

Legal issues to consider when holding events

Legal information for Victorian community organisations

This fact sheet covers:

- permits that your community organisation may need to obtain prior to holding an event
 - what to think about when hiring a venue or equipment
 - copyright, marketing and promotions and other issues
 - event insurance
 - legal obligations around event safety
 - providing accessible events and activities
 - sponsorship for an event
 - raising money – laws that regulate fundraising in Victoria, and
 - tax considerations concerning events.
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This fact sheet outlines some of the main legal issues Victorian community organisations should consider when organising and holding an event in Victoria.

This fact sheet does not specifically cover issues for events run outside of Victoria, even if the organisation running the event is Victorian-based. However, you will find many of the same legal issues will need to be considered if you are running an event in a non-Victorian jurisdiction.

This fact sheet contains general information and is not intended to provide an exhaustive list of all issues that your organisation should consider when running an event. The information contained in this sheet should not be used as a substitute for legal advice. If a legal issue arises, your organisation should obtain legal advice.

Do we require permit(s) from the local council and other authorities for our event?

The permits that your community organisation may need prior to holding an event (and for the duration of the event) will depend on:

- the type of event
- the activities to take place
- the facilities which will be provided to patrons and participants, and

- the particular requirements of the relevant local council and other authorities.

We recommend that you always check with your local council to see what council-specific permits you may require. We also recommend you check with other relevant authorities to see whether you require specific permits (eg. liquor licences from the Victorian Commission for Gambling and Liquor Regulation) before running your event.

Events and activities which generally require permits or licences

Permits are generally required for the following events and activities:

- holding an event on council or other public land
- setting up a temporary structure or using a venue for a purpose it is not designed for
- serving food to the public (for more information see our Events involving food fact sheet)
- serving alcohol to the public (for more information see our Events involving alcohol fact sheet)
- playing live or recorded music
- displaying signs and banners
- community gaming
- using gas cylinders to cook or for other purposes
- using an open flame
- using fireworks, and
- using the footpath or closing a road.

EXAMPLE

An event that you may need to close a road or footpath is a fun run.

This is not an exhaustive list and there may be other permits required for your event.

CAUTION

If you're running a sporting event on ANZAC Day, you should be aware that there are restrictions around playing sports of any kind before 1pm on ANZAC Day.



For further information on events involving food, alcohol, travel and sport or adventure activities, see Not-for-profit Law's specific fact sheets at www.nfplaw.org.au/events for further information.

Ways to identify which permits may be needed

One way to identify local, state and federal permits, licences and registrations that are relevant to your event is to access the Australian Business Licence Information Service (**ABLIS**) on the [Business Victoria website](#).

Although this website has been set up to help small businesses, it may be helpful for people involved in community organisations to work out some of the permits, licences or registrations your organisation may need. A link to the ABLIS system (and other relevant Business Victoria sites) has been included in the Resources section below.

Your community organisation may also want to contact the relevant local council(s) directly. Most councils have officers who can provide your organisation with information about permits, venue availability, public liability insurance requirements, selling food or alcohol and other issues associated with your event. This information may also be available on your local council's website.

Depending on the type and size of your event, some local councils will also ask for a risk management plan, and often provide detailed event planning guides to help you through the process.

What should we think about when hiring a venue or equipment?

Your organisation should be aware that an agreement to hire a venue or equipment is usually a legally-enforceable contract.

It is important to read the terms and conditions of the contract carefully and make sure your organisation can comply with these. In particular, your organisation should be aware of the terms and conditions relating to insurance, liability indemnity (see below) and your organisation's obligations to repair or replace any damage to equipment or property.

Please note that you may still have to comply with your contractual obligations under a hire agreement even if your event does not run. You should seek specific legal advice if this is the case.

Copyright, marketing and promotions

Playing recorded music or music videos at an event

If you are planning to play recorded music or music videos at your event, you may need to arrange a licence through the Phonographic Performance Company of Australia Limited (**PPCA**). PPCA is authorised by participating record labels to grant these licences and to collect licence fees. You may need a licence as the playing of recorded music or music videos at your event is considered a 'public performance' (meaning, in a non-domestic environment). Even if the performance or the event is given for free, the audience is small, there is no admission fee, or the performance is confined to members of a club or a limited area, you may still require a licence.

CAUTION

Simply buying a CD or a DVD does not give your organisation the right to play that music or music video in a public setting or at a public event.



EXAMPLE

You will need to apply for a licence from PPCA if you plan to play protected copyright music at any of the following types of events:

- fetes, garden parties, school, church or dance academy concerts
- arts, fringe, food/wine, sporting, film and community festivals, as well as eisteddfods, exhibitions, fashion shows and similar events, and
- not-for-profit events solely for underage participants.



