

EVENT GUIDELINES

JULY 2010 – JUNE 2011



City of Sydney
Town Hall House
456 Kent Street
SYDNEY NSW 2000

city of villages

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SECTION 1 – INTRODUCTION

These event guidelines are designed to assist organisations with the regulations and procedures associated for staging events in parks, open spaces or streets under the ownership and/or control of the City of Sydney Council.

They provide an outline of the process required to take your event enquiry from application to approval.

SECTION 2 – APPLICATION PROCESS AND EVENT APPROVAL

EVENTS IN PARKS AND OPEN SPACES

For all events staged in the City's parks and open spaces the following process must be undertaken.

For all events, applicants need to follow the 5 step processes outlined below for approval:

- 1) Event Application submitted
- 2) Event Application assessment & timeframes required for approval – in-principle approval
- 3) Submission & review of Event Plan documentation
- 4) Payment of any fees and charges
- 5) Approval

Event Application

Event organisers wanting to conduct an event on land owned and/or controlled by the City of Sydney need to complete an Event Application form.

Ideally an Event Application should be submitted to the Council's Venue Management Team at least 16 weeks prior to the proposed date of your event. This will provide the Event organiser with sufficient time to apply and receive approval from Council and any other relevant authorities to stage the event.

In some cases a Development Application (DA) may be required for the staging of events in the City. This process can take up to 14 weeks.

In most cases a DA will not be required and as such the timeframe required for approval can be minimised.

An Event Application form can be obtained from the Venue Management Team Contact details are listed in the "further details" section of this document.

Assessment and Timeframes Required for Approval

Within 5 working days of the submission of an Event Application a Venue Management representative will be allocated to your application and be in contact with you to discuss your proposal.

The representative will discuss your proposal and assess the suitability of the event based on the following criteria:

The suitability of the event activity

- The type of activity that you are planning will be reviewed against the relevant planning instruments and policies, plans of management and other policies relating to the venue requested for the event.

The suitability of the event location

- Factors such as the size of the event, the availability of the venue will be taken into consideration at this stage. In some instances the venue requested may not be the best venue for the staging of this activity. If a Development Application (DA) is required for the site requested this may take up to 14 weeks to process.

The relevant permits and timelines required to obtain approval

- This includes but is not limited to: Land Owner's Consent, Temporary Food Vending Permits, Temporary Structures and Amusement Devices, Development Applications, Temporary Event Liquor Licences, Road closure approvals from the Local Pedestrian Cycling and Traffic Calming Committee, User Pays Police and Emergency Services.

Timeframes required for approval

ITEM	TIME REQUIREMENT
Concept Proposal	Min 16 weeks pre event
DA Application	Min 14 weeks pre event
Traffic/Road Closure Application	Min 12 weeks pre event
Temporary Liquor Licence	Min 12 weeks pre event
Draft Final Event Plan	Min 4 weeks pre event
Approval for temporary structures	4 weeks pre event
Temporary Food Vending Permit	4 weeks pre event
Final Event Plan (inc any other documentation)	2 weeks pre event
Payment of Fees and Charges	As per invoice requirements – generally payable prior to the event
Venue Management Approval Issued	Upon completion of the above
Note: Any applications received less than 4 weeks prior to the scheduled date of the event may be rejected based on the time frame required for event approval.	

Submission and Review of Event Plan Documentation

Upon determination that the proposed event is suitable to be staged in the venue and identification of the necessary permits and time frames required for approval, a Venue Management representative will set up a meeting with the Event Organiser. The purpose of the meeting will be to:

- Conduct an inspection of the venue
- Identify any potential impact of your event on the venue and its surrounds
- Outline the timeframes, permits and documentation required for the approval

The Venue Management team will provide you with templates to assist you in developing Event Plans and Development Application documents that the event organiser will need to submit to the City. The documents will step you through the process required for the final approval of your event. In addition, these documents can be used to run your event on the day.

Where a DA is required, development consent will be issued in addition to the Event Activity Approval.

