



Harmony Square Activations and Events Guidelines



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Acknowledgement of Country

Greater Dandenong City Council acknowledges and pays respects to the Bunurong people of the Kulin Nation, as the Traditional Custodians of the lands and waters in and around Greater Dandenong.

We value and recognise local Aboriginal and Torres Strait Islander Cultures, heritage, and connection to land as a proud part of a shared identity for Greater Dandenong.

Greater Dandenong City Council pays respect to Elders past and present and recognises their importance in maintaining knowledge, traditions, and Culture in our Community.

Greater Dandenong City Council also respectfully acknowledges the Bunurong Land Council Aboriginal Corporation (BLCAC) as the Registered Aboriginal Party responsible for managing the Aboriginal Cultural heritage of the land and waters where Greater Dandenong is situated.

Welcome to Harmony Square

Located centrally among award winning public amenities including, Dandenong Library, Dandenong Civic Centre and Drum Theatre, Harmony Square is the heart of Greater Dandenong.

This communal space completes a pedestrian friendly connection from the Dandenong Station to central Dandenong's main retail and commercial area.

Harmony Square is a great example of smart urban design. It brings together a large screen, a stage, trees, landscaped areas, shops, and cafés—all tied together with beautiful paving. This open space feels welcoming and vibrant.

It is a fantastic meeting spot and can host big outdoor events with up to 3,000 people. On quieter days, it is the perfect place to relax—whether you are sitting on custom-designed benches or enjoying the soft, green lawns.

Located in front of the Council Civic Centre and Dandenong Library, Harmony Square is a lively, central spot that makes your event easy to find and hard to miss. With great foot traffic and a welcoming atmosphere, it's the ideal place to attract attention and bring people together.



About the Guidelines

These guidelines provide you with practical information for hosting activities or events at Harmony Square.

They include information on available infrastructure and facilities, venue restrictions, technical specifications, and [any associated charges](#)¹ for using the space.

Event Planning Guide

The Event Planning Guide is an additional resource that outlines the steps and best practices for organising and executing successful events. The guide helps event planners stay organised, prioritise tasks, and address potential challenges, ensuring the event meets the desired objectives and runs smoothly from start to finish. Please contact the Festivals and Events Team for your copy of the Greater Dandenong Event Planning Guide.

Phone: 8571 5090

Email: events@cgd.vic.gov.au



¹ <https://www.greaterdandenong.vic.gov.au/about-us/council-documents>

Who Can Use Harmony Square?

Whether you're a local resident, community group, business, or government agency, Harmony Square is open to you. From casual meet-ups and pop-up performances to movie nights, craft markets, and cultural celebrations – Harmony Square is the perfect place to bring people together and make your event shine.



Infrastructure and Equipment

Harmony Square has excellent facilities, infrastructure and equipment which can be used to support the delivery of your event:

- 7 metres x 4 metres outdoor digital screen with capability for live or pre-scheduled content**
- Accessible stage area approximately 8 metres x 6 metres
- Built in sound system**
- Lawn area and fixed open-air seating and benches
- Ten permanently fixed umbrellas which can be open or closed upon request and depending on weather conditions**
- Natural shade areas (from trees and the building awning)
- 30 café style folding chairs**
- Power and ambient fixed lighting
- Water connection points
- Free public Wi-Fi
- Two window displays

(**) [Additional costs will apply, see Council's fees and charges for information²](#)

Community Flagpoles

There are two flagpoles in Harmony Square available for community members and organisations to use. These flagpoles can be used to show identity, pride, and belonging for cultural and community events throughout the year.

How to Use a Community Flagpole

To request the use of a flagpole, you need to fill out an application form. You can find the form and the guidelines in [Council's Flag Flying Policy³](#)

Once you have completed the form, please submit it as instructed on the website.

² <https://www.greaterdandenong.vic.gov.au/about-us/council-documents>

³ <https://www.greaterdandenong.vic.gov.au/flag-flying-policy>

Infrastructure and Equipment

Urban Screen

Harmony Square has one large outdoor LED screen (approximately 7 metres x 4 metres) which offers a mix of entertainment, education, and interactive material, including:

- Major sporting events
- Films and family movies
- Digital and interactive artworks
- News and current affairs
- Educational programs and messages

The Urban Screen is available for event use and can support a variety of activities, such as:

- Overlay titles, graphics, logos.
- Free-to-air television
- HD pan tilt zoom cameras.
- Blu-ray and DVD playout.

Event usage is subject to Council's approval.

Advertisements

Advertisements are one of the many forms of content that can be used for the Urban Screen. They can help promote positive community outcomes, whether for commercial or non-commercial purposes. When content is advertisement specific or advocating for community services or events, it may not be classified as traditional advertising with an associated cost. For example, if you are a not-for-profit or charity organisation — please email ScreenBookings@cgd.vic.gov.au with the details of your advertisement so we can determine its eligibility.

For content that requires queuing and programming, and requires technical support from Council staff, additional charges may apply (depending on staff capacity and complexity of the content).

