

SOUTH GIPPSLAND SHIRE COUNCIL

Events at Mossvale Park

Frequently Asked Questions



*South Gippsland
Shire Council*



Do I need a permit to use Mossvale Park?

Mossvale Park is a public use area, so depending on a number of factors you may not need a permit to hold your event. For example; functions that anticipate visitor numbers no greater than 50 people wouldn't need a permit but you may need some associated approvals for activities you will have at your event (food, alcohol permits if said products will be for sale), or the size of the event may trigger the need for additional resources. If you are unsure of what food permit requirements apply, please contact the Environmental Health Officers at Council.

Some events will require a permit for the public park.

Events that are of a commercial nature (e.g. Markets, ticketed music festivals) will be required to obtain a permit which will ensure they have adequate insurances and emergency procedures to run the event.

Generally speaking events run by a community group would have the permit fee waived, but they would still need to submit the event registration form to ensure that all emergency requirements are met.

As it is a public park you cannot exclude the public from general use of the area while your event is running. You are unable to exclusively book the whole park

Event duration is also a factor that determines if an event requires a permit, it also enables the park to be used to provide the maximum benefit to the broader community (if you have an event that will start at 8am and finish at 11.30am then someone could host an afternoon event 1pm - 4pm as well, assuming this detail was included in the event registration booklet).

Please include details on the duration of your event, this detail will allow Council to better manage bookings to ensure the best outcome for the broader community, it will also allow the correct advice to be given regarding additional permits that may be required, or activities that are not permitted.

For this reason we advise everyone to complete and submit the event registration booklet, which will assist you to determine what permits your proposed event will need.

Please note: Although we advise people to register their event with Council (this enables us to advise you if there is another booking on the same weekend as yours and you can make an informed decision as to if you want to relocate/reschedule or are happy to run your event next to the other event) not everyone completes the registration document so there is always the possibility of unexpected people using the public park on the day of your event.

Can we book the whole park?

No. As the park is a public space and there are no exemptions to allow booking out of the park.

What do we do if our event is interrupted by uninvited guests?

As the park is a public space you cannot stop people from using the park for general use.

What do we do if patrons (invited or uninvited) become aggressive or violent?

Call the police, if the patron is becoming violent or aggressive, leave them until the Police arrive to reduce the risk of assault.

Where do I report damage?

If you notice any damage to the BBQ, rotunda or toilet facilities call Council as soon as possible on 5662 9200.

Are dogs allowed in the park?

Yes dogs are allowed in the park but they must remain on a leash at all times and their excrement needs to be picked up and disposed of correctly. If there is a large event being held in the Park then you need to consult with the event organiser as they may have specific event requirements around pets.