Templates will cover the following:

- Activity Details
- PL Insurance
- Communication Strategy
- Venue/Site Plans
- Venue Management Plan/Park Management
- Event Operations Centre/Representatives
- Traffic Management Plans
- Emergency Management
- Security Management
- Pedestrian Management
- First Aid and Public Health
- Alcohol Management including (liquor licensing)
- Waste Management
- Noise Management
- Street Trading
- Handbills/fundraising
- Health services/Toilets/Amenities
- Power/Lighting
- Temporary Structures
- Parking permits
- Water Management
- Risk Management Plan
- Activity Debrief Meeting & Report
- Development Applications

Payment of Any Fees and Charges

Fees and charges may be applicable for the following:

- Event Application
- Venue hire fees for the City's parks, open spaces, footpaths and streets
- Temporary Food Vending Permits
- Temporary Structures and Amusement Devices
- Development Applications
- Temporary Event Liquor Licences
- Temporary Road closures
- Site supervision

In addition to this event organisers are responsible for all costs associated with conducting their event.

If there is any damage to a park, open space, footpath or street or need for additional cleaning as result of the event, these costs will be charged to the event organiser.

Approval

Once all necessary applications and documentation have been approved and fees paid, the event organiser will be required to sign an Event Activity Approval agreement which specifies all conditions of approval for the event.

STREET BASED EVENTS

If you are planning to stage an event on a street or road located in the City of Sydney, in addition to the above you will **also** be required to apply to the Local Pedestrian Cycling and Traffic Calming Committee for any temporary road closures, as per Roads and Traffic Authority (RTA) requirements.

Applications for the temporary closure of roads to be submitted to Local Pedestrian Cycling and Traffic Calming Committee (meets 3rd Wednesday of each month). **NOTE:** the agenda for the Local Pedestrian Cycling and Traffic Calming Committee closes one month prior to the meeting and should be factored into event planning process. Ideal timeframe for submission of traffic/road closure application is a min 12 weeks prior to any scheduled event.

Application to the Local Pedestrian Cycling and Traffic Calming Committee must include a detailed Traffic Management Plan, produced by an accredited traffic controller to comply with the City of Sydney and RTA traffic regulations and configurations.

Requirements

A Traffic Management Plan should include:

- **Event Details** – name, date, time, venue, location, anticipated crowd size, event activities, venue description, existing facilities for access and any other relevant information
- **Contact Details of Organiser** – name of organiser, contact person's name, title and phone number (business and mobile)
- **Contact Details of Contractor** – name of traffic management company, contact person's name, title and phone number (business and mobile)
- **Traffic Management Schedule** – date, time and event schedule
- **Traffic Diversion/Redirection** – including details of road closures, detours, VMS signs and special event clearway signs
- **Access** – site map with access points for contractors, patrons, stallholders, entertainers, staff, VIP's, local businesses, residents and emergency vehicles
- **Loading and Unloading** – details about loading and unloading arrangements for contractors, stallholders, entertainers, staff, volunteers and patrons
- **Parking** – details about parking arrangements for contractors, stallholders, entertainers, staff, volunteers and patrons
- **Public Safety** – notice of Intention to hold a Public Gathering, liaison with police and security and first aid
- **Notification** – advertising road closures and special event clearways, resident/business letterbox drop, public transport notification-not required and marshalling
- **Traffic Control Plans**– plans for each road closure point, use of paid police, RTA trained and accredited traffic controllers, use of traffic signal data, water filled barrier placement, change of traffic conditions and special event clearway towing management
- **Contingency Plan** – for bad weather, accident On Site, accident on route, breakdown of vehicles, security of participants and security of VIP

SECTION 3 – YOUR RESPONSIBILITIES

EVENT ORGANISER

An event organiser is defined as a legal entity responsible for the event, that is, the entity who has taken out public liability insurance for the event. In most cases, this would be the director(s) of the organisation/company holding the event. Legal liability and responsibilities are not diminished if the event is a community or not-for-profit event.

The event organiser may or may not also be an employer. The employer has specific duties and responsibilities under Occupational Health and Safety legislation. All event organisers have a duty of care to provide for a safe event.

It is recommended that all event organisers have recognised skills and qualifications, although this is not currently a legal requirement. Most venues and authorities will require the event organiser to provide proof of their relevant competence.

It is a legal requirement that event organisers obtain all relevant statutory and regulatory permits required to stage events in the City of Sydney

SECTION 3 – PERMITS AND REGULATIONS

WHEN TO LODGE

Section 2 provides you with an indication of the timeframes required for approval of event staged within the City of Sydney.

WHERE TO LODGE

Lodgement details and timeframes for Land Owners Consent, Temporary Food Vending Permits, Temporary Structures and Amusement Devices, Development Applications, Temporary Event Liquor Licences, Road Closures, User Pays Police and Emergency Services as per Section 2.

