

## **Event Proposal Application**

The Harbour Trust offers event organisers a variety of unique heritage and waterfront venues for hosting creative, corporate and private events.

The locations and heritage-listed event spaces present various logistical challenges which need to be carefully managed. Event organisers are required to submit essential event information in order to determine whether the venue is suitable for the proposed event, and whether a Licence Agreement can be granted. The Trust reserves the right to approve, condition or decline any event proposal.

Event proposals must be submitted well in advance of the proposed event date to ensure availability of the venue and sufficient time for assessment. Applications for events of over 500 people should be submitted at least 6 months prior to the event date.

The information required for consideration of an event will vary depending on the anticipated impact of the event. Events which are considered to have an adverse impact on the venue or its surrounds cannot be considered.

Event proposals generally are considered by the Trust's Events Committee. The committee will make its decision on the proposal based on the information contained in your application. This information will form part of the Licence Agreement if the event is approved, so it is important that event organisers carefully consider and address the issues outlined in this application form.

**The Trust may withdraw approval or enter into negotiations with other event organisers until signature of the Licence Agreement by both parties.**

## **Application Form**

### **Event Organiser/Producer**

In order to assess your application, the Trust will need to understand more about your experience in organising events of this nature.

1. Main contact
2. Event position/title
3. Organisation (if applicable)
4. ABN (if applicable)
5. Address
6. Mobile phone
7. Work phone
8. Fax number
9. Email address
10. Provide details on previous experience?

### **Description of Event**

In order for the Trust to gain an understanding of your event please provide a detailed outline of your proposed event, include the following information;

1. Event name
2. Event date/s
3. Contingency date/s, if applicable
4. Describe your event including why this venue was selected
5. Your name
6. Client name (if applicable), provide a brief profile
7. Trust Site requested , please select (Cockatoo Island, North Head, Middle Head, Headland Park, Chowder Bay, Woolwich Dock)
8. Venue requested (include both inside and outside spaces)
9. Event start time
10. Event finish time
11. Bump-in dates & timing
12. Bump-out dates & timing
13. No. of participants
14. No. of spectators/audience
15. Number of staff
16. Ticket prices (if applicable)
17. Cost of participation (if applicable)
18. Target audience
19. Confirmed media
  - o Attach an Event Schedule, include entertainment start and finish times.

## **Venue Context**

Most Trust venues are 'raw' spaces allowing event organisers to theme the spaces to suit their event. Many venues are heritage-listed and may have had remediation work carried out to remove or seal contaminants arising from previous uses. Consequently, building alterations or penetrative fixings are strictly prohibited and temporary event structures must be weighted for stability. The use of pegs and stakes in outdoor venues is strictly prohibited.

Unless specifically stated otherwise, event organisers are required to provide all equipment associated with the event. Event set-up must be installed by accredited suppliers and must be certified by an accredited engineer and/or safety consultant for structural and fire safety. The Trust is not able to provide equipment or assist with your event.

As the Trust's lands are open to the public, it is the event organiser's responsibility to ensure that safe public access around the venue is maintained during bump-in and bump-out. If a Licence Agreement is issued, this does not necessarily imply the event organiser is entitled to exclusive possession of the venue.

Timing for setting up or breaking down the event on Trust sites is restricted to 7am until 7pm.

Event lighting should be controlled, minimised and directional so that it does not affect the safety or amenity of road users, the general public, neighbouring suburbs or occupants of any premises

Please attach information outlining:

1. Please include a site plan of your event layout on your chosen site, include and back of house requirements such as production space, green rooms and catering etc;
2. The type, size and purpose of structures, equipment and facilities you want to bring or use on site. These include such things as signage, flags, banners, stages, screens, awnings, seating, marquees, fences, scaffold towers for sound and lighting etc;
3. If your event is taking place after dark, what is your night lighting plan?

## **Amplified Sound**

The Trust's sites are often located in areas of environmental sensitivity or in close proximity to neighbouring residents. All events must adhere to the Licence Agreement conditions and Environmental Protection Authority (EPA) guidelines for use of amplification equipment. Trust officers and the Environmental Protection Authority reserve the right to control noise levels and shut down any equipment used on site.

