# Application for Event Licence

## In Place Management NSW Precincts



# Application for Event Licence

## In Place Management NSW Precincts

### BOOKING CONDITIONS

Your application will be evaluated and must comply with PM NSW's Policy for Outdoor Events. (A copy of this policy is available here).

**Place Management NSW TAKES NO RESPONSIBILITY FOR ANY THIRD-PARTY COMMITMENTS ENTERED INTO BY THE APPLICANT IF AN APPLICATION IS DECLINED.**

**The Applicant must be in the name of the Event Organiser and they will be responsible party ("Licensee") under the Licence Agreement.**

### EVENT DESCRIPTION

| | | | | | | |
|---|---|---|---|---|---|---|
| **Event Name:** | | | | | | |
| **Event Bump In:** | Date: | | Start: | [00.00 AM/ M] | Finish: | [00.00 AM/PM] |
| **Event Start Date:** | Date: | | Start: | [00.00 AM/ M] | Finish: | [00.00 AM/PM] |
| **Event End Date:** | Date: | | Start: | [00.00 AM/ M] | Finish: | [00.00 AM/PM] |
| **Event Bump Out:** | Date: | | Start: | [00.00 AM/ M] | Finish: | [00.00 AM/PM] |
| **Target Audience:** | | | | | No of Spectators/Participants: | |
| **Event Overview:** | Please fill details on requested locations | | | | | |

### PRECINCT & LOCATION REQUESTED

Please refer to the links below to learn more about our sites and precincts.
The Rocks & Circular Quay Darling Harbour

Please fill details on requested locations

### APPLICANT DETAILS

| | | | |
|---|---|---|---|
| Organisation: | | ABN/ACN: | |
| Registered Office Address: | | | |
| Mailing Address: *(if different from above)* | | | |
| Contact Name: | | Position: | |
| Phone Number: | | Mobile Number: | |
| Email: | | Website: | |

## APPLICATION FEE

A non-refundable Application Fee of $226.60 incl. GST applies. An invoice for payment will be issued and payment will be due per the date indicated on the invoice.

## EVENT DETAILS (PLEASE TICK IN BLACK INK THE BOXES WHICH BEST DESCRIBES YOUR EVENT)

| | | |
|---|---|---|
| ☐ Product Sampling | ☐ Media Launch | ☐ Private Function |
| ☐ Product Launch | ☐ Sporting Event | ☐ Free Public Event |

☐ Product Promotion in association with a Place Management NSW tenant / stakeholder

☐ Public Display *(for example, car club, display of public information)*

☐ Community Event *(for example, events showcasing a particular culture)*

☐ Ticketed Event

| | |
|---|---|
| ☐ Other | If Other, please specify. |

## DETAILED EVENT PLAN & PRODUCTION SCHEDULE

Applicants are required to submit a Event Management Plan in accordance with the "Outdoor Events Manual" Place Management NSW Event Manual (link) This will be required a minimum of 21 days prior to the Event.

A detailed running schedule (incl. bump-in and bump-out schedules) of their Event must be submitted to PM NSW at least 7 business days prior to site access.

## INSURANCE (REQUIRED TO BE PRODUCED IF APPLICATION IS SUCCESSFUL)

The Applicant must take out the following insurance policies and keep current for the period of the Event:

1. Public Liability Insurance (PL) of not less than AUD $20 million, (unless specially approved otherwise). This policy is to be in the name of the Applicant and endorsed with Place Management NSW as an Interested Party.
2. Worker's Compensation (WC) Insurance for any employee(s) of the Applicant employed in connection with the use of the Licensed Area
3. Where the Applicant has engaged third parties (e.g. contractors) to work on the Event, the Applicant must supply a WC certificate of currency to PM NSW, as above, in relation to each third party. A list of third parties proposed & the Applicant's employees is then required for clarity in the management of the Event.
   Where the third party is acting as a supplier of equipment / facilities it is the applicant's responsibility to ensure the third party has public liability insurance covering their use of the equipment / facilities. The applicant agrees in signing this application to indemnify the third party if it elects not to verify the existence of such additional insurance.

   The Applicant must comply with the laws governing work health and safety for its employees.
4. It is a condition of submission to attach (endorsed) certificates of currency to this proposal to secure assessment for approval.

## DISPLAYS AND TEMPORARY STRUCTURES

Any installation of temporary physical structures, (i.e. marquees, generators, seating, staging etc.) associated with holding the Event on land in the public domain within PM NSW precincts may require a Development Application (DA) and possibly Construction and/or Engineering Certification.

| | |
|---|---|
| Do you propose to erect any structures? | ○ Yes ○ No |
| If Yes, please specify the nature and type of structure(s): | If Yes, please specify. |
| Structure Purpose: | |
| Number, size and capacity of structures: | |

## EQUIPMENT

The Applicant is required to provide all equipment associated with the Event

| Will your event be using the following? | | | If YES, how many/what size? |
|---|---|---|---|
| Barricades: | ○ Yes | ○ No | If Yes, please specify. |
| Chairs: | ○ Yes | ○ No | If Yes, please specify. |
| Stage riser: | ○ Yes | ○ No | If Yes, please specify. |
| Other: | Please enter details | | |

## SITE CLEANING AND WASTE MANAGEMENT

The Applicant will be responsible for the cleaning of the Venue(s) during and post the Event. Pre- and Post-Event site inspections will be arranged to ensure that venues are returned to PM NSW in a clean and tidy state. Any costs associated with waste removal will be deducted from the Bond and any excess billed directly to the Applicant.

| | |
|---|---|
| Give a description of the amount and type of waste expected to be generated from the Event: | Please enter details |

## SECURITY/RISK MANAGEMENT

The Applicant is required to submit a Risk Management Plan for every event and Security Assessment may be required at the discretion of PM NSW. The requirements for these are detailed in the 2023 Outdoor Events Manual.
Security is required for overnight protection of specific property, and may be required for crowd management during the Event.