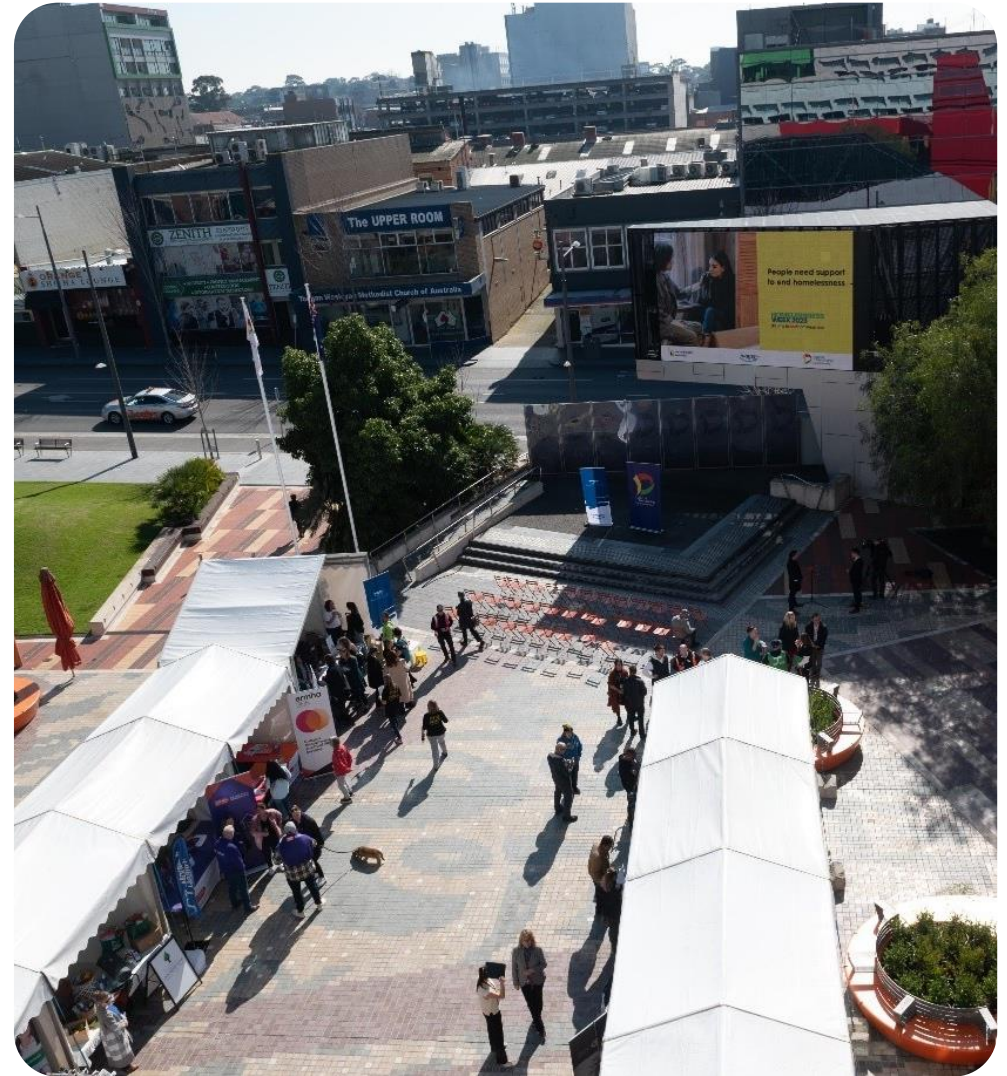
Infrastructure and Equipment

Content Specifications and Conditions

Content can only be shown on the Urban Screen under the following conditions:

- Content must be 1920 x 1080 resolution.
- Content needs to be a MPEG4 file type for video.
- JPEG or PNG for images.
- Content must have copyright clearance to use non-original material. This includes both sound and visual clips.
- Content cannot be violent, of a mature nature, defamatory, discriminatory, insulting, or offensive in any way. Council reserves the right to refuse any content submitted without reason being given.
- As screen content will be displayed in a public place, theatrical content that is subject to rating must be 'PG' rated or lower. If material has an exemption by the [Classification Board](https://www.classification.gov.au/)⁴, this must be sighted by the Council Officers.
- Content must be provided at latest one week prior to screening date.

To find out more and read the policy for screen use, you can visit [Councils dedicated webpage for the Urban Screens](http://www.greaterdandenong.vic.gov.au/urban-screens)⁵



⁴ <https://www.classification.gov.au/>

⁵ www.greaterdandenong.vic.gov.au/urban-screens

Infrastructure and Equipment

Stage

Harmony Square has an accessible, built in stage available to all event organisers. The stage can be used for speeches, static displays, musical (e.g. choir, band, soloist, etc.) and dance performances. This built in stage is perfect to be the centre focus of your event and help reduce infrastructure costs.

Stage Specifications and Conditions

The stage has a concrete base and is approximately 8 metres x 6 metres. If you are planning to use the stage for your event, please note:

- There is no permanent shade over the stage.
- [Environment Protection Authority](https://www.epa.vic.gov.au/for-community/environmental-information/noise)⁶ (EPA) regulations on noise limits apply to events and activities both on stage and on the screen.
- Basic wireless microphone and audio mixing capability can be made available. Event Organisers will be required to cover costs incurred for Council staff attendance.
- If Council has approved organisers to use their own PA or audio equipment, it will need to be tagged and tested.
- Nothing is to be fixed to the stage back drop; we recommend you use display boards should you wish to have any branding on display.



⁶ <https://www.epa.vic.gov.au/for-community/environmental-information/noise>

Infrastructure and Equipment

Lawns and Trees

Harmony Square includes a large lawn which is a perfect area for your event attendees to chill out and have a picnic. Large trees also provide shade for attendees to stay cool during hot weather.

If you will use this area for your event, please note:

- Stages, temporary structures and vehicles are not permitted on the lawn due to potential damage to the grass, underground plumbing, and uneven ground surface.
- The lawn is subject to ongoing maintenance through a sprinkler system so it may be wet at certain times of the day.
- Decorating the trees is not possible due to the risk of permanent damage.



Existing Retail Businesses

Event Organisers have an opportunity to work or partner with Harmony Square's existing coffee shop enterprise beside the Dandenong Library.

Organisers are encouraged to engage with shop management to explore if the business can operate during their event. Other retail outlets are operating in the vicinity of Harmony Square. It is worth considering on how your event may impact them.



