



Event Proposal Information Sheet

The Sydney Harbour Federation Trust is restoring Cockatoo Island as a working maritime site and as a functioning, active part of Sydney's cultural life. The Trust's vision for the island is that it will become one of Sydney's great places to visit: unique, surprising, entertaining and educative. A place where experience far exceeds expectations. Where a visit engenders affection for, and pride in, the harbour, the place and the city.

The development of cultural activities and events is fundamental to the revitalisation of Cockatoo Island, providing reasons for people to visit the island and allowing them the opportunity to enjoy a diverse range of experiences.

Event Proposal

Cockatoo Island offers event organisers a variety of unique heritage and waterfront venues for hosting creative, corporate and private events. Its island location 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 nominated area is suitable to cater for the event, and whether a Harbour Trust Licence Agreement can be granted for that event. The Harbour Trust reserves the right to approve, condition or decline any event proposed, based on the merits and appropriateness of the event, the suitability and condition of the proposed site and any environmental impacts. Proposals should be received at least six months in advance of the event and preferably a year before in order to assure availability of your preferred site.

If your proposal is approved, the Harbour Trust will issue a Licence Agreement for you to sign as a binding contract for the duration of your occupation of the site.

Use these guidelines to ensure you include all relevant information in your event proposal.

Description of Event

Include the following:

Name of Event	Bump in Dates & timing	No. of participants
Event Date/s	Bump out Dates & timing	No. of spectators/audience expected
Arrival Times	Locations Requested	Cost of Participation
Departure Times	Number of staff	Ticket Prices (if applicable)

Provide information on:

- 1. Why this time and date have been chosen. If the date is unavailable, can it happen at another time?**
- 2. Whether you are producing the event for a client and, if so, who the client is.**

Note: if approval for the event is granted a detailed Production Schedule and a Communication Plan must be submitted to the Harbour Trust.

Event Organiser/Producer

Include the following:

Name	Work phone:	Organisation (if applicable):
Position on event:	Mobile phone:	Address:
Email address:	Fax Number:	ABN:

Provide us with some information about:

- 1. The producers' or your (whichever is relevant) previous experience producing a similar type of event to the one you are proposing, including events they/you may have produced on islands or in remote locations.**
- 2. Other members of the production team and their relevant event experience.**

Site overlay

Extensive work has been done on Cockatoo Island to remove contaminants arising from previous practices of filling and waste disposal, as well as spillage and release of chemicals. Some contaminated wastes however, have been left on-site and covered by clean fill. Consequently all temporary event structures must be weighted for stability on the grass by use of water or concrete weights. The use of pegs and stakes is strictly prohibited.

Provide us with some information about:

- 1. The type, size and purpose of structures, equipment and facilities you want to bring on site. These include such things as stages, screens, awnings,**

- marquees, fences, scaffold towers for sound and lighting etc. Please include rough site plan of your event layout on your chosen site;**
- 2. How the event will be powered. Will you be using onsite power or generators? Types and sizes of any generators are helpful.**
 - 3. What facilities will need water at your event and how you will get water to them.**
 - 4. If your event is taking place after dark what is your plan for lighting the site adequately?**

Note: If approval for the event is granted, a detailed, to scale, site plan must be submitted to the Harbour Trust as part of your planning. All proposed structures to be erected and facilities to be installed must be certified by an accredited engineer and/or safety consultant for structural and fire safety. Please note that if your event is approved and a licence agreement is issued, this does not imply that the licensee is entitled to exclusive possession of the Licensed Area. Public access around the Licensed Area is required at all times during bump-in and out.

Amplified Sound

All special events held on Cockatoo Island must adhere to the Licence Agreement and Environmental Protection Authority (EPA) guidelines for use of amplification equipment. All steps must be taken to minimise disturbance to nearby residents. Times of use will be restricted according to EPA guidelines. Generally, amplified sound is not approved prior to 10 am or after 10:30 pm 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 and maximise sound quality.