The Event Organiser must demonstrate how they will operate within EPA guidelines and what measures will be implemented to minimise noise disturbance. Generally, amplified sound is not permitted prior to 10am or after 10:00pm on Mondays-Thursdays and Sundays. On Friday and Saturday, amplified sound may be approved until 11pm. You may be required to have your event monitored by an acoustic consultant at your cost. You may also be required to letter box drop to local residents, a Harbour Trust approved flyer, advising of your event and the steps you are taking to minimise its impact. The Harbour Trust advises that you consult an acoustic consultant prior to your event, to

minimise any sound impacts. The Harbour Trust has a noise management policy which, in general, sets maximum noise levels at a number of designated locations in the neighbouring suburbs.

Additional restrictions apply to outdoor venues.

Provide as much information as you can about your sound requirements and installation, including:

1. Do you need amplification;
2. Break down the times you propose to use amplified sound for sound testing/checks, rehearsals and during the event;
3. If yes, provide details of sound equipment (types, sizes, number of speakers etc);
4. How will you observe the noise guidelines and minimise sound spill from the site.
5. Are you using an Acoustic Consultant? Provide suppliers details.

## **Food and Beverage**

Alcohol may only be served in accordance with the *Responsible Service of Alcohol Act* and service must cease half an hour before the end of the event. It is the obligation of the applicant to control guests and refuse service of alcohol to guests adversely affected by alcohol in accordance with the Harm Minimisation requirements under the *Liquor Act*. Your caterer and/or catering coordinator should have a Restaurant and Catering Industry Association of NSW Gold Licence.

Provide us with some information about whether food and beverages will be sold including:

1. Will there be food service? Provide caterers details and style of food service;
2. Will there be alcohol service? Please advise service and suppliers details;
3. Will alcohol be sold and if so, who is the licensee (include name & address)?
4. Will plastic glasses be used?

## **Waste Management**

Event organisers must engage the services of a waste contractor to ensure all rubbish is picked up and removed from the site before, during and after the event. The Harbour Trust requires that waste plans for the event must include recycling services, see [www.wastewiseevents.resource.nsw.gov.au](http://www.wastewiseevents.resource.nsw.gov.au) website to assist in implementing Waste Wise Event strategies.

There are no bins on Harbour Trust sites, the applicant is responsible for supplying, cleaning and removing bins for the event. All bins and skips must have lids to ensure wind and animals do not spread waste. Waste must be removed directly at the close of each event day. Smoking is not permitted inside any buildings; applicants must provide ashtrays and consider their maintenance throughout the event.

Please attach information outlining:

1. Which company will be managing the waste from the event;
2. How the waste from the event will be managed during the three phases of your event (bump-in, during the event and bump-out);
3. If the end of the event is at night when dark, how will the waste management contractor complete their work?

4. Which company will be managing the removal (barging where applicable) of all waste from the site?
5. Provide details in which waste will be contained and minimised;
6. How many, and what type of toilets will be supplied?

## **On site Water and Power Requirements**

Depending on the specific event requirements, the event licence fee may include the use of water and power supplies, where existing. Modifications made to the existing water and power supplies require prior authorisation from the Harbour Trust and will be at the event organiser's expense. Power requirements exceeding 15 Amps at 240 volts will require a Harbour Trust Electrician to oversee the power connection – the cost of this electrician is to be met by the applicant. Silent generators can be used and locations must be clearly marked on site layout for approval.

Please attach information outlining:

1. What are your power requirements and how will these be met?
2. Please specify the amount of power and load.
3. Will generators be used for the event?
4. Do you require connection to a water supply for your event, if so, for what purpose?

## **Transport**

### **Island Transport (applicable to Island events)**

The Woolwich and Parramatta Sydney Ferries services stop at Cockatoo Island. However, event organisers will need to consider the challenges of transporting equipment, suppliers and large groups of people to and from the island safely and efficiently. Charter vessels must not interfere with the public ferry timetable.

Event organisers may employ a barge contractor to transport equipment to the island from mainland slipways by applying to use the island's roll-on roll-off slipway for arrivals. Depending on the nature of vehicle movements, applicants may also apply to use the Trust's mainland slipway at Woolwich from Monday to Saturday from 7.00-16.30. Barging to, or from, Woolwich outside these times is not permitted.