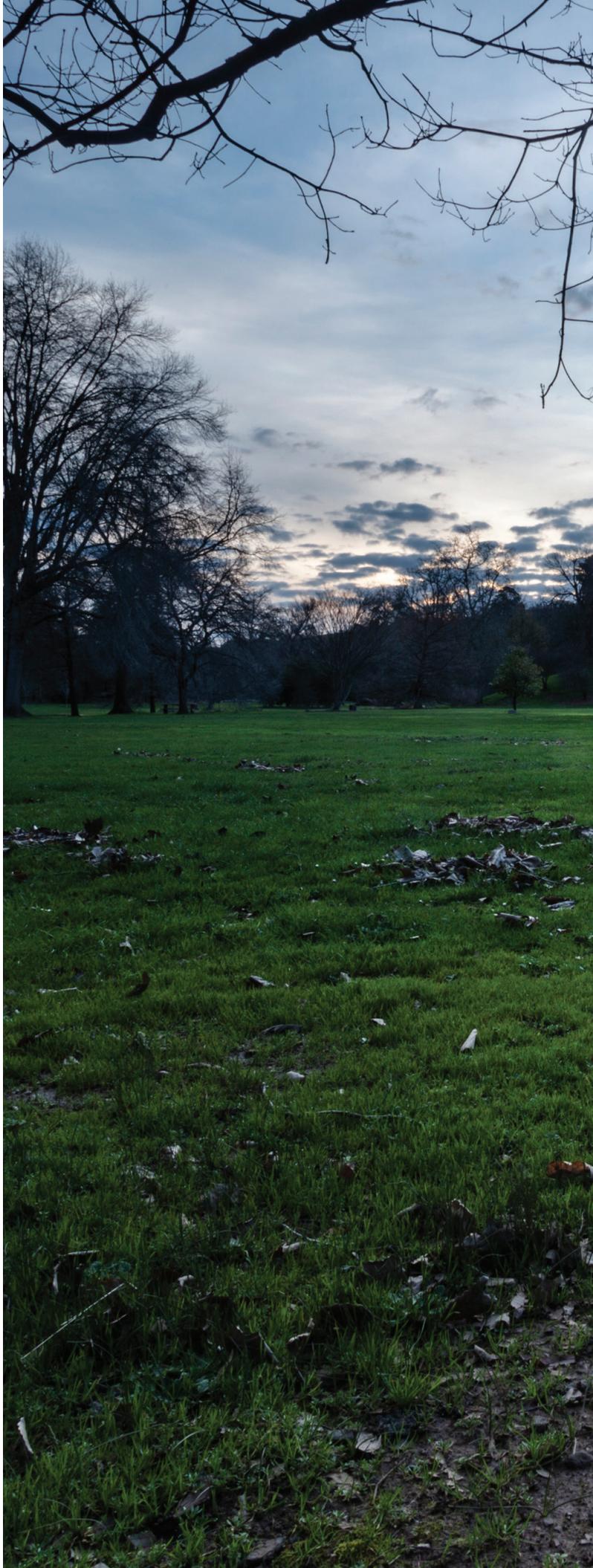
Are we allowed to camp in the park?

No. Camping in the park is prohibited under the Local Law.

Is the site accessible?

The site is reasonably accessible in dry weather;

- Flat, grass/gravel surfaces
- No steps or stairs
- Accessible toilet
- Difficult access for wheeled mobility if the site is wet.





How many people can the park accommodate?

The park has capacity to accommodate 500 day visitors without additional resources, but there are only six public toilets on site. If you are expecting more than 500 people additional portable toilets will need to be organised as the septic system on site cannot cope. Also if more than 300 cars are expected then onsite parking options will not be enough. Overflow offsite parking and transport to and from the park need to be organised by the event holder.

Please note: the temporary parking area is dry weather accessible only. If the site is wet then the majority of the parking area is waterlogged and unavailable.

Is there power and water available at the park?

There is limited power available in certain areas of the park (see the map on the back to see areas where power is available) but this depends on how many different events are being held on your particular weekend as to whether power will be available or if you will need to provide a generator.

Please note: There is a bond deposit required to use the electricity at Mossvale Park. The bond is \$50.00 which includes a fee of \$25.00 for use of power, this needs to be arranged prior to your event as access requires a key. Once the event is finished and the key has been returned the remaining \$25.00 will be refunded.

There is no drinkable water on site. All drinking water needs to be provided

Are there toilets at the park?

There is one male toilet and one urinal, four female toilets and one accessible toilet in the toilet block on site, but this is a septic system and has limits to what level of use it can handle. If your event is expecting more than 500 people in a 12 hour period then additional toilets would need to be provided at your cost. There is no drinkable water on site.

Can I have marquees in the park?

Yes, you can have marquees in the park. But only in designated areas, there are a number of heritage listed trees on the site at Mossvale Park that are susceptible to soil compaction, subsequent root damage and slow death. There are also areas that have sub-surface irrigation systems in place. For these reasons marquees (specifically due to pegs and damage done setting up) and camping chairs are not to be set up under trees and are only allowed in designated areas (see map for marked exclusion areas where marquees and chairs are not to be set up).

What facilities are situated around the park?

