

## ACTIVATION AND SMALL EVENTS APPLICATION FORM

Please read the Activation and Small Events Terms and Conditions before completing this application form. Please use this form if you would like to conduct an activity at Barangaroo. Once completed, submit this form by email. Refer to the lodgment information in **section 9** for submission details.

Proposals should be received at least **10 business days** in advance of the activity in order to assure availability of your preferred venue and date(s) and adequate time for the review process by Place Management NSW (PMNSW).

**PMNSW's role is to ensure the ongoing activation and protection of the cultural values of Barangaroo. This includes working with organisers to minimise visitor and participant impacts. Organisers should ensure the sustainable and culturally appropriate use of precincts carrying out their operations in the most practicable sustainable manner.**

**Event advertising/promotion must not include Barangaroo precincts/venues until a permit letter is issued.**

**PLEASE SELECT ONE OF THE FOLLOWING:**

Commercial  Not for Profit  Other: \_\_\_\_\_

### SECTION 1: APPLICANTS DETAILS \* = Required field

|  |  |                  |  |
|--|--|------------------|--|
| <b>Company/Organisation name*</b>  |  |                  |  |
| <b>ABN*</b>  |  |                  |  |
| <b>First name*</b>   |  | <b>Surname*</b>  |  |
| <b>Position*</b>   |  |                  |  |
| <b>Event name*</b>   |  |                  |  |
| <b>Street address*</b>   |  |                  |  |
| <b>Suburb*</b>   |  | <b>Postcode*</b> |  |
| <b>Billing address*</b><br><input type="checkbox"/> Same as street address |  |                  |  |
| <b>Suburb</b>  |  | <b>Postcode*</b> |  |
| <b>Telephone</b>   |  | <b>Mobile*</b>   |  |
| <b>Email*</b>  |  |                  |  |

## SECTION 2: ACTIVITY DETAILS

|   |   |                |
|---|---|----------------|
| <b>Activity type</b>  |   |                |
| <b>Activity description</b>   | <i>Please provide details or supply relevant documentation to demonstrate the visitor experience</i>                          |                |
| <b>Target audience</b>  |   |                |
| <b>Expected Attendance</b>  |   |                |
| <b>Contact name*</b><br><i>On the day</i>   |   |                |
| <b>Number of staff</b>  | <i>Please include staff and volunteers</i>  |                |
| <b>Activity objectives</b>  |   |                |
| <b>Activity purpose</b>   | <i>How does the activity engage with the community? i.e. is it interactive, experiential? Please provide details</i>          |                |
|   | <i>Does the activity promote sustainability? Please provide details</i>   |                |
|   | <i>How will the activity benefit the community and Barangaroo? i.e. what value(s) does this activity bring to Barangaroo?</i> |                |
| <b>Ticketing/ Registration</b>  | Are you selling tickets or registering participants for this activity?  |                |
|   | Price range (please include all pricing categories e.g. early bird, student etc.)   |                |
| <b>Activity history</b>   | Is this a new or existing activity?   |                |
|   | Previous date   | Previous venue |
|   | Is this expected to be a 'one off' or 'recurring'?  |                |
| <b>References</b><br><i>Provide a contact name, number and the event name that you have produced on PMNSW land or with other agencies</i> | 1.  |                |
|   | 2.  |                |

|   |    |
|---|----|
|   | 3. |
|   | 4. |
| <b>Proposed venue</b><br><i>Please list preferred venue options</i> | 1. |
|   | 2. |
|   | 3. |

### SECTION 3: ACTIVITY INFRASTRUCTURE

*Please note Barangaroo does not provide any infrastructure*

|                         |  |            |  |  |  |
|-------------------------|--|------------|--|--|--|
| <b>Bump in date(s)</b>  |  | Start time |  |  |  |
| <b>Activity date(s)</b> |  | Start time |  |  |  |
|                         |  | Start time |  |  |  |
| <b>Bump out date(s)</b> |  | Start time |  |  |  |
|                         |  | Start time |  |  |  |

