial Events will be charged for inspections.
- The Event Organiser will ensure they are assisting in protecting the venues infrastructure, grounds, and environment by adhering to the following:
 - No digging or trenching
 - No tree pruning
 - No signs or structures attached to trees
 - No glassware (unless approved by Council)
 - Protection of grass, garden beds and trees where required
 - Electrical Services
 - Electrical Services for large events/stages, carnivals and circuses are required to utilise a licenced electrician to certify the electrics prior to use.
 - All electrical services, including small events and fetes are required to meet the requirements of AS/NZS 3000 and AS/NZS 3002.
 - Electrical cables should be covered, flown or against physical barriers to prevent trip hazards.
 - All electrical cables and devices should have current test and tag certifications attached.

Fires are not permitted on Council owned or managed land without written approval from Council. Fire restrictions must be complied with regardless of Council approval.

The Event Organiser is responsible for ensuring that underground services and sprinklers are not damaged from stakes/pegs, etc. If service plans are not available for a venue via Council, the organiser must contact the “Dial Before you Dig organisation” and/or contract someone qualified to check for services (at the Organisers expense).

No camping is allowed on any public reserves except for Showgrounds (excluding Nowra Showground) unless by specific Council approval. Fees apply for camping at showgrounds.

Vehicles on Event Sites

- On site vehicle movements during an event should be kept to essential movements only.
- Vehicle and crowd control remain the responsibility of the Organiser.
- No vehicles on beaches (emergency vehicles accepted).
- Only essential vehicles to be used in parks or reserves unless by other arrangement.
- Events utilising vehicles as part of the event (e.g., displaying vehicles) should plan for the arrival and departure to occur outside of the event hours.
- High-risk use of vehicles at events (e.g., Monster trucks, demolition derby’s, stunt drivers, motor cross, etc.) will require additional documentation.

7. Acknowledgement

Event Organisers are required to sign an acknowledgement that their application and related documents are to the best of their knowledge, true and correct.

Event Organisers will be required to sign any event approval and related conditions acknowledging that they have read and will meet all requirements.

The Event Organiser agrees to pay all fees and charges (including bonds) for the use of the event site.

No Event Application fees can be refunded for cancellations that are received by Council less than 14 days prior to the event date. Cancellations must be made in writing.