Applications for approval of the following to be made to the City of Sydney

- Event Application
- Development Application (if required)
- Temporary Food Vending Permits
- Temporary Structures Approval
- Temporary Road Closures

You may also require the following additional services to be provided as part of your event. Applications for the following services to be made direct to each respective service provider

- Temporary Event Liquor Licences (Office of Liquor, Gaming and Racing)
- User Pays Police (NSW Police)
- Sydney Buses (State Transit Authority)
- Road Occupancy Licence, Special Event Clearways (Roads and Traffic Authority)
- City Rail (Rail Corp)
- Taxi Council
- St John Ambulance or other first aid provider
- NSW Ambulance Service

Fees and charges may be applicable, each service provider will advise.

SECTION 4 – TERMS AND CONDITIONS FOR USE OF PUBLIC DOMAIN

EVENT ACTIVITY - STANDARD APPROVAL CONDITIONS

Please note that the conditions listed below are the City's standard conditions. Additional conditions may be applied to specific events where appropriate.

Indemnity and Insurance

The event organiser occupies and uses the event area at the event organiser's own risk.

1. The event organiser shall indemnify Council (and the Minister for Lands where applicable) against any claims for injury to persons or damage to property arising out of such approval. Such indemnity shall be expressed in the form of a public risk insurance policy in the minimum amount of \$10,000,000 for any individual claim which may be made. The event organiser must provide a Public Liability Certificate of Currency to the Council noting the interests of the City of Sydney Council.
2. Council does not take responsibility for any loss or damage to any infrastructure and equipment associated with your event installed in a park/open space. All infrastructure and equipment that is on site is at your own risk.

General

3. The venue must be appropriate to the size and nature of the proposed event activity, taking into account the sensitivity of the park or open space, the land area available for the event, and the proximity to neighbouring residents and businesses that could be affected by the event. The event must also be consistent with any plan of management for the park or open space.
4. Event organisers must include adequate measures to ensure that the event site will be protected from damage, including:
 - (a) Protection of grass through the use of profloor or a similar product to protect all high traffic areas including stalls, food, beverage and merchandise sale areas, and other high traffic areas;
 - (b) Protection of sensitive garden beds and plantings through use of barricading to prevent public access;
 - (c) Protection of trees by not placing any structures within 5 metres of each tree trunk;
 - (d) Tree protection fencing (e.g. bicycle racks) shall be installed, prior to bump-in, around all significant trees in parks/open space;
 - (e) Tree pruning and or trench digging is not permitted in any park/open space;
 - (f) No signs or other structures are to be attached to trees unless approved by Council as part of the event; and
 - (g) No glass ware is permitted to be used in any park/open space;
 - (h) Any damage to the park / open space infrastructure including but not limited to grass, trees, garden beds, plantings and pavers will be repaired to Council's satisfaction at the cost of the event organiser.

5. The event area must be left in the same condition as it was in prior to the event and the event organiser may be charged for any remedial work or additional cleaning required to achieve this.
6. The event organiser is at all times responsible for the good order, conduct and behaviour of those persons attending the event.
7. The duration of the event, including bump-in and bump-out, must be scheduled to minimise the amount of time the site is not available for public use.
8. It is the responsibility of the event organiser to comply with all laws, including local laws and all other legal requirements relevant to the operation of the event and to ensure that all employees, agents and other persons associated with the event also comply.
9. The event organiser is responsible for ensuring that adequate toilet facilities are available for participants, **including specialised facilities for use by persons with a disability**, and should be provided on the event site to cater for the maximum number of patrons attending the event at one time.
10. The event organiser agrees to accede to all reasonable directions or requests given by any Authorised Officer of the City of Sydney or members of the NSW Police Service. Failure to do so will result in the termination of the event.
11. The event organiser shall provide to Council the contact number of a responsible person who may be contacted on the day of the event.
12. Collection of entry/admission fees into any section of the park or open space is not permitted, unless by prior arrangement with Council.
13. Council reserves the right to cancel this approval at any time.