|   |   |  |
|---|---|--|
| <b>Infrastructure</b>   | <i>Please provide supply details and/or supply relevant documentation on infrastructure build</i> |  |
|   | Purpose   |  |
|   | Supplier (s)  |  |
|   | Please request from your supplier the following documents:  | <ul style="list-style-type: none"> <li>- Public Liability Insurance</li> <li>- Structure specification</li> <li>- Risk assessment</li> <li>- SWMS</li> </ul> |
| <b>Sound amplification</b><br><br><i>Dependent on location amplified sound may be limited or prohibited</i> | Equipment list  |  |
|   | Purpose   | <i>i.e music, PA system</i>  |
|   | Supplier  |  |

|  |                                |     |    |
|--|--------------------------------|-----|----|
| <b>Access</b>                            | Do you require vehicle access? | YES | NO |
|  | Purpose/ Specify requirements  |     |    |
| <b>Power</b><br><i>Charges may apply</i> | Do you require power?          | YES | NO |
|  | Purpose/ Specify requirements  |     |    |
| <b>Generators</b>                        | Size(s)/Quantity               |     |    |
|  | Purpose                        |     |    |
|  | Supplier                       |     |    |
| <b>Water</b>                             | Do you require water?          | YES | NO |
|  | Purpose/ Specify requirements  |     |    |

|                              |   |
|------------------------------|---|
| <b>Food</b>                  | Do you intent to serve or sell food?  |
|                              | Please provide details i.e. food stalls, food trucks, caterer and list suppliers  |
|                              | From your supplier please request the following documents: <ul style="list-style-type: none"> <li>- Public Liability Insurance</li> <li>- Catering license/ Permits</li> <li>- Risk assessment</li> </ul>   |
| <b>Alcohol</b>               | Do you intend to serve or sell alcohol?   |
|                              | If yes, please state supplier:  |
|                              | From your supplier please request the following documents: <ul style="list-style-type: none"> <li>- <i>Public Liability Insurance</i></li> <li>- <i>Liquor License</i></li> <li>- <i>Alcohol Management Plan</i></li> <li>- <i>Risk assessment</i></li> </ul> |
| <b>Entertainment</b>         | <i>Please provide a description of the types of entertainment, including live bands, professional entertainment and any games</i>   |
| <b>Merchandise/ Sampling</b> | <i>Please provide a description of the merchandise you wish to sell or the sampling you intend to provide</i>   |

## SECTION 4: SITE PLAN

Please include a site plan of the proposed layout and design to show the relative size and position of all infrastructure, including a legend, relevant to your activity:

- Approximate area required
- Infrastructure
- Lighting/Power/ Generators
- Food and beverage Stalls/Marquees
- Barricading/Fencing
- Signage

If you require a base site plan for your preferred venue please let us know. Alternatively, you can use: <https://maps.six.nsw.gov.au/>

## SECTION 5: FILMING AND PHOTOGRAPHY

You must disclose any filming or photography activities at your event. If you are carrying out **Low Impact** filming and photography, this activity will not require a filming and photography permit. If you are doing a **Medium or High impact** filming and photography this may incur an additional cost and requires a separate application form to get a filming and photography permit.

Please select from the options below:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>No Filming or photography</b> will be occurring   |
| <input type="checkbox"/> | <b>Low Impact</b> - Filming or photography that involves 10 or less persons, only low level equipment use; does not require structures, film sets or professional talent; does not impact on the amenity of the area and the enjoyment of other visitors and has negligible potential impact |
| <input type="checkbox"/> | <b>Medium or High Impact</b> - Filming or photography that may involve one or more of the following: 10 plus crew, requires essential vehicles, infrastructure and/or extensive equipment  |

## SECTION 6: WHAT NEXT

Upon approval, you will be issued with an invoice for the permit fee. As soon as your payment is received you will be issued with your permit letter. Please note any contractors that you have on site will be required to have adequate workers compensation and other insurances required by law.

Please visit <http://www.barangaroo.com/information/> for information regarding parking, public transport and access to Barangaroo.

## SECTION 7: APPLICANT DECLARATION

*I declare that all of the above information is correct and true, to the best of my knowledge.*

*By signing below I agree and accept the Activations and Small events Terms and Conditions Activation and small event Terms and Conditions.\**

| Applicants Name* | Applicants Signature* | Date* |
|------------------|-----------------------|-------|
|                  |                       |       |

## SECTION 9: LODGEMENT DETAILS

Please return this completed form with any supporting documentation to: [barangaroo.events@property.nsw.gov.au](mailto:barangaroo.events@property.nsw.gov.au)