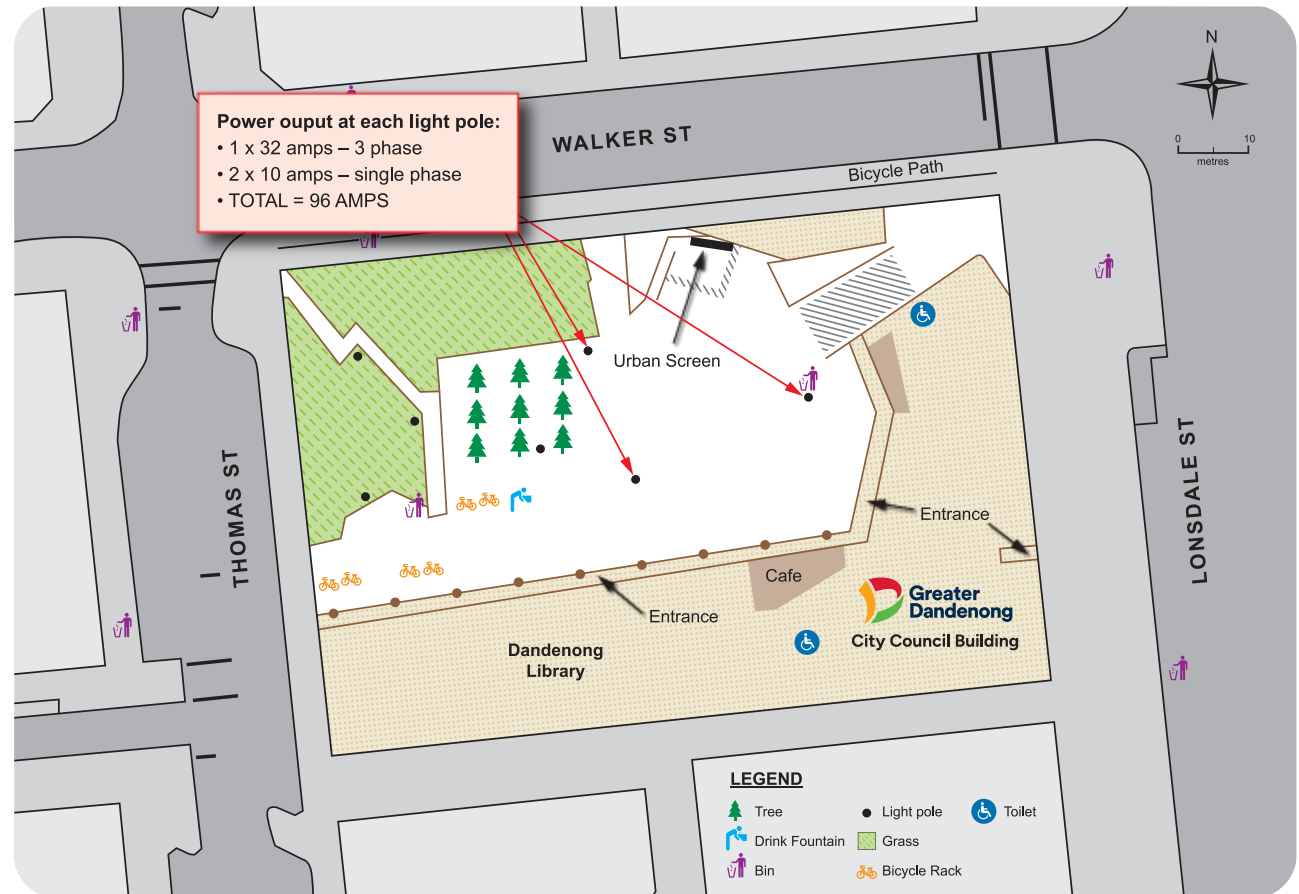
Amenities

Harmony Square was designed with amenities required to host events. It is important you are aware of what is available, any restrictions and associated costs.

Power and Lighting

Organisers planning to use power and lighting for their activity or event should note the following:

- There are seven fixed lighting poles within the square which will automatically turn on at dusk.
- Power is accessed from the three larger light poles located in front of the library, beside the stage and next to the steps towards Lonsdale Street.
- It is the responsibility of the Event Organiser to provide all cables and cable protection.
- All electrical equipment needs to be tested and tagged within the last 12 months.
- Access to mains power is available upon request for events that have an Event Permit.
- Power output at each light pole: one x 32 amps (3 phase), two x 10 amps (single phase).
- If a council electrician needs to attend and the Event Organiser is at fault, this will be deducted from the bond return.