- BBQ x 2
- Sound Shell x 1
- Playground x 1
- Public Toilets:
Male x 1, Female x 4, Accessible x 1
- Rotundas x 2
- Electricity: 8 standard power points and 2 single phase (sound shell). 20 standard power points (riverside of marquee set up area)
- No drinkable water on site

Is an Emergency Management Plan required at Mossvale Park?

An Emergency Management Plan may be required, depending on the event and will be determined once the Emergency Management team view the event application and will advise the applicant accordingly. An Emergency Management Plan template will be provided if required.

Kids and water safety: There is ready access to the river in many places at Mossvale Park. Ensure kids are always supervised around the water as there are a lot of hidden hazards beneath the water.

Mossvale Park has a regular history of flooding and is known to flood 5-6 times during the winter/spring season. The road can become inundated with water within a couple of hours of a large rain event (25-50mm) and will take days or weeks (depending on subsequent rain) to return to normal levels.

Although Mossvale Park is not located in a High Fire Risk area, every effort needs to be made to consider the reschedule or cancellation of the event on an Extreme Fire Danger Rating Day. If a Code Red Fire Danger Rating Day is declared the park will be closed and therefore no events will be permitted to take place. Advice regarding Fire Danger Rating Days are generally issued four days in advance, for more information visit the CFA's website.

Is a Traffic Management Plan required for events at Mossvale Park?

If your event/function is not expecting more than 25 cars then you shouldn't need Traffic Management Plan. If you are expecting more than 25 cars then you may need to submit a detailed traffic management plan as part of the Event Permit Application. The intersection of the Mossvale Park road and the Strzelecki Hwy is a dangerous intersection and requires an appropriate traffic management plan to ensure safe vehicle movement through this intersection.

Why can't I put my chair/car/marquee underneath the trees to sit and listen to music?

Mossvale Park is lucky enough to have a number of heritage listed significant trees that require protection. Protection of the 'root zone' of the tree is crucial to its survival, if this root zone becomes compacted through repeated traffic (foot traffic, marquee/camping chair use, vehicle traffic etc.) then the root zone will become waterlogged and begin to rot the tree roots. It was after a storm in 2010 when the unseen root zone damage caused a 120 year old heritage listed oak to fall over. To better protect the remaining trees this exclusion zone around the trees has been developed and implemented.





Are there any fees to use Mossvale Park?

While there are no fees for general use of the park there are associated fees for commercial and non-commercial events.

Please see the list of fees below:

- Commercial Booking Fee - \$500
- Commercial - Parking Area Behind Sound Shell - \$200
- Commercial - Sound Shell (fit-out) - \$400
- Commercial - Power Use - \$100
- Non-Commercial Booking Fee - Nil
- Non-Commercial - Parking Area Behind Sound Shell - \$100
- Non-Commercial - Power Use - \$50

Fees applicable to your event will be determined when completing the Mossvale Park Booking Form.

This form is available on Council's website and from Council's offices at 9 Smith Street, Leongatha 3953.

Although fees are paid for these services general users will still have access to the park. All fees paid will contribute towards park maintenance and programs.

Mossvale Park Site Map



<http://sgscinframaps/IntraMaps80?project=SGSC&module=Aerial%20Imagery&x=417398.85292675&y=5749127.2313221&zoom=657.3255335742598>

1 – Electricity available (services are locked, call council to access)	Yellow - Loading zone for sound shell
2 – Rotunda, 2 x electric BBQ's and picnic tables	Orange - Area for marquee setup, exhibitor placement and small event parking.
3 – Rotunda and picnic tables	Red - Prohibited areas (People, Marquees and Vehicles prohibited from these areas).
4 - Toilets	Blue - Temporary Parking (Dry weather large events only, this area is not available for small events)
5 Playground	Green - Private Property, no public access
6 – Locked gate, call council to arrange access	

Where is Mossvale Park?

Mossvale Park is located halfway between Leongatha and Mirboo North on the Strzelecki Highway. Visibility when leaving Mossvale Park is limited, if your event has a high level of traffic expected you will need traffic management in place to manage the speed limit and the flow of traffic.

