

# Event Guidelines

---



Sydney 2030 / Green / Global / Connected

## Contents

Section 1 – Introduction .....	3
Section 2 – Application process and event approval.....	3
Events in parks and open spaces .....	3
Street based events .....	6
Section 3 – Your responsibilities .....	7
Event organiser .....	7
Temporary Structures.....	7
Sustainable Events.....	7
Section 4 – Permits and regulations.....	7
When to lodge .....	7
Where to lodge .....	7
Section 5 – Terms and conditions for use of public domain.....	8
Event activity – standard approval conditions .....	8
Section 6 – Further details.....	17

## 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 assessed and timeframes required for approval confirmed – in principle approval
3. Submission and 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 up to 16 weeks prior to the proposed date of your event for major events. 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. It is the responsibility of the event organiser to submit all relevant documentation to Council for a DA. The DA process is a separate process to the event application and approval and is received and assessed by the Planning Department in Council. Where a DA is required, development consent, if granted, will be issued by the Planning department, in addition to the Event Activity Approval.

You can [download the event application form](#) found on the City of Sydney website.

### 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 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. An event has to be considered to be of minimal environmental impact to be approved under these planning instruments.

## The suitability of the event location

- Factors such as the size of the event, the availability of the venue and the use of the space by the public 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.

## 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 approvals
  - 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	RELEVANT LINKS (if applicable)
Event Application	Up to 16 weeks pre event for major events Up to 6 weeks pre event for minor events	<a href="#">Application Form</a>
DA Application	Min 14 weeks pre event	<a href="#">More Information &amp; Guide</a>
Traffic/Road Closure Application	Min 12 weeks pre event	<a href="#">Application Form</a>
Temporary Liquor Licence	Min 12 weeks pre event	<a href="#">ILGA</a>
Draft Final Event Plan	Min 4 weeks pre event	Template sent on application
Temporary Food Vending Permit	4 weeks pre event	<a href="#">Application Form</a> <a href="#">Requirements for the operation of a Temporary Food Stall</a>
Music Copyright licenses	2 weeks pre event	<a href="#">APRA AMCOS</a> <a href="#">PPCA</a>
Final Event Plan (inc any other documentation)	2 weeks pre event	Event plan template provided by CoS Venue Management after application submitted
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 (in principle) to be staged in the venue and identification of the necessary permits and time frames for required approval, the Venue Management Team will provide you with a template to assist you in developing event plans 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. Additionally, you may be required to attend an onsite meeting to discuss the details of your event and inspect the venue.

Depending on the scale of the event, templates will cover the following:

- Event Details
- Production Schedule / Run Sheet
- Site Plans
- Signage Plan
- Communication Strategy
- Activities Operations Centre
- Emergency & Safety Management Plan
- Counter Terrorism Crowded Places Security Audit & Self-Assessment Tool
- Security Management Plan
- Pedestrian Management Plan
- First Aid and Public Health
- Alcohol Management Plan / Liquor Licencing
- Waste Management Plan
- Noise
- Live and Recorded Music
- Street Trading / Temporary Food Stall Applications
- Handbills / Fundraising
- Toilets / Amenities
- Temporary Infrastructure / Amusement Devices
- Risk Management Plan

#### Counter Terrorism Crowded Places Security Audit & Self-Assessment Tool

All event organisers need to use the online tools found on the Secure NSW website to assess their event. On this website you will find the *Crowded Places Security Audit* and the *Crowded Places Self-Assessment Tool*. The result of the *Crowded Places Self-Assessment Tool* will determine if you need to speak with NSW Police about your event.

<http://www.secure.nsw.gov.au/useful-resources/guidance-material/content.html>

#### 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
- power usage
- site supervision
- security bond
- temporary road closures
- temporary food stall inspections (this will be invoiced by the Health & Building unit)
- development applications (this will be invoiced by the Planning department)

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

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

The full list of City of Sydney's fees and charges can be found [here](#).

## 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 submit an application to the Local Pedestrian, Cycling and Traffic Calming Committee for any temporary road closures, as per Roads and Maritime Services (RMS) requirements.