Amenities

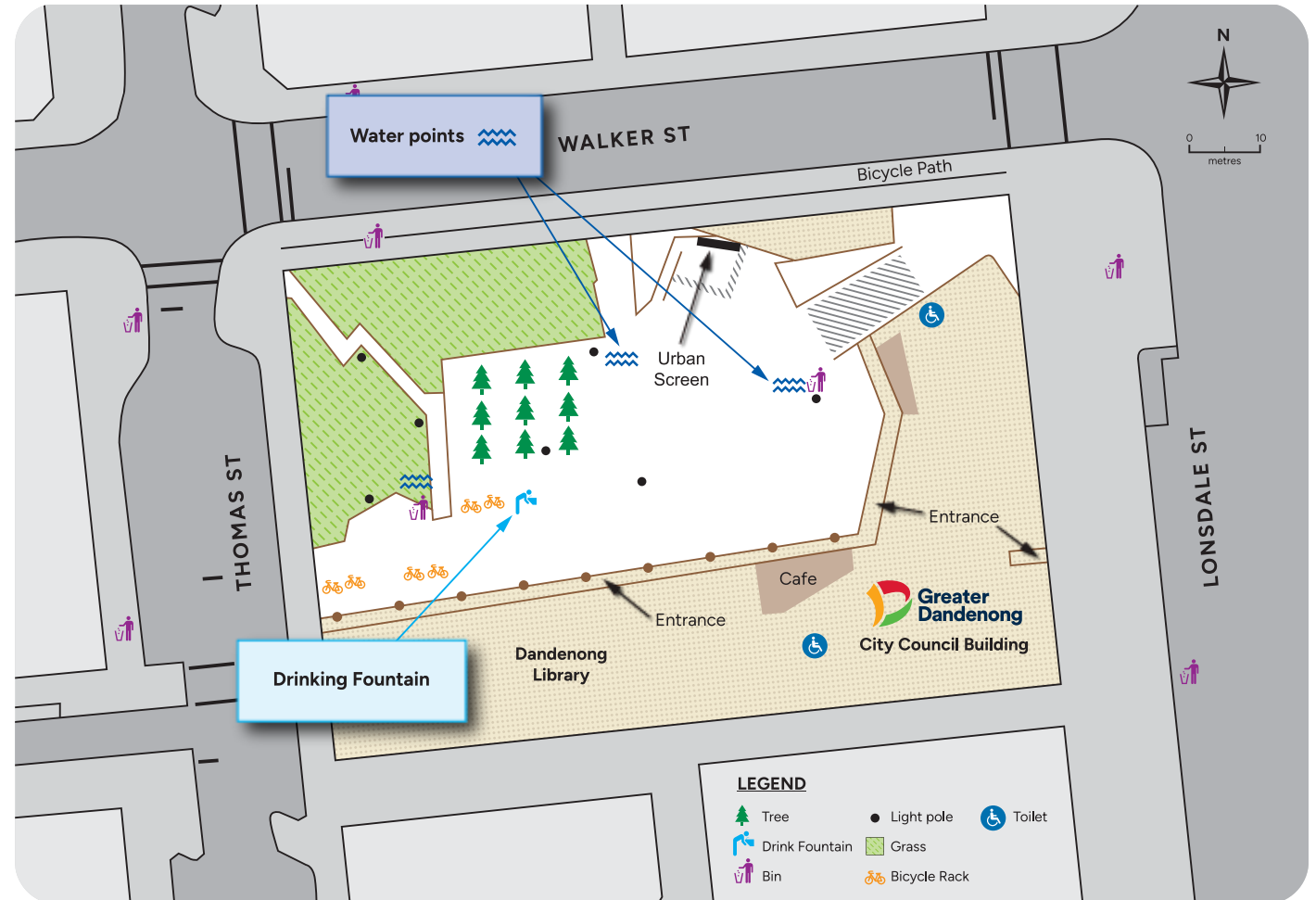
Water

All events that take place on council land must provide free drinking water for attendees to ensure public health and safety is met at your event.

There is one permanent drinking water fountain within the square. Hydration stations can be connected to water points located in the ground (locations identified in the map shown) and are easily accessible.

If you wish to connect to the water points in the square, please note:

- Hydration stations should ideally be set up near the water supply point to avoid the need for long cables which need to be covered by cable traps.
- When setting up a hydration station, consider how excess water will be drained – this will help avoid flooding.
- Drainage for excess water must be directed into storm water grates, not to the lawn, the base of the trees or the enclosed plant beds near the orange seating areas.
- All water from the water points is suitable for drinking.



Amenities

Toilets

Toilets are available for visitors during the square's operating hours. There are also accessible facilities that include a shower and change room, located in two places:

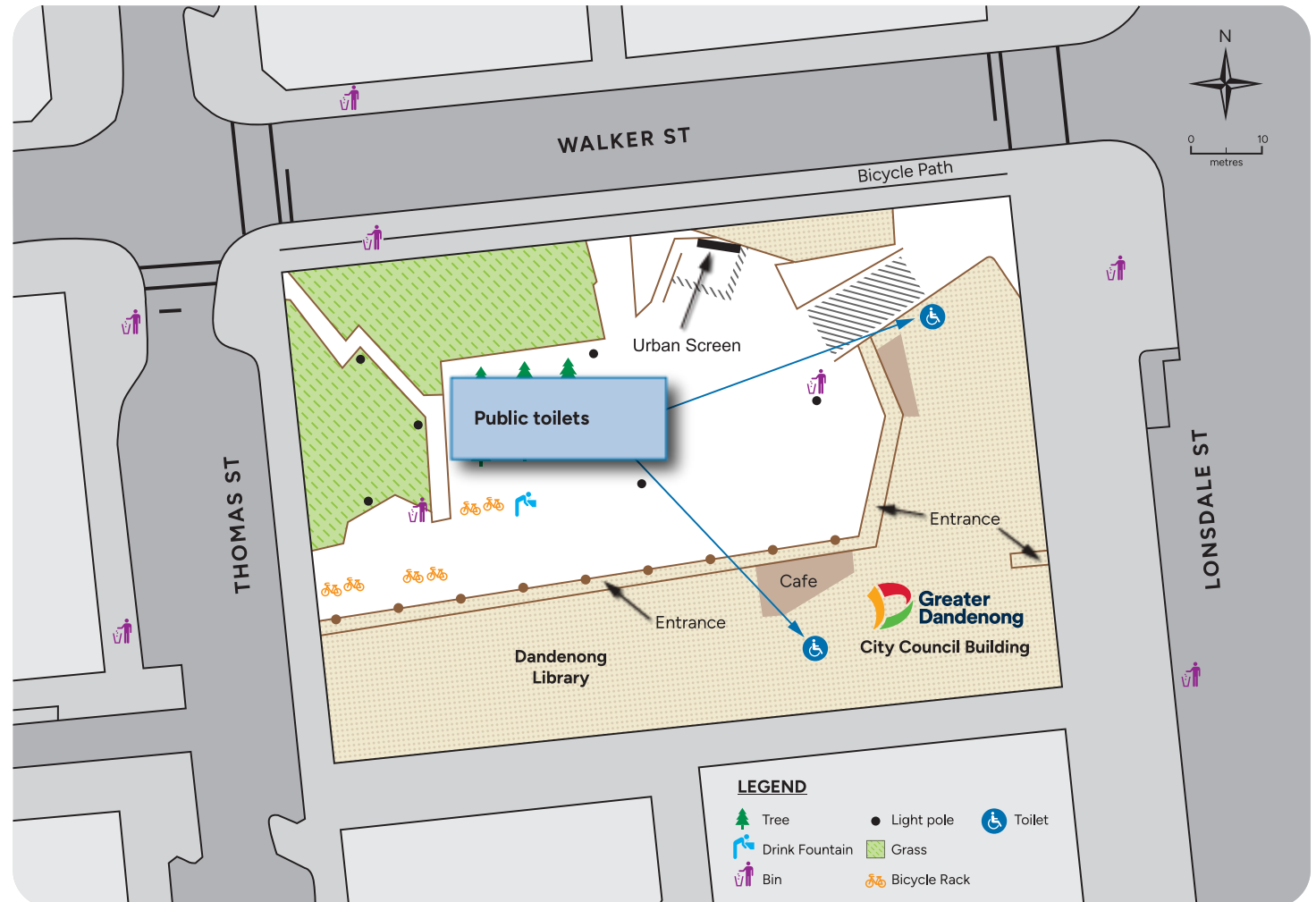
- **Library Foyer** – Available during library opening hours.
- **Near the Lonsdale Street Stairs** – Accessible during the Public Corner Café's operating hours.