Communications / Stakeholder Notification

14. Any approval is conditional upon the event organiser complying with the following communication requirements. The event organiser must provide documented evidence of consultation undertaken with key stakeholders including the residents and businesses within immediate vicinity of the park/open space.
 - (a) No less than five (5) working days prior to the date of the event, the event organiser must contact residents and businesses within the immediate vicinity of the event. This communication must include the following details:
 - The name and date and time(s) of the event, including bump-in and bump-out
 - The event purpose
 - A description of the event including infrastructure/equipment
 - Number of participants
 - Any disruptions to residents and businesses
 - Road closures
 - Any changes to public transport arrangements
 - A contact name and number
15. The event organiser must also notify/consult the following agencies as relevant - NSW Police Service, NSW Ambulance Service, St John Ambulance, City Rail, State Transit Authority, Taxi Council.

Emergency and Risk Management

16. The event organiser's strategies for emergency and risk management must comply with Australian Standards AS/NZS4360.

Security

17. Security services for the safety of assets, property and people coming into contact with your event activities must be delivered in accordance with the Security Management Plan submitted to Council. All security personnel must be appropriately licensed in accordance with current NSW legislative and regulatory requirements.

First Aid and Public Health

18. First Aid and public health must be provided in accordance with the First Aid and Public Health Plan submitted to Council.

Waste

19. The City encourages event organisers to minimise waste at events and promotes recycling of waste. Waste minimisation, recycling and waste management for your event activities must be delivered in accordance with the Waste Management Plan submitted to Council.
20. The event organiser must ensure that event area and the surrounding area is maintained in a clean and tidy condition throughout the event, including the bump-in and bump-out phases, and is returned in the same condition as it was in prior to the event.
21. The event organiser is responsible to ensure that the cleaning of the event site and surrounding area is conducted to a high standard and includes the collection and removal of all litter including cigarette butts, bottle cap tops, and all other waste.
22. All rubbish generated as a result of the event must be removed from the park/open space area used by the event organiser. This may include areas surrounding the event as determine by Council.
23. The event organiser agrees to pay any costs incurred by Council for cleansing and or repairs required to the park/open space as a result of the event.
24. All event structures and surrounds are to be maintained in a clean and tidy manner at all times, all waste and general rubbish is to be cleared on a regular basis.

Access/Vehicles

25. Access to the event site must be maintained for emergency vehicles and/or owners/tenants of properties requiring access. A minimum of 2.5 metres must be maintained for pedestrian access at all times.
26. Only vehicles authorised by Council and displaying a valid entry permit are permitted to enter the parks/open space.
27. Paved pathways only shall be used for vehicles entering and leaving the park/open space.
28. Authorised vehicles must be escorted through the park/open space and not exceed walking pace.
29. Vehicles are not permitted to drive on grassed areas unless turf protection measures such as Protrack, plywood boards or similar measures are used for all vehicle movements.
30. The event organiser agrees to pay Council's costs for repairs to any paved or grassed area in the park/open space.
31. No vehicle shall be parked within the confines of the park/open space during the event unless approved by Council.

32. Drip trays shall be placed underneath all vehicles whilst located within the park/open space.
33. Illegally parked vehicles in the park/open space will be infringed.
34. Vehicles are not permitted to drive or park beneath the dripline of any tree under any circumstances.

Road Closure

35. In the event of a traffic incident or emergency, the Police will take control of all traffic and pedestrian arrangements and make any necessary changes.
36. The event organiser must provide adequate accredited RTA traffic controllers to manage the vehicular ingress and egress at the location and at intersections to manage traffic and pedestrian safety.
37. The event organiser must provide local access for residents and tenants. The applicant must not block a driveway or footpath access to any premises unless a written approval from the owner/occupants is first obtained.
38. At all times, access to adjoining premises in the proposed street closure must be provided to the satisfaction of the Emergency Services. All services (fire hydrants etc.) shall be kept free of any obstructions.
39. Event participants and representatives of the event organiser are not to occupy the carriageway or footway of the road until the road closure has been effected.
40. The event organiser must provide and maintain appropriate and adequate traffic measures (including road closure signs and flashing lights) for the safe movements of traffic and pedestrians.
41. The event organiser must provide a 4 metre wide emergency lane along the proposed road closure at all times.
42. The event organiser agrees to close the roads in accordance with the approval and traffic management plan, unless otherwise directed by Police / authorised City's officers.
43. Any variation on the approved date and conditions of approval will require the matter to be submitted to the City's Traffic Operations Manager for agreement.
44. The event organiser agrees to close the roads in accordance with the AS1742.3, unless otherwise directed by Police and/or the City's authorised Law Enforcement officers.
45. The event organiser agrees to obtain written agreement from all the affected car park operators agreeing to the proposed closure, and indemnifying the City and Local Pedestrian Cycling and Traffic Calming Committee against all claims of revenue loss arising as a result of the road closure.
46. The event organiser agrees to place an advertisement in a Sydney metropolitan newspaper at least 7 days before the closure. Newspaper clippings must be provided as evidence of the newspaper advertisement.
47. The event organiser must liaise with Police to determine locations for User-pay Police locations and operations.
48. The event organiser must advise emergency services (namely Police, Fire Brigade and St John's Ambulance) of the proposed temporary road closure.
49. The event organiser must develop and submit Traffic Management and Traffic Control Plans in consultation with RTA, Police, City and State Transit Authority.