**Note:** The agenda for the Local Pedestrian, Cycling and Traffic Calming Committee closes approximately 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 minimum 12 weeks prior to any scheduled event. The timetable of exact meeting and submission dates can be provided by the Venue Management team. **The Local Pedestrian, Cycling and Traffic Calming Committee meets every 3<sup>rd</sup> Wednesday of the month.**

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 RMS 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, VIPs, 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 marshaling.
- **Traffic control plans:** Plans for each road closure point, use of paid police, RMS 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 VIPs.

Temporary Road Closure conditions can be found [here](#).

## 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 organization/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 Work Health and Safety legislation. All event organisers have a duty of care to provide for a safe event.

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

### Temporary Structures

The Event Organiser is responsible for providing details of all structures to be installed.

Temporary and custom built 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. These manufacturers/structural specifications are to be provided to Council prior to the event. Separate certification shall also be provided to Council by the installers, for the structures, confirming installation on site in accordance with the relevant specifications.

Stage structures are not to be loaded in excess of those loadings recommended by the suppliers and/or manufacturer.

### Sustainable Events

The City of Sydney has a 2030 sustainability strategy. We encourage event organisers to use sustainable measures when planning and delivering their events in City of Sydney spaces. These can include reducing the use of plastic packaging, cutlery & crockery for the service of food, encouraging recycling by stall operators and patrons, discouraging the distribution of single use promotional materials by sponsors.

The City of Sydney has a no balloons policy in all of its parks and open spaces. Balloons will not be permitted for any events.

## Section 4 – Permits and regulations

### When to lodge

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

### Where to lodge

Refer to the application form links in section 2 for lodgment details for each service.

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 road closures
- crane permits

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 licenses (Independent Liquor and Gaming Authority)
- user pays police (NSW Police)
- Sydney Buses (State Transit Authority)
- road occupancy license, special event clearways (Roads and Maritime Services)
- Sydney Trains (Transport for NSW)
- Taxi Council
- St John Ambulance or other first aid provider
- NSW Ambulance Service
- Music licenses (APRA AMCOS and PPCA)

Fees and charges may be applicable. Each service provider will advise.

## Section 5 – 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. While not all of these conditions may apply to all events, where appropriate, additional conditions may be applied to specific events.

#### Indemnity and insurance

1. The event organiser occupies and uses the venue at the event organiser's own risk.
2. 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.
3. The event organiser must effect and maintain at its own cost public liability insurance for a minimum amount of \$10,000,000 per occurrence. This insurance must be held with an insurer approved by APRA or holding an investment grade rating from S&P, Moody's or Fitch. A current certificate of currency must be provided to Council prior to the event or on request.
4. Council does not take responsibility for any loss or damage to any infrastructure and equipment associated with your event installed in a venue. All infrastructure and equipment that is at the venue is at the event organiser's risk.

#### General

5. Event organisers must include adequate measures to ensure that the venue is 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.
  - (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.



- (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.
  - (g) No glassware is permitted to be used in any park/open space
6. For the removal of doubt, the venue 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 or work or additional cleaning required to achieve this.
7. The event organiser is at all times responsible for the good order, conduct and behaviour of those persons attending the event.
8. The duration of the event, including bump-in and bump-out, must be scheduled to minimise the amount of time the venue is not available for public use.
9. The event organiser must comply with all laws, including local laws and all other legal requirements relevant to the operation of the event and use of the venue and to ensure that all employees, agents and other persons associated with the event also comply.
10. The event organiser is responsible for ensuring that adequate toilet facilities are available for all participants, including specialised facilities for use by persons with a disability, and should be provided at the venue to cater for the maximum number of patrons attending the event at one time.
11. The event organiser agrees to accede to all 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.
12. The event organiser shall provide to Council the contact number of a responsible person who may be contacted on the day of the event.
13. Collection of entry/admission fees into any section of the park or open space is not permitted, unless by prior arrangement with Council.
14. Council reserves the right to cancel this approval at any time.

#### **Communications/Stakeholder notification**

15. This approval is conditional upon the event organiser complying with the following notification and consultation requirements:
- (a) The event organiser must provide the Council with documented evidence of notification with the residents and businesses within immediate vicinity of the venue.
  - (b) No less than five (5) business days prior to the date of the event, the event organiser must notify (in writing) residents and businesses within the immediate vicinity of the venue. This notification must include the following details:
    - (i) The name and date and time(s) of the event, including bump-in and bump-out.
    - (ii) The event purpose.
    - (iii) A description of the event including infrastructure/equipment.
    - (iv) Number of expected participants.
    - (v) Any expected disruptions to residents and businesses.