	MALE			FEMALE		ACCESSIBLE	
	Toilets	Urinals	Hand Basins	Toilets	Hand Basins	Toilets	Hand Basins
Library Foyer	3	7	2	8	3	1	1
Lonsdale Street	1	2	2	2	2	1	1
Total (during business hours)	4	9	4	10	5	2	2

Amenities

If you wish to use the Public Toilets, please note the following:

- You will be charged for a cleaner to maintain the toilets for the duration of your event and cleaning services can only be provided through Council's contractor and will be arranged on your behalf. Levels of cleaning required will vary depending on the type of event.
- Depending on the number of attendees at the event or activity, portable toilets may also be required, particularly during out-of-business hours when the public toilets are not available.
- For entry to the accessible toilet, you will require designated keys. Keys are available from the Dandenong Library or the Council Customer Service Centre during operational hours.



Amenities

Covered Area

Harmony Square has some sheltered areas created by the awnings along the front of the Greater Dandenong Library. In case of unfavourable weather, organisers may consider using the sheltered area to place tables and stalls.

If you plan to use the covered area, please note:

- An accessible path of travel for the public must be kept allowing the public to get in and out of the library and Council building.
- The library book chute (see image shown) is kept clear and is always accessible.
- Emergency exits are kept clear.
- Should you wish to use this sheltered area, either as part of the normal event plan or a wet weather plan, please provide a detailed site plan indicating how it will be used.
- Any activities that impede public entrance ways and emergency exits will be directed to move by building security.



Amenities

Meeting Rooms for Hire

Several rooms are available for hire inside the Dandenong Civic Centre. However, these rooms are reserved for formal meetings or gatherings throughout the year. No events or celebrations will be permitted within these rooms during those times and cannot be used as part of a wet weather plan for your event.

Separate bookings are required to use these rooms, find out more about booking these rooms, visit: [Venues for Hire | Greater Dandenong Council](#)⁷

20 business days notice is required for booking any additional rooms and separate fees and charges may apply.

Click the link [City of Greater Dandenong | Bookable](#)⁸ to register for an account before being able to log in the system to view the room availability and to book.



⁷ <https://www.greaterdandenong.vic.gov.au/services/venues-hire>

⁸ <https://greaterdandenong.bookable.net.au/>

Amenities

Window Displays

Harmony Square features two purpose-built gallery display windows, giving community members a chance to share their cultural art, or creative work with the public.

The space is perfect for both 2D and 3D installations and plays a key role in enriching the arts and cultural life of central Dandenong.

Exhibitions are changed regularly throughout the year and can be viewed every day or night for free.

If you are interested in exhibiting your work in Harmony Square Exhibition Windows, visit [Arts Opportunities](https://www.greaterdandenong.vic.gov.au/arts-opportunities)⁹ webpage for more information and to register.



⁹ <https://www.greaterdandenong.vic.gov.au/arts-opportunities>

Key Considerations

Duty of Care

Duty of care is a legal obligation to take reasonable steps to prevent foreseeable loss, damage, or injury to property or to persons who may be impacted by your activity or event. As an event organiser, you are required to identify potential risks and implement practical measures to minimise them, in accordance with Common Law (case law) and statutory obligations under Torts Law.

It is your responsibility to understand and fulfil your duty of care at all stages of your event, from planning through to delivery.

(See also the references below to specific obligations under "Occupational Health and Safety Law.")

Duty of Care of Event Organisers

Event organisers have a duty of care under the [Victorian Occupational Health and Safety Act 2004](#)¹⁰ to provide a safe operational environment. Under this legislation, event organisers must ensure no one is exposed to risks through the event and any place where employees and self-employed persons work, is made safe.

The definition of this duty is broad. To be in accordance with the act, a process of identification, assessment and control of safety risks is necessary. In some circumstances, there may be several parties who owe a concurrent duty of care. It is important that safety is managed and communicated to all relevant duty holders. [WorkSafe Victoria – Advice for Managing Major Events Safely](#)¹¹

Bond

A refundable bond is required as security for any damage, extra costs incurred or breach of the conditions of the Event Permit. The refundable bond amount will vary, depending on the size and nature of the event. An event or activity will not be permitted to go ahead until a bond cheque has been received or credit card details have been provided to Council.

The bond process is as follows:

- Council will advise the organiser of the amount of the refundable bond after the application has been assessed.
- The organiser will issue Council a refundable bond cheque or provide credit card details. This cheque or credit card will not be processed but will be retained by Council for the duration in case there is a breach of the conditions of hire.
- Should the additional costs incurred be less than the bond amount, the difference will be refunded to the organiser.
- Should the additional costs incurred exceed the amount of the bond, the organiser will be liable for the excess amount.
- Should the event go as planned and incur no additional costs, Council will either return the refundable bond cheque to the organisers or destroy the cheque/credit card details as soon as possible after the event.

¹⁰ <https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/043>

¹¹ <https://www.worksafe.vic.gov.au/resources/advice-managing-major-events-safely>

