

## Legal Issues in Event Planning

### Introduction

Looking at the issue of event planning is a good way to tie together the various subjects that have been discussed in these articles over the course of the year. In planning an event there are various legal issues an organisation should take into consideration prior to, during and after the event.

### Sponsorships

Organisations should ensure their existing sponsors have their needs met during the course of the event. Sponsorship materials should comply with all existing sponsorship agreements and ensure that existing sponsors get value for their sponsorship fee throughout the course of the event.

Event-specific sponsorships should be documented accurately, with both parties clear about the rights and obligations contained in the agreement. Organisations should ensure that event-specific sponsorships do not clash with pre-existing sponsors in relation to the product or service being advertised by each sponsor. Any clash may breach a sponsorship agreement and jeopardise ongoing sponsorship relationships.

For example, Gibson & Gibson Lawyers sponsor the Official of the Year Award as part of the ANZ Sports Star Awards. Therefore, the WA Sports Federation is responsible for ensuring they are delivering everything as set out in the



sponsorship agreement. This includes agreements such as the Gibson & Gibson Lawyers logo is to be displayed on ANZ Sports Star Awards materials, naming rights to the Official of the Year Award and the Award category to be recognised on television.

### Contracts

Organisations should ensure that all contracts with event staff, suppliers, performers and insurers are accurately drafted and contain appropriate provisions to protect the particular organisation's interests.

Contracts should be clearly worded and represent the agreement between the parties in relation to key terms such as length of engagement, monies payable and termination clauses. They should also contain clauses setting out the course of action in the event of a dispute. In doing so, an organisation will go a long way to avoiding breaches of contract and resulting costly and time-consuming disputes.

### Industrial Issues

Organisations should ensure that all staff working at the event, whether full-time, contract or casual, are paid in accordance with any relevant Award. Penalty rates should be paid if the event is out of usual business hours and the employee in question is entitled to receive them.

Organisations should also ensure compliance with occupational health and safety requirements, and that the hours being worked by event staff do not breach relevant Awards.

### Permits/Licences

Obtaining required permits and licences is a fundamental requirement for most events. Event-specific accreditations include responsible service of alcohol and liquor licences, working with children checks and the required approval for any raffles or fundraising that will be occurring at the event.



### Environmental/Planning Regulations

Organisations should also give consideration to environmental impact laws if the event is being held outside, especially in relation to noise restrictions and any physical impact the event

may have on the surrounding environment.

For example, during an open-water swim event, the organising body would need to ensure that any temporary structures erected for the event, as well as the presence of large numbers of people, was not in breach of marine wildlife life protection laws.

Any water crafts used during the race would have to be properly licensed and operated by someone holding the relevant accreditation. Care would also need to be taken to ensure that competitors and support craft were not in breach of regulations regarding the use of public waterways.

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