Please attach information outlining:

1. Which barging company are you intending to use?
2. Detail barging dates and timing;
3. What location on the mainland will the barge collect your vehicles from?
4. Which company will be transferring guests to and from the island? Include timing;
5. Which wharves will your guests be using on arrival and departure at the mainland;
6. Which wharves are you using for guests on arrival and departure on the island;
7. How will your crew be accessing the Island and which mainland location are they coming from and returning to?
8. How many vehicles will remain on the island during the event? Please note size and type of vehicles and indicate whether they will need to be moved during the day or can stay in one location;
9. Will vehicles be left on the Island overnight?

## **Other Sites Transport**

You will need to think about how you are getting staff, patrons and vehicles from all aspects of the event to the site.

## **Vehicles**

Most paths and access points have weight and height restrictions. Vehicles are not allowed to drive over grass unless placed on boards. **Trucks over 4.3 m in height and deemed to be oversized by the RTA or weighing more than 8 T per axle are not allowed on Trust lands.**

Event Organisers need to consider how vehicle deliveries will be scheduled to prevent congestion along the paths. Vehicles cannot be parked on site, only drop off for delivery purposes. There is no staff parking on site and limited public parking. Changes to road conditions require signage and possibly variable message signs.

Provide as much information as you can on how you will bring infrastructure to the site.

1. Maximum and approximate number of vehicles on site per day;
2. How will equipment, sets, etc be transported to the site?
3. How many vehicle movements are anticipated per day (i.e. to and from the site in the same day)?
4. How many vehicles will remain on the site during the event? Please note size and type of vehicles and indicate whether they will need to be moved during the day or can stay in one location;
5. Where will these vehicles ideally need to be located? This will help us allocate parking areas.
6. Will you be providing additional street signage? Please provide detail and locations.

## **People**

All special events conducted on Harbour Trust land must promote the use of public transport.

Please attach information outlining:

1. How you will promote public transport options to the general public;
2. How you will manage bus drop off of patrons and bus parking;
3. Where will taxis drop patrons off;
4. Access routes to the site (attach site map if applicable);
5. How access to site will be marked and conveyed to participants;
6. How you will manage needs of disabled patrons;
7. How will pedestrian and vehicle traffic be managed at peak times?

## **Marshals and Traffic Controllers**

Any event conducted on Harbour Trust land that requires participants to cross roads (e.g. fun runs), must be properly supervised by trained marshals or security – to be arranged by the event organiser. If traffic is to be controlled, RTA certified traffic controllers must be used. In some instances, you may require this service for large numbers of pedestrians crossing roads.

If approval is granted for the event, a comprehensive Transport and Access Management Plan must be formulated and must include barricades and gate closures, staffing, signage and egress lighting. The event organiser will be required to pay for the implementation of this plan.

Provide information on:

1. Do you anticipate any road closures or changes to normal traffic conditions? Please provide details;
2. Number of marshalling or traffic controllers required;
3. How many marshals and their locations?
4. The name of the organisation supplying marshals.

## **Security and Risk Management**

The applicant is required to submit a Risk Management Plan and Security Assessment for every event. The Harbour Trust suggests you become familiar with *Australian Standard AS4360* of 1999 for Risk Management and your obligations under the *OH&S Regulation 2001*, in particular, Part 8.3.

The Harbour Trust makes no warranties that the venues requested are suitable for the purpose proposed. If the event is approved, the Harbour Trust will require copies of all structural certification for structures and certificates of qualification to erect such structures from contractors/companies employed to do so.

The Harbour Trust requires a minimum of one security guard per 100 guests. If approval is granted for the event, a comprehensive security plan must be submitted to the Harbour Trust. **Events will not be allowed to proceed without a Risk Management Plan and Security Assessment being submitted.**

### **Provide information on how you will implement your risk management and security, including:**

1. Who will be doing the risk assessment on your event?
2. Whether you will require additional security for your site e.g. overnight security for any structure and/or equipment and purposes;
3. Types of security staff (1a or 1c licensed) and numbers of security you will be engaging for your event;
4. Who your security provider will be;
5. Provide an outline about the risks you anticipate being associated with your event and how you plan to mitigate them.

## **Emergency Preparedness**

The Harbour Trust requires an Emergency Response Plan (ERP) that outlines how you will respond to any emergency at your event. It should be developed in consultation with police, fire brigade, ambulance and other relevant emergency services.