Key Considerations

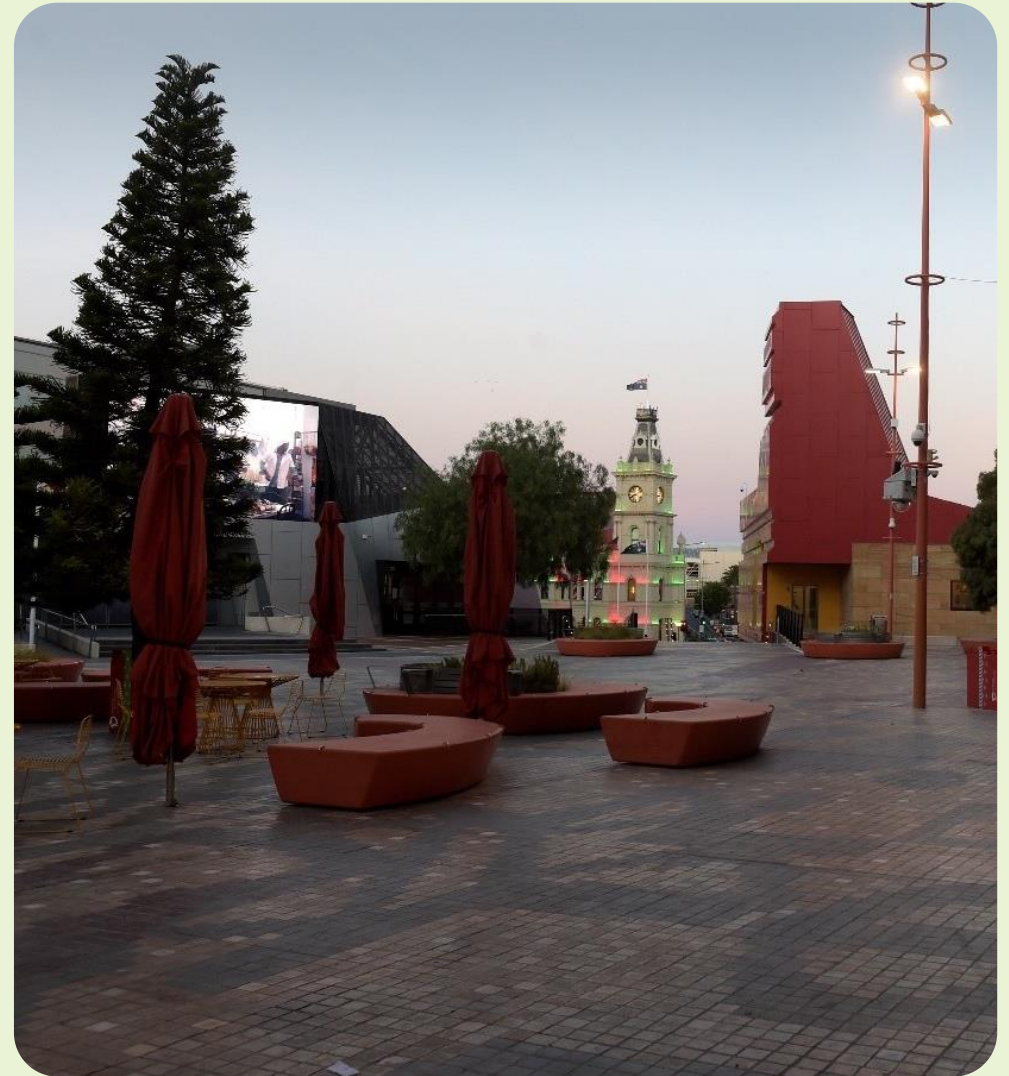
Cancellations

- It is the responsibility of the organiser to alert the public who might otherwise attend the activity.
- The refundable bond will be returned to the organiser, provided no additional costs were incurred due to the activity or its cancellation.
- Should the additional costs incurred by the activity, or its cancellation be less than the bond amount, the difference will be refunded to the organiser.

Site Restrictions

Some restrictions apply to ensure the area is welcoming for the community and can be used for many years to come, this includes:

- No structures or pegging to occur on the lawn areas.
- No sports activities unless otherwise approved.
- No alcohol – further information is available in [Council's Alcohol Management Policy](#)¹²
- No smoking or vaping.
- The paving in the square has been coated with a protective seal, which is easily damaged when removing food or other material from the ground. All activity and food stalls must place a protective layer between the structure and paving to ensure the paving is not damaged.



¹² <https://www.greaterdandenong.vic.gov.au/alcohol-management-policy>

Key Considerations

- Gaffer tape, or any other tape, is not permitted to attach signage to poles or anywhere in the square as they leave a damaging residue. Blue tac, cable ties or string are an acceptable alternative.
- Any other activities that may cause damage to the square will not be permitted.
- Maximum capacity of 3,000 people at any one time (capacity may be less than 3,000 depending on the amount of event equipment or marquees in the square).
- Weight restriction of vehicles and structures of eight tonnes per axle.
- Maximum of five food stalls in the square, due to power and space restrictions. Restrictions on the size of the food stalls will also apply.
- Approval will not be given to any activities or events that break laws or accepted community standards.
- Approval will not be given to any activities that are likely to offend, insult or intimidate other people.
- Fenced off / closed or ticketed events are not permitted because Harmony Square is required to always be open to the public.

- Christmas decorations are installed in the square annually from mid-November to mid-January, event organisers will need to plan their event site around these installations.
- Events may not be permitted during Council Meetings, you can find further information and a schedule on the [council meetings webpage](#).¹³

Political Stall Restrictions

The Greater Dandenong City Council represents a diverse community with a wide range of views across the political spectrum. In serving the interests of this community, Council cannot endorse, nor be seen to endorse, any individual candidate or political party. To this end, community events held in Harmony Square must remain apolitical and certain political activity may be prohibited including promotional stalls and activities which implies the endorsement or support of Council.

Council reserves the right to refuse any application that does not meet [Council's strategic objectives](#)¹⁴

¹³ <https://www.greaterdandenong.vic.gov.au/council-meetings>

¹⁴ <https://www.greaterdandenong.vic.gov.au/council-plan-2025-29>

Event Organiser Responsibilities in Harmony Square

As with any event, the responsibility of planning a safe and compliant event falls with the nominated event organiser.

Waste Management

Bins will be required for an event or activity that generates waste, particularly those with food stalls.

It is the event organiser's responsibility to ensure that the site is left in the same condition as before the event.

Council encourages all organisers to be considerate of the environmental impact of waste from their events. This may include not using single use plastics as per councils [Plastic Use Policy](#).¹⁵

All waste must be contained during the event and removed from the site post event.

All events in the square must include the use of recycling bins.

Grey water, oil or other liquid generated by an event must be taken off site and appropriately disposed of. If an event breaches this requirement, fines may apply which will be the responsibility of the event organiser.

Further to the Victorian Government [state-wide ban on single use plastics](#)¹⁶, the City of Greater Dandenong is reducing the impact of plastic pollution through Council's Plastic Use Policy which was implemented in 2019. A specific guide for event organisers and stallholders is available to help you move away from the prohibited single use plastic items to ones that are much environmentally friendly.

Temporary Infrastructure

Organisers bringing temporary infrastructure such as marquees and other event equipment are asked to note the following:

- All marquees must be secured with weights as per the product specifications in [HRIA](#)¹⁷ (Hire and Rental Industry Association). These should be made available for Council's viewing on request. If the specifications are not available, a minimum acceptable weight per leg is 100kg.
- Consider space allocation when positioning marquees – the more space taken with temporary structures, the less attendees can fit into the space.
- Space must be given to pedestrians travelling through the square to other locations.