**Events will not be allowed to proceed without appropriate Risk Management Plan being submitted. PM NSW reserves the right to withdraw any approval granted pending satisfactory review of this documentation.**

## SPECIAL CASE EVENTS/ACTIVITIES

**Applicants are required to submit a detailed Event Management Plan and address the**

1. The amenity of the public
2. Public safety
3. The condition and management of the public domain

**PM NSW will consider the merits of the applications and reserves the right to approve, condition or refuse in its sole discretion.**

| | |
|---|---|
| Please enter details | Please enter details |

## VEHICLE ACCESS AND PARKING

A detailed schedule of vehicle access requirements for your Event (including delivery and collection of associated equipment) is required in the Event Management Plan.

Vehicles are not permitted within the confines of any PM NSW site, except:

- Short term parking for loading and unloading of equipment, which is allowed between the hours of 6am to 9am and 6pm to 9.30pm, and is subject to prior agreement with PM NSW. Once agreed and finalised, schedules must be adhered to at all times, and
- Unless otherwise authorised by PM NSW

No parking for vehicles associated with your Event is available on any PM NSW site.

No vehicles are permitted onto any grassed area within PM NSW's precincts.

Do you require vehicles to access the Event site? ○ Yes ○ No

| | |
|---|---|
| If yes, please provide details of your requirements: | If Yes, please specify. |

## SOUND AMPLIFICATION AND NOISE RESTRICTIONS

All Events in PM NSW precincts must adhere to Environmental Protection Agency (EPA) guidelines for the use of amplification equipment. Action must be taken to minimise sound disturbances to possible adjoining events and nearby residents. Please note that noise amplification is restricted to 10am -10pm daily

If permission is granted PM NSW and the EPA reserve the right to control the noise levels of any equipment used on site. You may be required to have the Event monitored by an acoustic consultant at your own expense. The Outdoor Event Manual details these requirements.

Do you propose to use PA system or any other amplifying equipment? ○ Yes ○ No

| | |
|---|---|
| If Yes, please specify type and reason for use: | If Yes, please specify. |

## ON SITE WATER & POWER REQUIREMENTS

No generators are to be used, unless otherwise approved by PM NSW.

| | | |
|---|---|---|
| Do you require power for your Event? | ○ Yes | ○ No |
| If yes, specify purpose, the amount and load: | If Yes, please specify. | |
| Is connection to water supply required? | ○ Yes | ○ No |
| Purpose of water: | If Yes, please specify. | |

## ADVERTISING, SIGNAGE, BANNERS

Erection of any signs, directional signs, free standing signs, banners, billboards, posters or other printed matter in association with your Event need prior approval of PM NSW. Advertising involving the use of dyes on grass is prohibited

All items referred to must have prior approval of PM NSW and must be submitted in the Event Management Plan

Do you propose use any of the above items? ○ Yes ○ No

PM NSW own a number of signage assets. Please refer to this link: Commercial Signage Hire Opportunities.

Are you interested to hire any of the above signage assets? ○ Yes ○ No

***Please note:*** *Signage requirements for Events may require a Development Application (DA).*

## CONSUMPTION OF FOOD AND BEVERAGES

The Applicant is responsible for securing the consents and permits from the City of Sydney for the provision of food. Please allow minimum 28 days for the approval from City of Sydney. Contact the City of Sydney on tel. (02)9265 9333 or council@cityofsydney.nsw.gov.au for full details. Please be aware that temporary food stall or business are subject to City of Sydney Health regulations. Please see here.

Will food be (sold or consumed) at the Event? ○ Yes ○ No

Will alcohol be consumed (sold or consumed) at the Event? ○ Yes ○ No

The Applicant is responsible for securing the appropriate licence for the consumption of alcohol from the Independent Liquor and Gaming Authority www.liquorandgaming.nsw.gov.au

Please advise the name of the party holding the Liquor License:

## FEES AND CHARGES

All Tax Invoices issued by PM NSW must be paid by the due date. Failure to make payment may lead to the cancellation of the Event.

A Bond will be required in the amount assessed by PM NSW in its discretion.

## DISCLOSURE

PM NSW issues Event Notifications to its precinct stakeholders. This notification communicates event dates, times and a basic description. Event organiser's details are NOT included in this notification. This notification is not associated with any marketing collateral or public announcements. You acknowledge that the Event details may be published

☐ I hereby certify that the information in this Application is complete and correct to the best of my knowledge.

.....

*(Signature of Applicant)*

Position:

**FOR & ON BEHALF OF**

.....

*(Name of Organisation)*

Date:

Please return this completed form with any supporting documents outlined in the Application Form via email: venuehire@property.nsw.gov.au

NSW GOVERNMENT

## Further information

**PO Box N408,**
**Grosvenor Place,**
**NSW 1220**
Email: venuehire@property.nsw.gov.au
Phone: 02 9240 8872

**www.property.nsw.gov.au**
ABN 51 437 725 177