50. If the event requires Special Event Clearways to manage the event, the event organiser must provide details to the Road and Traffic Authority a minimum 6 weeks before the event.
51. The event organiser must ensure a suitable Occupational Health & Safety Plan is in place for all personnel working at the site.
52. The event organiser must carry out letterbox drops to the affected tenants and occupants in all the affected premises in which the closure is located and any other streets that require access through the subject closure at least one week prior to the commencement of the road closure, and to resolve, to the satisfaction of Council, all representations made by the affected tenants, occupants and building managements. Evidence of the issues and resolutions shall be provided to Council at least 3 days prior to the event.
53. The event organiser must contact NSW Police regarding the temporary road closure. Details of the action which the Police agree to take to be provided to Council at least 3 days prior to the event
54. The event organiser must advise the Roads and Traffic Authority's Transport Management Centre of the event and to provide them with details of a contact person available throughout the day of the event. Confirmation of this together with details of any requirements of the RTA and the manner in which these requirements are to be satisfied shall be provided to Council no less than three days prior to the event.

Noise

55. No public address (PA) system or electronically operated equipment shall be used unless approved by Council as part of the event. **OR (delete not applicable)**
56. Noise from any amplified music or notification system used at the event must not exceed an L_{Amax} of 75dB(A) when measured at the nearest affected receiver.
57. The sound generated by the event shall be controlled and activity must not result in the transmission of 'offensive noise' as defined in the Protection of the Environment Operations Act 1997 at the nearest affected receiver.
58. If, during the event, substantiated complaints or breaches of noise conditions occur, the event organiser must immediately reduce the noise to ensure the event complies with the noise levels specified in the Noise conditions above.

Food

59. To sell or provide food during the event, you are advised of the following conditions:
 - (a) That the preparation and sale or provision of food shall comply with the Health and Hygiene provisions of the Food Act 2003, Food (General) Regulations 1992, and Council's Temporary Food Premises Code, and
 - (b) The event organiser shall ensure that Temporary Food Vending Permits are obtained, and any conditions enforced, for all food vendors.
60. Drop sheets, port-a-floor or a similar non-permeable, non-slip matting must be placed under all cooking and serving areas.
61. No gas barbeques shall be allowed within the confines of the park/open space unless approved by Council as part of the event.
62. No open flames shall be permitted within the confines of the park/open space unless approved by Council as part of the event.

63. Food stalls, preparation and refreshment areas must have appropriate separate hand held fire extinguishers and fire blankets as necessary and available at all times during occupation.

Income/Fundraising/Sales

64. The collection of monies and/or selling of goods shall not be allowed within the confines of the park/open space unless approved by Council as part of the event. Evidence of the ability to fundraise or sell items at the event must be supplied to Council and displayed at the event.

Handbills/Collateral

65. The distribution of pamphlets and or other marketing/promotional collateral material shall be permitted by Council as part of the event; however is conditional upon Council's receipt and approval of copies of all collateral being distributed including final versions of images and text. Where possible all pamphlets and or other marketing/promotional collateral should contain the following messaging "Please dispose of litter appropriately".
66. Council reserves the right to refuse the distribution of pamphlets and or other marketing/promotional collateral material.

Alcohol

67. No alcohol is permitted in parks/open space unless you have a valid liquor license and Council approval. A Temporary Event Liquor Licence and or extension of an existing Liquor Licence are required for all events serving alcohol. Evidence of liquor licence for the event must be supplied to Council and displayed at the event.

Music

68. A license is required to use live music and or recorded music at the event if that music is protected by copyright.
69. The person who authorises the playing or performance of music at any event is responsible for obtaining the appropriate licences from the Australasian Performing Right Association (APRA) and the Phonographic Performance Company of Australia (PPCA).