¹⁵ <https://www.greaterdandenong.vic.gov.au/plastics-policy>

¹⁶ <https://www.vic.gov.au/single-use-plastics>

¹⁷ https://www.altegra.com.au/wp-content/uploads/2020/01/HRIA-Marquee-Weighting-guide.pdf?srltid=AfmBOoTICTq1p0HPVQb6a8qE_czLpsVQbC4OsQxR_J4vb574RZ6IRv0

Event Organiser Responsibilities in Harmony Square

Security

Organisers are responsible for ensuring they have adequate security during their activity or event.

- Depending on the size and nature of the activity or event Council may require the organiser to engage their own security.
- If an event occurs during Council and library business hours, additional security may be required to ensure security is not compromised inside the Council buildings. This will incur an additional cost.

Setting Up and Clearing Out After an Event

Due to the public nature of the square, setting up and clearing an event needs to be carefully planned. Keeping pedestrians safe in the square and surrounding area is paramount.

Where organisers can demonstrate that it is essential to have vehicle access, the square is available via both Thomas and Walker Streets' entry points (key for removal of bollards required). All vehicles must adhere to maximum speed of 5km/h speed limit in the square and be accompanied by a spotter in high-visibility clothing.

The setup of infrastructure such as marquees, food/market stalls and stage equipment should be cordoned off with appropriate signage to mitigate any risk to the public.

If the bump out time goes longer than agreed, additional costs for staff and building security may be deducted from the event bond.



Event Organiser Responsibilities in Harmony Square

Traffic, Transport, and Parking

Impact on Traffic and Pedestrians

Harmony Square was designed to provide ample space for pedestrians moving in and out of the area. Provided an event does not exceed maximum capacity of 3,000 attendees at any given time there should be little to no impact on traffic or pedestrian movements.

Road or lane closures may be required for events with activities on the pavements surrounding the square. If this is the case a *Traffic Management Plan* may be required from a registered Traffic Management Company at the organisers own cost.

Transport

Issues concerning transport to and from the venue are dependent on the timing and scale of the event. During business hours, car parking is limited, and public transport options should be encouraged in your advertising of the event/activity.

Harmony Square is a 400 metre walk from the Dandenong train and bus station which has services running to and from the city, Pakenham and Cranbourne.

Bus services that operate near Harmony Square are the 802, 804, 811, 843 and 845. You should visit the [Public Transport Victoria website](https://www.ptv.vic.gov.au/)¹⁸ for up-to-date to travel information and any planned disruptions.

Car Parking

Car parks are available within a short distance from Harmony Square at the [Thomas Street](https://www.greaterdandenong.vic.gov.au/council-car-parks/thomas-street-multi-deck-car-park)¹⁹ and [Walker Street](https://www.greaterdandenong.vic.gov.au/council-car-parks/walker-street-multi-deck-car-park)²⁰ multi deck car parks. There is also on-street parking available in the vicinity of Harmony Square. It is the driver's responsibility to acknowledge and adhere to all parking restrictions.

Accessible parking is available in Thomas Street and on the ground level of the Walker Street multi deck car parks.



¹⁸ <https://www.ptv.vic.gov.au/>

¹⁹ <https://www.greaterdandenong.vic.gov.au/council-car-parks/thomas-street-multi-deck-car-park>

²⁰ <https://www.greaterdandenong.vic.gov.au/council-car-parks/walker-street-multi-deck-car-park>

How to Organise an Event in Harmony Square

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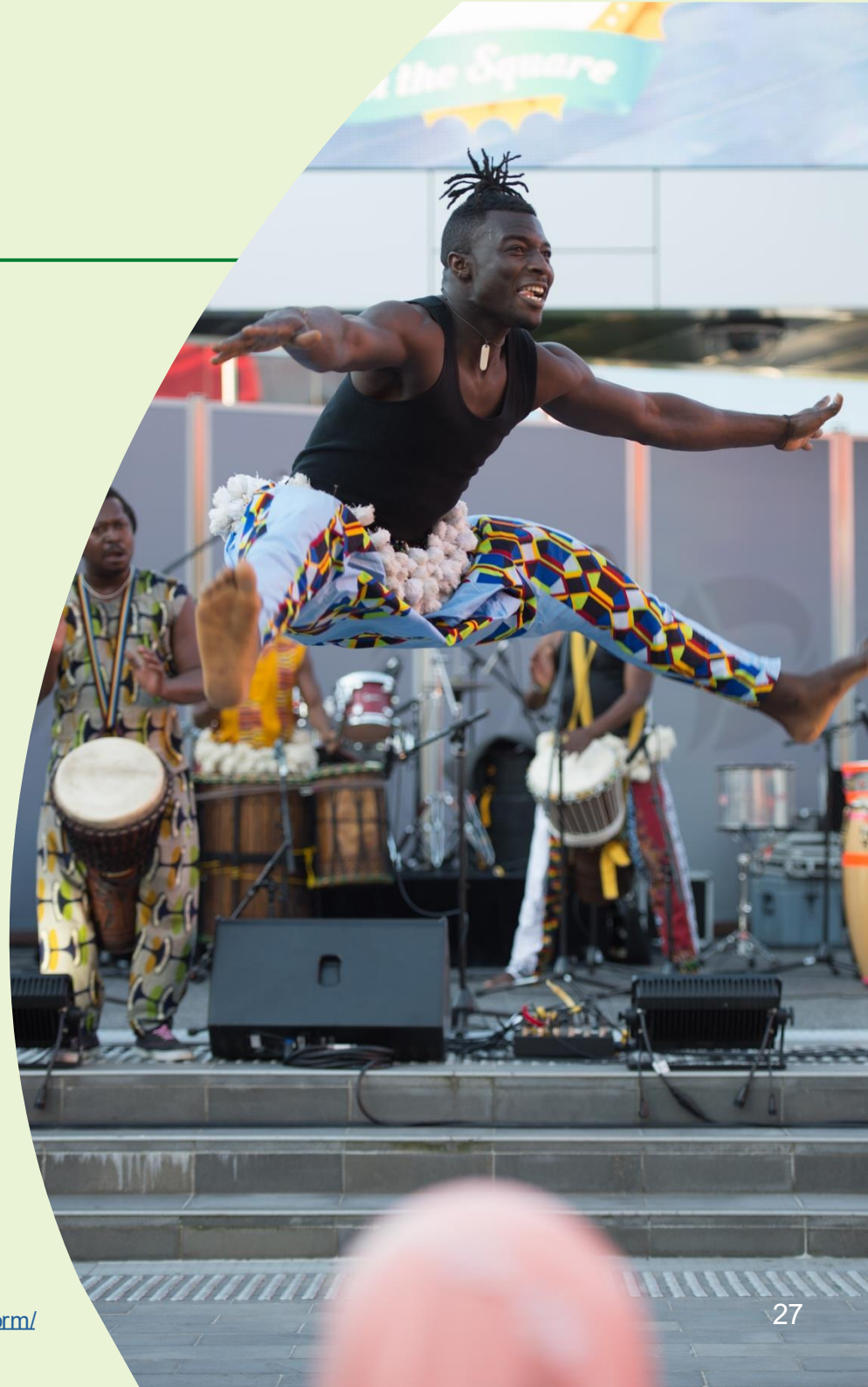
Submit the [Intention to hold an event form](#)²¹ or contact the Festivals and Events Team to confirm availability of the venue with your proposed dates and times on events@cgd.vic.gov.au.