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

- 1. Why you need amplification;**
- 2. Details of sound equipment you plan to use (types, sizes, number of speakers etc);**
- 3. Times you propose to use amplified sound for sound testing/checks, rehearsals and the event ;**
- 4. How you plan to minimise sound spill from the site.**

Note: If approval for the event is granted, a detailed Noise Management Plan must be submitted to the Trust. The Trust's officers and the Environmental Protection Authority reserve the right to control the noise levels of any equipment used on site.

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. All bins and skips must have lids to ensure wind and animals do not spread the garbage. There are no bins available on the Island for event use. Waste must be removed directly at the close of each event day. Smoking is NOT permitted in any Harbour Trust indoor venues. It is the responsibility of the applicant to provide an adequate number of suitable ashtrays outside buildings. The applicant is also responsible for the removal and cleaning of ashtrays.

As part of the Governments environmental portfolio the Harbour Trust requires that waste plans for the Event must include recycling services. The bond for the event will be returned to the licensee after a site inspection has been conducted by Trust Staff and your representative at the end of the occupation period.

Please provide information on:

- 1. Which company will be managing the waste from the event;**
- 2. How the waste from the event will be managed during the 3 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 the waste management contractor will complete their work.**
- 4. Which company will be managing the barging off of all waste from the event**
- 5. How many and what type of toilets will be supplied.**

NOTE: The Trust encourages you to visit www.wastewiseevents.resource.nsw.gov.au website to implement Waste Wise Event strategies.

If approval is granted for the event, a comprehensive Waste Management Plan must be submitted to the Trust.

Transport

Whilst the island setting is an attraction, it should be acknowledged that it also presents unique challenges, particularly with regard to barging on and off equipment as well as moving large groups of people to and from the island safely and efficiently. You will need to think about how you are getting staff from all aspects of the production to the site and also ensure that any booked charter boats do not interfere with the public ferry arrival times. Please see integrated ferry timetable- link?

Please provide information on:

- 1. Which company will be managing barging of equipment and what dates and times will barging occur**

2. **What location on the mainland will the barge collect your vehicles from**
3. **Which company will be bringing your guests to the island and at what times**
4. **What embarkation and disembarkation locations have been selected on the island and on the mainland for your guests**
5. **What embarkation and disembarkation locations have been selected on the island and on the mainland for your crew.**

Note: If approval is granted for the event, a comprehensive Mainland Logistics Plan must be formulated with the Harbour Trust which includes transportation and barging arrangements particularly detailed schedules of vessels used for both bump-in, day of the event and bump-out dates.

Food and Beverages

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

1. **Whether alcohol will be sold and if so, who the licensee will be;**
2. **What kind of liquor licence will be used;**
3. **How will food be served (i.e. sit down dinner, canapés; festival food etc)**
4. **Details of caterers you will have on site;**

Note: Alcohol must cease being served half an hour before the end of the event. Your caterer and/or catering coordinator should have a Gold Licence – please consult the Restaurant and Catering Industry Association of NSW (02) 9439 6633 for a contact list of caterers who hold this licence. All rubbish generated by food and beverage services must be removed at the conclusion of the event.

Security and Risk Management

The 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.

If your event is approved you will also be asked for copies of all structural certification for structures and certificates of qualification to erect such structures from contractors/ companies employed to do so. Make sure you use companies which can supply such documentation.

The Harbour Trust requires a minimum of one security guard per 100 guests

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.

Emergency Preparedness

An event on an island is more complex, particularly when it comes to responding to an emergency. As such the Harbour Trust requires an Emergency Response Plan (ERP) that outlines how you will respond to an 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 roles performed by those involved with emergency response.**
4. **First aid facilities and provider.**
5. **The evacuation procedure.**
6. **Crowd management issues.**
7. **A communication plan.**

When completed, copies of your ERP should be provided to emergency services.

Note: If approval for the event is granted a comprehensive Risk Management, Security and Emergency Plan must be submitted to the Trust.

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

Provide information on:

1. **If the event is sponsored who is the sponsor/s**
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.**

Insurance

The Harbour Trust requires that all events have public liability insurance with a minimum of \$20 million cover. The Trust requires a copy of the certificate of currency showing 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.

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