While PPCA provides licences covering the recording and/or music video of the song (a particular recorded performance), and represents the interests of recording artists and record labels, you may also need to consider obtaining a licence from the Australasian Performing Right Association (**APRA**) and/or Australasian Mechanical Copyright Owners' Society (**AMCOS**). APRA/AMCOS provides licences covering the copyright in the song (lyrics, composition etc) and represents the interests of composers and publishers.

When your organisation wants to broadcast, communicate or publicly perform a recording, it will usually require two licences – one from APRA/AMCOS and one from PPCA.

EXAMPLE

You will need to apply for a licence from APRA/AMCOS if you plan any of the following for your event:

- music performed at events - for example promoted concerts, dance parties and other performances
- recorded music and live entertainment used during the course of a sporting event, or
- use of music (including copying print music for use by community orchestras, bands, choir), such as by churches, community bands, choirs, orchestras, eisteddfods, dance schools and other groups/organisations.



Marketing and promotions

Before marketing an event you should ensure that you have the necessary permissions if you are using photographs, videos and text. This also includes using photographs, videos, music or text on online forums (for example, your website or blog) or via social media forums. You may need permission from the copyright owner for materials that have been created by someone else. Please refer to the Australian Copyright Council website (www.copyright.org.au) for information about when permission is required and how to request permission to use copyrighted works.

In addition, if you plan to take pictures or videos at your event and wish to use the images or film in a public forum, such as a website, brochure, newsletter, pamphlet or poster, you may need to seek permission from the people who appear in the content and/or the copyright owner. Seeking permission from the people often means obtaining signed release forms from the people who appear in any images or videos you collect. A release form should explain what you'll be using the image or video for, and you should not use the image or video for any purpose other than that stated. Further,

FURTHER READING

There is more information in the Guide to Advertising and fact sheet on Facebook under the [Communications and Advertising section](#) on the Information Hub.

some councils require you to obtain a permit before the event if you plan to take pictures or videos at your event.

Advertising

When advertising an event you need to ensure your organisation is abiding by any applicable laws or codes. For further information on advertising, including misleading and deceptive conduct, see our specific fact sheet on Advertising on our website (www.nfplaw.org.au/advertising).

What about event insurance?

Getting your own insurance

As the organiser of an event, it is likely your community organisation will need to take out public liability insurance, particularly if your event is to be held on council or public land.

Often, the owner of land or a venue you want to hire will insist that your community organisation have public liability insurance of at least \$10 million. You should check with your local council for further information. Some councils and other organisations will also ask you to list them in your policy as an 'interested party' and will request a copy of the policy before giving permission to hold your event.

! CAUTION

Your organisation should not ignore requirements set out in lease agreements or permit conditions.

CAUTION

It may be a condition of your agreement to use the land or venue, or a condition of a permit, that all parties providing entertainment are covered by your insurance. Make sure you carefully read all your agreements and permits well in advance of your event!

Additional insurances

There may be a range of other insurances that your organisation will be required to get or will need to consider:

- if you are selling food or other products to the public – **product liability insurance**
- if you are relying on volunteers to help you with the event – **personal accident insurance**
- if you are hiring employees to help you with the event – **workers compensation insurance (WorkSafe Injury Insurance)**, and
- if you are hiring independent contractors – review the agreements that you have with your independent contractors. Such agreements should specify the insurance cover you need your independent contractors to have in place.

💡 TIP

You should also consider whether you need to arrange background checks or Working with Children checks for certain individuals. See our page on [Background Checks](#).

For more information about insurance, see our [Risk and Insurance page](#).

What are our legal obligations around event safety?

Your organisation will have a legal obligation to make sure your event is safe. Your organisation owes this obligation to the people involved in organising the event (volunteers, employees, independent contractors) and anyone who comes to the event (eg. members of the public).

Generally, organisers of an event will owe a duty of care (through the law of negligence) to participants in the event. Briefly, this means that an organisation must take reasonable precautions against any foreseeable risk of harm to individuals attending events. In determining liability, courts will assess whether your organisation should have reasonably foreseen that its activities and actions (or inaction) could have caused loss, damage or injury to a participant.

The legal obligation to ensure the event is safe may also arise under the Victoria's occupational health and safety legislation (the *Occupational and Safety Act 2004* (Vic)) which applies to community organisations and has a very broad definition of 'workplace' which may include the event location.

For more information about occupational health and safety laws, see our [Occupational Health and Safety page](#).