Temporary Structures

70. No Marquee/Hoecker shall be located within the confines of the park/open space unless approved by Council as part of the event.
71. No structures or vending areas are permitted beneath the dripline of any tree.
72. No public amusement devices such as merry-go-rounds, Ferris wheels, inflatable castles, or similar shall be erected or installed in the park/open space unless approved by Council as part of the event.
73. The ground surface on which the structure is to be erected is to be sufficiently firm to sustain the structure while it is being used and isn't dangerous because of its slope or irregularity or for any other reason.
74. Any lighting, rigging, scaffolding or the like associated with the subject stages shall be constructed and certified by a Work Cover licensed rigger.
75. The temporary structures must be erected and secured in accordance with the manufacturers / structural specifications to ensure they are structurally sound and can withstand likely wind in the locality and any likely live loadings and also comply as follows:

- (a) Separate certification shall be provided by the installers, for the structures, confirming installation in accordance with the relevant specifications. The certificates are to be provided to the Council.
 - (b) Stage structures are not to be loaded in excess of those loadings recommended by the suppliers and/or manufacturer.
76. Electrical services serving the stage and/or associated structures shall meet with the requirements of AS/NZS 3000 & 3002 and be certified by a licensed electrical contractor prior to the commencement of use. There is to be **NO SMOKING** in ANY structures, and appropriate signage is to be displayed in conspicuous locations through out the site.
77. All mechanical and electrical installations including generators, electrical cabling and any mobile structures are to be surrounded or covered by appropriate physical barriers so as to prevent unauthorised access by the public at all times, and to protect ground laid cabling from being trip hazards, during public occupation of the site.
78. All structures, to which members of the public may by allowed access are to be supervised by responsible and authorised event representative at all times when occupied by the public.

All structures must be weighted and not “pegged”.

79. It is recommended that the event organiser contact the “Dial Before You Dig” organisation, on telephone ‘1100’, to ascertain the location of any underground services which may be affected by installation of the structures.
80. Entry/Exits must be so provided and arranged as to afford a ready means of egress from all parts of temporary structures, and must provide a minimum unobstructed height of 2000 mm.
81. Any proposed security fencing must be designed and installed to accommodate expected crowd loads.
82. Adequate hand held fire extinguishers must be available at all times during operation of any electrical or electronic device, and are to be available at all times during operations. A schedule of supply must be provided to the inspecting officer prior to commencement of the approved use.
83. The structures and surrounds are to be maintained in a clean and tidy manner at all times, all waste and general rubbish is to be cleared on a regular basis.

Fees and Charges/Refunds/Cancellations

84. The event organiser agrees to pay all fees and charges (including bonds) for the use of the park/open space to Council. An invoice for any fees payable will be sent separately.
85. Once an application has been received and processed, cancellations are only accepted in writing.
86. No refund will be issued for cancellations that are received less than 10 days prior to the event date.
87. Cancellations received in writing 10 days or more prior to the event date will receive a 75% refund.
88. Should the fees exceed \$5,000, a 10% deposit is required to accompany your application. If the event is approved, the deposit is then subject to the refund conditions above.

89. Bonds will be released back to the event organiser within 28 days after the scheduled date of the event subject to the park/open space being returned back to its original condition.

SECTION 5 – FURTHER DETAILS

For further details about the Events Guideline document and/or to make an application to stage event activity in the City's parks, open spaces or street, please contact staff between 8am-6pm Monday to Friday:

For Major and International Events

Michael Abbott
Manager Events & Filming Liaison
Tel: 02 9265 9195
E: mabbott@cityofsydney.nsw.gov.au

For Parks and Street Events

Megan Hill
Events Coordinator
Tel: 02 9246 7726
E: mhill@cityofsydney.nsw.gov.au

Mary Ainley
Events Coordinator
Tel: 02 9246 7633
E: mainley@cityofsydney.nsw.gov.au

For Corporate Promotions & Sporting Oval Booking

Johnathan Langan
Booking & Events Coordinator
Tel: 02 9265 9550
E: jlangan@cityofsydney.nsw.gov.au

For Wedding Ceremony & Tennis Court Booking

Patricia Davis
Parks Booking Officer
Tel: 02 9246 7805
E: pdavis@cityofsydney.nsw.gov.au