Provide information on how you will implement your emergency response plan, including:

1. The kind of emergencies that could occur;
2. A chain of command identifying who is responsible for decision-making;
3. A description of the roles performed by those involved with emergency response;
4. First aid facilities and provider;
5. Fire safety equipment outline;
6. Outline the evacuation procedure;
7. Crowd management issues;
8. A communication plan.

## Telephone and Internet Connection

All costs associated with the installation and metering of telephone or internet supply to your event will be at the event organiser's expense. There are no internet ports and the applicant should consider testing wireless capability prior to the event in the event spaces requested.

1. Do you intend to install additional phone lines for the event?
2. If so, please advise where and the duration of the installation?

## Detailed Event Plan and Production Schedule

Successful applicants will be asked to submit a detailed running schedule (including bump-in and bump-out schedules) of their event to the Harbour Trust at least 14 business days prior to the start of the event. This event schedule should outline the following: all bump-in and bump-out times, a schedule of equipment delivery and vehicle access requirements, operation hours of the event, a list and contact details for key staff and suppliers associated with the event, catering and merchandise proposals and utilities requirements etc.

Any changes after approval to the event plan will need to be discussed with and communicated in writing to Harbour Trust for separate approval no less than 24 HOURS prior to the event. If changes occur outside business hours, you will be required to make telephone contact and fax your Harbour Trust representative as a priority. Please note that approved changes to the event plan may incur extra fees.

## Sponsorship and Marketing

If sponsors are being used the Harbour Trust needs to know who they are and what their expectations and requirements are in terms of visibility and presence at the event. The Harbour Trust reserves the right to refuse a proposed sponsor at its discretion if the Harbour Trust believes that the sponsorship does not align with the Harbour Trust's key values and objectives. In particular, the Harbour Trust may reject any proposed sponsorship arrangements that:

- o may breach the *Sydney Harbour Federation Act 2001*;
- o may conflict with another authorised use of the Island;
- o is linked with tobacco, gambling or pornography; or
- o is considered by the Harbour Trust, at its discretion, to be indecent, obscene, offensive or likely to cause affront to any person.

Provide information on:

1. Is the event sponsored and, if so, who are the sponsors?
2. What are the levels of sponsorship and what are their requirements?
3. Who is the intended market for your event?
4. Will there be any VIP hospitality at the event?
5. Will there be any proposed use of island structures for publicity banners etc?

## Insurance

The Harbour Trust requires that all events have public liability insurance with a minimum of \$20 million cover that is current for the period of the event, and that shows the Sydney Harbour Federation Trust listed as an interested party.

In addition, Worker's Compensation Insurance will be required for any employee of the applicant, in connection with the use of the premises. Where the applicant contracts any third parties to work on the event, the applicant must provide a list of names containing all such persons and a copy of the Workers Compensation Insurance that covers each third party (including any casual employees of the third party). 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 occupational health and safety for its employees. It is a condition of submission to attach (endorsed) certificates of currency to this proposal to secure assessment for approval. Provided always that the Harbour Trust reserves the right to see copies of the actual insurance policies requested herein.

### **Onsite Accommodation**

Cockatoo island has both a camping ground and houses for holiday letting. Please see

<http://www.cockatooisland.gov.au/camping/index.html>

Should you wish to utilise the camping ground as part of the event you are planning you will need to provide the Harbour Trust with adequate time to notify the campground managers. If you prefer to utilise the northern apron as 'open space' other than camping you must pay the Harbour Trust, to compensate for loss of potential earnings.

Provide information on:

1. Accommodation required at the campground;
2. Accommodation required at the duplexes;
3. Will the campground to be closed to the public? Please list dates that this will apply to.

### **Bond**

A bond will be required by Harbour Trust for the event and will be calculated and advised to the applicant after assessment of the event requirements. The bond is held against damage caused as a result of activities of the applicant or their contractors for the duration of occupation of the site and non-adherence to the conditions of hire. These costs will be deducted from the bond unless other arrangements are made and adhered to. If the repair costs for the damage incurred are greater than the bond, then the full cost must be paid and the applicant will be required to pay any balance outstanding as liquidated damages. A sum may be deducted from the bond for any breaches of this agreement.