Your local council should be able to provide specific advice in relation to safety, security and emergency procedures applicable to your community organisation's proposed event.

Depending on the nature of your event, you may need to ensure the safety of equipment, goods and persons. You may wish to consider whether you need to notify or organise for some groups to be at your event, including:

- the Police
- the Metropolitan Fire Brigade, Country Fire Authority or State Emergency Service
- an appropriately qualified first aid provider, for example St John Ambulance
- private security, and/or
- the Victorian Worksafe Authority (**WorkSafe**).

Worksafe has a number of tools that your organisation can use to undertake risk assessment of your proposed event - see the Resources section below.

Do we have to provide accessible events and activities?

Equal opportunity and anti-discrimination legislation applies in Victoria. These laws may prohibit discrimination against certain people on the basis of a person's impairment or disability, age, sex, race, religious beliefs, status as a parent or carer, pregnancy or breastfeeding among many other attributes. Some exceptions to the laws apply.

In general, equal opportunity laws apply to prevent discrimination when providing goods and services to the public. They also apply in other circumstances (for example in employment, sporting activities, and membership of clubs).

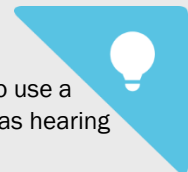
Your organisation could be covered by these laws and should put in place reasonable measures to ensure that your event (and goods and services) are accessible to all people. Even if your organisation is not covered by these laws, it is best practice to ensure compliance.

We have provided a link below to resources for running events which are inclusive to people with hearing and/or vision impairments.

See the Resources section below for further information on holding accessible events.

TIP

Before planning an event check that the venue can reserve or allocate seating for people who use a wheelchair. Select accessible venues for individuals who may have physical disabilities such as hearing and sight limitations, and wheelchairs.



What about if we have sponsorship for the event?

If your community organisation is intending to share the cost of staging an event via sponsorship, it is recommended that you and your sponsor partner enter into a sponsorship agreement.

A sponsorship agreement will generally be a legally enforceable contract. Your organisation should be sure that it can comply with the terms of the contract, especially if there are any conditions around sponsorship money (eg. any requirement that your organisation refund sponsorship money if you do not meet your obligations under the agreement). If you have any concerns about a proposed sponsorship agreement you should seek legal advice.

Our event is to raise money - are there laws that regulate fundraising in Victoria?

Yes, there are laws that regulate fundraising in Victoria. In Victoria, fundraising is defined as soliciting or receiving money or some other benefit with the representation that it is not solely for the profit or commercial benefit of that person or any other person. If your community organisation is considering holding a fundraising event in Victoria or conducting any fundraising activities, you will need to comply with the laws that regulate fundraising in Victoria, such as the *Fundraising Act 1998 (Vic)*. You will also need to ensure that your organisation is registered as a “fundraiser”. Some organisations are exempt from registration. For example, there is a general exemption for fundraising less than \$10,000 and using unpaid volunteers. There are also laws that regulate raffles, bingo and gaming.

RELATED RESOURCES

For more information about fundraising law and gaming law requirements, see our Guide to Fundraising and our fact sheet on Fundraising events involving minor gaming at www.nfplaw.org.au/fundraising.



What are our tax considerations concerning events?

Tax considerations may apply to fundraising at your event. You should note that donations and contributions are treated differently. The price paid for certain event tickets may have tax implications for your organisation.

Tax deductible gifts

If you want donors to be able to give tax deductible gifts or donations at your events, you need to be endorsed as a deductible gift recipient (**DGR**). Certain requirements need to be met in order to become a DGR or to satisfy tax deductibility requirements for benefiting donors. For further information, please see the Australian Tax Office website (www.ato.gov.au/non-profit/gifts-and-fundraising) and our Information Hub page on DGR at www.nfplaw.org.au/DGR.

Goods and Services Tax (GST)

You may also be required to pay GST if you are selling tickets to your event. Generally, if you are registered for GST and you are selling tickets to a fundraising dinner or similar function in the course of your organisation's activities, you must pay GST on the tickets you sell. However, you should seek specific tax advice in relation to this issue. There are GST concessions and rebates available to many charities and not-for-profits.

For further information see our specific fact sheet on Goods and Services Tax at (www.nfplaw.org.au/GST).

Other Issues

There are many other issues you may wish to consider when organising your event. The following is a non-exhaustive list:

Noise management

Managing noise at events using public open spaces is also an important consideration. Local councils may place restrictions on noise levels, as well as limits on use of amplification equipment with the event, unless written approval from the council has been obtained (eg. not to exceed 72dB when

measured 3 metres from the sound source, or amplified sound must not start prior to, and must end by, certain times).

