

# BARANGAROO EVENT & PRODUCTION APPLICATION

## Booking conditions

Please complete the following application and forward to the Barangaroo Delivery Authority. Your application will be assessed and must comply with the Barangaroo Delivery Authority draft Licence Agreement, as available at [www.barangaroo.com](http://www.barangaroo.com).

Final approval for any application is only given upon completion of the Licence Agreement. A Licence Agreement will only be issued if the application meets all of the Barangaroo Delivery Authority's requirements.

Fees and Charges may apply – refer to the “Fees & Charges for Productions and Events” document on our website.

## Part 1: Applicant Details

Organisation name (to appear on invoice): \_\_\_\_\_  
ABN: \_\_\_\_\_  
Registered Office Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_  
Mobile Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Part 2: Production Details (If application is for an Event, go straight to Part 3)

Producer name and mobile: \_\_\_\_\_  
Production manager name and mobile: \_\_\_\_\_  
Location name and mobile: \_\_\_\_\_  
Name of production: \_\_\_\_\_  
Filming times (start to end): \_\_\_\_\_  
Bump in dates and times (in and out): \_\_\_\_\_  
Wet weather hold: \_\_\_\_\_  
Total cast and crew size: \_\_\_\_\_  
Number of essential vehicles \_\_\_\_\_  
Number of unit vehicles \_\_\_\_\_  
Production summary / synopsis / script: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Production Type

- |  |   |
|--|---|
| <input type="checkbox"/> Feature                   | <input type="checkbox"/> TV commercial                    |
| <input type="checkbox"/> Documentary               | <input type="checkbox"/> TV drama                         |
| <input type="checkbox"/> Short film                | <input type="checkbox"/> Music video                      |
| <input type="checkbox"/> Student production        | <input type="checkbox"/> Children's production            |
| <input type="checkbox"/> Info / Travel show        | <input type="checkbox"/> Reality TV                       |
| <input type="checkbox"/> Still shoot / photography | <input type="checkbox"/> Other <i>Please detail</i> _____ |

## Special activities (please tick appropriate box):

- |  |  |
|--|--|
| <input type="checkbox"/> Temporary traffic control | <input type="checkbox"/> Cherry pickers / lighting towers            |
| <input type="checkbox"/> Temporary structure       | <input type="checkbox"/> Reconstruction of crime / emergency         |
| <input type="checkbox"/> Road closure              | <input type="checkbox"/> Cast dressed as police / emergency services |
| <input type="checkbox"/> Street Dressing           | <input type="checkbox"/> Pedestrian / crowd control / security       |
| <input type="checkbox"/> Low loaders               | <input type="checkbox"/> Firearms/gunfire                            |
| <input type="checkbox"/> Camera crane              | <input type="checkbox"/> Camera track                                |
| <input type="checkbox"/> Generator                 | <input type="checkbox"/> Smoke effects                               |
| <input type="checkbox"/> Fire effects              | <input type="checkbox"/> Stunts                                      |
| <input type="checkbox"/> Children                  | <input type="checkbox"/> Animals                                     |
| <input type="checkbox"/> Scaffolding               | <input type="checkbox"/> SFX   |

If any of the above are ticked, please provide details: \_\_\_\_\_

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## Part 3: Event Details

### Client Name (if different to the Applicant)

Client Name (if different to the Applicant in Part 1): \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event times (start to end): \_\_\_\_\_

Bump-in dates and times (in and out) \_\_\_\_\_

Number of event guests: \_\_\_\_\_

Number of event staff: \_\_\_\_\_

Expected media: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Event type:

Corporate function

Government event

Community / cultural event

Free public event

Charity function

Media / promotional event

Ticketed Event

Other *Please detail* \_\_\_\_\_

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## Part 4: Site Layout

	NO	YES	PROVIDE DETAILS
<b>Will your event require:</b>			
P.A system or other amplifying equipment			
Barricades			
Chairs			
Stage riser			
Other			
<b>Temporary Structures: will your event:</b>			
Erect any temporary structures (marquees etc)			
Require a Development Application			
Erect any advertising, signs, directional signs, free standing signs, banners, billboards, posters or other printed matter			
<b>Consumption of food and beverages:</b>			
Alcohol will be on sale			
Food will be served or on sale			
You warrant obtaining all necessary approvals and permits (as applicable) prior to your event?			
<b>Utility requirements:</b>			
Do you require power for your event?			
Do you require water for your event?			
<b>Insurance:</b>			
Public Liability Insurance of not less than AUD\$20 million will be provided for the event			
<b>Recognition:</b>			
You agree to recognise and credit Barangaroo in material as the venue in pre-promotional (for example media releases, marketing material) and post event (for example images and reports) material			
You will provide images and or footage of your event and permission for use by the Barangaroo Delivery Authority			
<b>Licensee Obligations:</b>			
You have read the draft licence agreement and will comply with its terms and conditions?			
You have provided a site layout plan to detail the area/s of Barangaroo your event will occupy?			
You have provided an event management plan which may include a security assessment, risk management plan, vehicle plan and pedestrian plan?			

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## Part 5: Licence Agreement

The Applicant's responsibilities and obligations are recognised under The Local Government Filming Protocol 2009 (Protocol) and Code of Conduct for location filming in NSW (Code of Conduct).

Barangaroo Delivery Authority supports the Protocol and Code of Conduct and will issue a Licence Agreement (Licence) for associated filming activities once all requirements of the Protocol and Code of Conduct are met.

The Licence Agreement may stipulate additional conditions and it is the responsibility of the Licensee to ensure all cast and crew are thoroughly briefed on all conditions and requirements of the Licence and appropriately manage all elements of the shoot to ensure there is no breach of the Licence or undue impact on the amenity of the public domain and surrounding tenants/residents.

## Part 6: Lodgement of the Application

I hereby certify that the foregoing information is complete and correct to the best of my knowledge. I understand and agree that unless I advise the Barangaroo Delivery Authority of any alternatives or additions to the information so far supplied above, in the manner requested herein, or information supplied is not found to be the case, approval to the Production may be not be given or revoked if already given.

.....  
(Signature of Applicant) (Position)  
FOR & ON BEHALF OF

.....  
(Name of Organisation) (Date)

### Lodgement

Completed applications and all supporting documentation can be lodged by:

Email: [events@barangaroo.com](mailto:events@barangaroo.com)

Fax: (02) 9255 1712

In person: Barangaroo Delivery Authority (ABN: 94 567 807 277)

AON Tower  
Level 21  
201 Kent Street  
Sydney NSW 2000

General enquiries: (02) 9255 1700