### **Fees and Charges**

All fees and charges imposed by the Harbour Trust in connection with the event are to be received by Harbour Trust not less than 14 business days prior to the event, unless prior alternate arrangements have been agreed. Failure to make payment by this deadline will forfeit the applicant's right for the event to be held. The Harbour Trust will not commit to the provision of any services until payment for services is received. For

items with lead times in excess of 5 working days, the Harbour Trust will accordingly require earlier remittance.

The applicant is obliged to make good any damage to the event site caused during the hire period. Following the required post-event site inspection with the Harbour Trust representative the bond refund amount will be determined. A portion of the bond may be used to cover the cost of rectification of damages or other recoverable expenses incurred by the Harbour Trust on your behalf, unless alternative arrangements for payment are agreed. The Harbour Trust will document charges recoverable in the form of a tax invoice, whether deducted from the bond or received separately.

### **Event Cancellation**

Cancellations must occur in writing and be acknowledged by the Harbour Trust. Cancelled events incur the following fees from the total Venue Hire Fee quoted (less administration charges):

- Less than three months notice 20%
- Less than four weeks notice 50%
- Less than two weeks 80%
- Less than one week notice 100%

## Next Steps

Submit your proposal to the Harbour Trust either via email on [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au); or PO Box 607, Mosman NSW 2088.

The proposal will go to the Events Committee for approval.

The Events Committee may:

- request further information before considering your event further; or
- approve your event; or
- decline your event.

Fees and bonds will be negotiated and finalised, with payment schedules advised. A contract will be drafted and formalised.

## Further material

If approval for the event is granted then the below documents must be produced, if requested by the Harbour Trust:

1. Production Schedule including bump-in schedule and running schedule and a Communication Plan;
2. A detailed, to scale, site plan must be submitted to the Harbour Trust as part of your planning;
3. Risk Management Plan and Security Assessment;
4. Copies of any certifications required for rigging, or structures etc;
5. Copies of Insurance and Workers Compensation Forms;
6. Copies of any Liquor Licenses;
7. A detailed Noise Management Plan;
8. A comprehensive Waste Management Plan must be provided;
9. A comprehensive Transport and Access Management Plan must be formulated with the Trust which includes barricades and gate closures, staffing, signage and egress lighting, and barging where applicable.
10. Other documents at the discretion of the Trust, dependant on the scope of the event.

The event organiser will be required to pay for the implementation of these plans.

**Events will not be allowed to proceed without these documents being submitted to the satisfaction of the Sydney Harbour Federation Trust. The Harbour Trust reserves the right to withdraw any approval granted pending satisfactory receipt of this documentation.**

**DISCLOSURE**

**SYDNEY HARBOUR FEDERATION TRUST TAKES NO RESPONSIBILITY FOR ANY THIRD PARTY COMMITMENTS ENTERED INTO BY THE APPLICANT IF AN APPLICATION IS DECLINED.**

Final approval for any application is only given upon completion of the appropriate license agreement. A license agreement will only be issued if the application meets all of Sydney Harbour Federation Trusts' requirements.

Applications are assessed against the information supplied by the applicant. The Sydney Harbour Federation Trust's Event Committee approves event proposals.

Permission will not be granted to hold the event until the applicant meets all conditions imposed by Sydney Harbour Federation Trust. A breach of any condition by the organiser will give Sydney Harbour Federation Trust, the right to immediately revoke permission, where granted, for the event to be held.

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 Sydney Harbour Federation Trust 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 for the event may be not be given or revoked if already given.

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

.....  
(Position)

.....  
(Name of Organisation)

Date.....

**Applicant Checklist Summary of Pre Event Requirements**

Please return this completed form with any supporting documents outlined in the Application Form.

Upon receipt of this information your application will be assessed.

Again Note: It is the responsibility of the signatory for this application, to ensure the Sydney Harbour Federation Trust receives payment in the appropriate number of business days prior to the commencement of the Event.

- All sections of this form have been completed & the authorised delegate on behalf of the applicant has signed the form.
- Attached Certificates of Currency for insurances & confirmed insurances of any third party suppliers.
- Attached Site Layout
- Inspection request identified to evaluate cleaning, power, water or security issues if applicable.