Noise from events is also subject to nuisance provisions of the *Public Health and Wellbeing Act 2008* (Vic). Residents may lodge a complaint that your event is adversely impacting on the amenity of the area and the local council may investigate and take action if they feel contraventions have occurred.

As an event organiser, you will need to consider the amenity of the surrounding area when running your event, including noise from music, broadcasts and amplified speeches, vehicles, event activities, lighting and patrons and then consider ways to mitigate potential disturbances of the neighbourhood.

Events which may impact on Public Transport

If your event is likely to have an impact on public transport (e.g. trams, bus, train), you must submit an event notification form to Public Transport Victoria (PTV). An event has 'impact' if it may delay, replace, deviate or cancel a public transportation service. If you are unsure of whether your event is likely to have an impact on public transport, a self-assessment checklist is available and you can contact PTV to further discuss the likely impact of your event on public transport. Please be aware that there are long lead times for notifying PTV (e.g. if expectations of over 10,000 attendees, 150 days' notice to PTV should be given if the date of the event is known) and if the event is likely to have an impact on public transport, a Public Transport Plan will need to be prepared by the event organisers.

Handbills

'Handbills' includes leaflets, brochures, place cards, notices, pamphlets, free newspapers or other printed materials. You may wish to distribute handbills prior to and at your event. You should check whether there are any specific requirements at your local council, including whether a specific permit is required or whether the handbill must contain any specific note (e.g. "Do Not Litter" in readable font).

EXAMPLE

The City of Melbourne has a handbill permit that needs to be applied for online. The handbill permit allows up to two persons (per permit) to distribute handbills at specified locations.



Should we acknowledge traditional owners at our event?

An Acknowledgement of Country recognises that Victoria has an ancient and proud Aboriginal history and complex ownership and land stewardship systems stretching back many thousands of years. It pays respect to the Traditional Owners.

An Acknowledgement of Country should be given at formal events, forums and functions such as conferences, events, concerts, Government and Local Government meetings and official openings etc. For more information, see the [Protocols for Recognising Traditional Owners](#) page on the office of Aboriginal Affairs Victoria website.

Resources

Related Not-for-profit Law Resources

The Not-for-profit Law Information Hub contains many fact sheets on different topics. It can be accessed at www.nfplaw.org.au. The following topics contain relevant further information:

✔ [Risk and Insurance](#)

This page contains resources on background checks, occupational health and safety, negligence and incidents and accidents.

✔ [Fundraising and Events](#)

This page contains resources on the main legal issues when fundraising in Victoria.

✔ [Communications and Advertising](#)

This section offers information on advertising and promotions and social media, such as Facebook and Twitter.

Extra Related Resources

✔ [Australian Business License and Information Service \(ABLIS\)](#)

The ABLIS system is designed for businesses but can be used by community organisations. Using the ABLIS search function you can find about licensing and your compliance obligations in Victoria and nationwide.

✔ [Australian Copyright Council](#)

For information about when permission is required and how to request permission to use copyrighted works.

✔ [Planning Safe Public Events Practical Guidelines](#)

These event planning Guidelines were developed by the Commonwealth Attorney-General's department.

✔ [Disability Advocacy Resource Unit](#)

This page has a link to event guidelines produced by Disability Access for people with a hearing impairments and a hearing checklist for events. It also has a link to event guidelines written by Vision Australia for people with vision impairment. You need to search or scroll down the page.

✔ [Volunteer briefing for events - templates](#)

Parkinson's Victoria, working with event management company Perfect Events, developed comprehensive and very user-friendly volunteer briefing documents for its 2010 Unity Walk. The briefings are available for downloading from this link to the OurCommunity website.

✔ [Checklist for running an event](#)

A quick reference guide to the common regulatory and compliance requirements that should be considered when planning your event.

➤ [Resources for holding an accessible events](#)

A reference guide to making events accessible.

Legislation

➤ [Occupational Health and Safety Act 2004 \(Vic\)](#)

This is a link to the legislation which sets out the laws relating to workplace health and safety in Victoria.

➤ [Equal Opportunity Act 1995 \(Vic\)](#)

This is a link to the Victorian legislation that includes specific provisions prohibiting discrimination when providing goods and services.

➤ [Fundraising Act 1998 \(Vic\)](#)

This is a link to the Victorian legislation that regulates certain fundraising activities and events in Victoria.

A Not-for-profit Law Information Hub resource. Access more resources at www.nfplaw.org.au

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