

# Harbour Trust Venues Memorial Park



## Memorial Park

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| This venue is ideal for | Small marquee events, group picnics, team building events, dinners and exhibitions.   |
| Description             | Memorial Park is a public waterfront park with views across the Parramatta River to Woolwich Parklands. The grassed and level park contains electric barbeque facilities and is skirted by a riverside timber boardwalk conveniently located near the island's cafe. It is located adjacent to Parramatta Wharf, the main visitor arrival point on Cockatoo Island.   |
| Capacity                | Up to 100 guests for private events   |
| Hours of use            | 7am – 10pm  |
| Public Transport        | Sydney Ferries operates services to Cockatoo Island from Circular Quay between 6am and 10pm daily (limited Sunday services) on the Balmain/Woolwich and Parramatta River services. Timetables at <a href="http://www.sydneyferries.com.au">www.sydneyferries.com.au</a> .   |
| Private Transport       | <ul style="list-style-type: none"> <li>Charter vessels less than 100 tonnes displacement (gross weight) may use Cockatoo Island's two public wharves by arrangement in advance with the Trust. Charter vessels must not restrict public ferry services.</li> <li>Short-term berths for private vessels up to 6m long and a maximum of 10m in height are also available for hire at the Camber Marina on Cockatoo Island.</li> </ul> |

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| Event Set-up        | <ul style="list-style-type: none"> <li>• Equipment or furniture is not supplied with this venue. Organisers need to provide all equipment required.</li> <li>• Temporary, demountable structures and set-up may be installed in Memorial Park subject to the Trust's prior approval. All installations must be structurally sound, erected in accordance with relevant safety standards and secured to prevent dislodgement in adverse weather.</li> <li>• Set-up must not impact on existing fabric and may not be attached to structures or involve pegging, drilling or fixing to the ground. Marquees must be weighted to avoid damage to lawns and/or irrigation systems.</li> <li>• A route of access around the venue for pedestrians must be maintained at all times.</li> </ul> |
| Vehicle Access      | <ul style="list-style-type: none"> <li>• Vehicles access is available to the hardstand area adjacent to Memorial Park during event set-up.</li> <li>• Vehicle access on grassed areas is not permitted.</li> <li>• The island is a shared vehicle/pedestrian area. A speed limit of 5km/hr applies at all times.</li> </ul>  |
| Barging             | <ul style="list-style-type: none"> <li>• Vehicles and equipment can be transported to Cockatoo Island using a commercial barge provider.</li> <li>• Vehicles can be driven on to the island from the barge via the island's vehicle slipway. There is level road access from the slipway to Memorial Park.</li> </ul>  |
| Toilets             | Public toilets are available opposite Memorial Park.   |
| Water               | Water supply is not available.   |
| Power               | Three Phase: 4 x 32 amp outlet.  |
| Catering            | <ul style="list-style-type: none"> <li>• Electric barbeques are available for hire at Memorial Park. Kitchen facilities are not available on the island.</li> <li>• Event organisers may also use any caterer accredited as a Restaurant and Catering NSW Gold Licensed Caterer. There is an accredited caterer based on the island.</li> </ul>  |
| Service of Alcohol  | Event organisers may apply for consent to serve alcohol at this venue. Consent is subject to reference checks and compliance with NSW legislation regarding responsible service of alcohol.  |
| Music/Amplification | <ul style="list-style-type: none"> <li>• Water is a highly effective conduit for sound and restrictions apply to prevent disturbance to others.</li> <li>• Non-amplified music (i.e. without microphones or speakers) is permitted at Memorial Park between 10am and 10pm.</li> <li>• Other amplification is not permitted at Memorial Park.</li> </ul>  |
| Signage             | <ul style="list-style-type: none"> <li>• Temporary signage is permitted at the entrance to and within the venue subject to the Trust's approval.</li> <li>• Prominent advertising signage is not generally permitted.</li> </ul>   |
| Lighting            | N/A Daylight venue only.   |
| Access              | Cockatoo Island has wheelchair access and disabled toilet facilities. Most areas of the island are wheelchair accessible, though keep in mind that the island is an industrial heritage site so expect some uneven surfaces.   |
| Safety              | Organisers are required to demonstrate the management of appropriate fire safety and any other hazards associated with the event through a documented risk management process.   |

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| Security         | Depending on the nature of the event, organisers may be required to hire security supervision.   |
| Smoking          | Ashtrays must be provided and cleaned during the event if smoking is permitted.  |
| Cleaning         | The venue must be cleaned immediately after use. Depending on the nature of the event and intensity of use, organisers may be required to clean public bathrooms used.   |
| Waste            | <ul style="list-style-type: none"> <li>• Everything brought to the venue must be removed from the island at the end of the hire.</li> <li>• There are no public bins on Cockatoo Island and waste collection and removal must be arranged by the hirer.</li> <li>• Waste must be minimised and recyclable materials separated for disposal off the island.</li> <li>• Liquid waste may not be disposed down drains, and for outdoor venues the hirer must ensure waste is not blown into or deposited in the harbour.</li> </ul> |
| Final Inspection | The Trust will conduct a final inspection to ensure the venue is returned in a satisfactory condition. Penalty rates apply for damages, additional cleaning or waste collection.   |
| Special Issues   | Cockatoo Island is a Commonwealth heritage-listed site, all structures and fabric have heritage value. Organisers must ensure suppliers and contractors are properly inducted and advised of restrictions. Access to members of the public must be maintained around the event area at all times. The hirer may wish to screen or patrol the venue to ensure safety and amenity.   |