2

Once your date has been confirmed, an Officer from the Festivals and Events Team will be assigned to **support** your Event Permit application.

3

Submit the Event Permit Documents. Please refer to the Event Permit section to understand what documents need to be submitted based on your event type.



²¹ <https://forms.greaterdandenong.vic.gov.au/public-forms/intention-to-hold-an-event-application-form/>

How to Organise an Event in Harmony Square

Event Permit

Depending on the type of event you wish to hold, a range of event documents and other approvals may be required to obtain an Event Permit from Council. This matrix helps you identify whether your event is small, medium or large by looking at attendance, infrastructure and/or expected impacts. If your event meets any criteria in a higher category, you must follow the requirements and lead time for that category. This will guide the documents you need to provide and how long Council needs to assess your application.

Small Event

Minimum 5 weeks lead time

- 30 to 200 attendees
- No stages, marquees, amusement rides or other event infrastructure
- No food vendors serving food to the public
- Low noise levels (no amplified performances)
- No expected impact on parking or local traffic
- Minimal impact on nearby residents, venues or businesses

Medium Event

Minimum 10 weeks lead time

- 201 to 1,000 attendees
- One or two pieces of event infrastructure or amusement rides
- One or two food vendors serving food to the public
- Live or amplified performances
- Some disruption expected to street parking or surrounding roads
- Noticeable impact on nearby residents, venues or businesses

Large Event

Minimum 12 weeks lead time

- More than 1,001 attendees
- Multiple pieces of event infrastructure or amusement rides
- Food vendors serving food to the public
- Live or amplified performances
- Road closures proposed
- Significant impact on venues, residents or businesses nearby
- Alcohol will be served or sold
- Fireworks will be included on the event program

How to Organise an Event in Harmony Square

Event Permit Documents

To process your event application, Council needs key documents that explain what you are planning, how you will manage risks, and how you will keep people safe. All events must submit the documents listed below, regardless of size. These documents help our Events Officer assess your event and make sure it meets safety and compliance requirements. Templates can be provided to help you complete some these documents if needed.

- Event Application Form
- Risk Management Plan
- Public Liability Insurance (minimum cover of 20 million dollars)
- Event Site Map
- Event Emergency Procedures

You can find out more by visiting the [Holding an Event in Greater Dandenong](https://www.greaterdandenong.vic.gov.au/holding-an-event-greater-dandenong)²² webpage.

²² <https://www.greaterdandenong.vic.gov.au/holding-an-event-greater-dandenong>

²³ <https://foodtrader.vic.gov.au/>

Additional Permits and Approvals

Depending on the activities planned for your event, you may need extra permits, approvals or specialist documents. These are only required if your event triggers specific criteria such as road impacts, food sales, large structures or high-risk activities. Your Events Officer will advise you if any of these apply to your event.

Other requirements that may apply include:

- **Traffic Management Plan (TMP)**
Required where the event affects traffic flow, parking, road closures, detours or pedestrian movements. Events on or near major roads may also require a VicRoads MoA.
- **Fireworks Permit**
Required when fireworks or pyrotechnics are part of the event. A licensed pyrotechnician must manage the display and obtain the permit.
- **FoodTrader Statements of Trade**
Required for all food vendors selling food or drink to the public. Each vendor must submit a Statement of Trade on the [FoodTrader](https://foodtrader.vic.gov.au/)²³ website at least one week before the event.
- **Place of Public Entertainment (POPE) Permit**
Required for certain large events that include temporary structures, enclosed spaces or high attendance numbers.

Useful Information

Operating Hours

Council office business hours:
8.30am to 5pm Monday to Friday

Library opening hours:
Monday to Friday: 9am to 9pm
Saturday: 10am to 5pm
Sunday: 12pm to 5pm
Selected public holidays: 2pm to 5pm

Closed:
Christmas Day, Boxing Day, New Years Day,
Australia Day, and Good Friday

Check the [library website](#)²⁴ for up-to-date hours.

Fees and Charges

Hire fees for Harmony Square will apply. There will also be additional costs when council staff are required out of normal business hours. Please consider the following additional costs that will need to be covered by organisers.

Fees and Charges are revised annually. Refer to the [Budget Document](#)²⁵ for the latest Fees and Charges.

Councillor and Mayor Requests

Your elected representatives are always willing and keen to speak at local community events and festivals when they are available. Should you wish to have an elected representative speak at your event, you can contact the Governance, Legal and Risk department by emailing governance@cgd.vic.gov.au

²⁴ <https://libraries.greaterdandenong.vic.gov.au/about/branches>

²⁵ <https://www.greaterdandenong.vic.gov.au/about-us/council-documents>

Closing

Thanks for taking the time to read through this guide. We hope it helps make planning your event or activation at Harmony Square easier and more enjoyable.

Remember, good planning means fewer surprises and a smoother experience for everyone involved. Use this guide to help you stay on track, but don't worry if things don't go perfectly—every event is a chance to learn and improve.

If you have any questions or need help, our Festivals and Events team is always here to help. We're looking forward to seeing your great ideas come to life.

Festivals and Events
events@cgd.vic.gov.au
(03) 8571 5090



 (03) 8571 1000

 council@cgd.vic.gov.au

 greaterdandenong.vic.gov.au



TTY: 133 677

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