- (vi) Road closures.
- (vii) Any changes to public transport arrangements.
- (viii) A contact name and number of the event organiser.

16. The event organiser must also notify and consult with the following agencies as relevant - NSW Police Service, NSW Ambulance Service, City Rail, State Transit Authority, Taxi Council.

### **Emergency and risk management**

17. The event organiser's strategies for emergency and risk management must comply with Australian Standards AS/NZS ISO 31000/2009.

### **Security**

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

### **First aid and public health**

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

### **Repair and rubbish**

21. The City encourages event organisers to minimise waste at events and promotes recycling of waste. Waste minimisation, recycling and waste management for the event activities must be delivered in accordance with the Waste Management Plan submitted to Council above.

22. The event organiser must ensure that the venue 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 immediately after the event to the same condition (in the Council's opinion) as it was in prior to the event.

23. The event organiser must:

- (a) keep the venue clean and tidy for so long as it has access to and use of it
- (b) not modify or damage any part of the venue, including puncturing any holes in the walls of any venue, without the prior written consent of Council and any landowner
- (c) not bring onto the venue any object that may result in overloading or straining any floor, wall or other structure forming part of the venue
- (d) make good to the standard required by Council or any relevant government agency any damage to the venue (including all structures and infrastructure) caused by the event organiser or the Personnel
- (e) keep the venue free from rubbish and in good order and condition
- (f) comply with any direction given by Council or an authorised representative of the operator of the venue about the venue.

24. In the event that the event organiser does not make good the venue Council will clean and repair the venue to the standard required by Council at the event organiser's cost.

25. During the event, all venue 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

26. Access to the venue must be maintained for emergency vehicles and/or owners/tenants of properties requiring access. A minimum of 2.5 metres width must be maintained for pedestrian access at all times.

27. Only vehicles authorised by Council and displaying a valid entry permit for the event are permitted to enter the venue.

28. Paved pathways only shall be used for vehicles entering and leaving venue.

29. Authorised vehicles must be escorted through the venue and not exceed walking pace.

30. Vehicles are not permitted to drive on grassed areas within the venue unless turf protection measures such as Protrack, plywood boards or similar measures are used for all vehicle movements.

31. No vehicle shall be parked within the confines of the venue during the event unless approved by Council.

32. Drip trays shall be placed underneath all vehicles whilst located within the venue.

33. Illegally parked vehicles in the venue will be infringed.

34. Vehicles are not permitted to drive or park beneath the dripline of any tree within the venue under any circumstances.

### Road closure

35. The Applicant must carryout letterbox drops to all affected properties at least seven days prior to the start of road closures, and resolve any issues that may arise and all representations made by the affected properties.

36. The Applicant must provide a telephone number of the supervisor responsible for the proposed event and include these contact details in the notification letters to affected properties.

37. All costs associated with the event are to be borne by the Applicant.

38. The Applicant shall indemnify and keep indemnified The City of Sydney against all claims, demands, suits, actions, damages and costs incurred by or charges made against The City of Sydney in respect to death or injury to any person or damage in any way arising from this event.

39. The Applicant will be required to reimburse The City of Sydney for the cost of repair of any damage caused to the public way as a result of the activities associated with this event.

40. A public liability insurance policy for an amount not less than \$20,000,000 for any one occurrence must be held in joint names including The City of Sydney as an interested party – the Applicant of this event must inform its liability insurers of the terms of this Condition.

41. The Applicant must close roads in accordance with Roads and Maritime Services (RMS) Traffic Control at Worksites Manual (AS1742.3) and the approved Traffic Management Plan unless otherwise directed by Police, RMS or authorised City officers.

42. The Applicant must at all times provide a 4-metre wide emergency lane along the road to be closed.

43. The Applicant must not occupy the road or footway until the road closure and associated Traffic Management Plan has been implemented.
44. The Applicant must use RMS Accredited Traffic Controllers to manage pedestrian and traffic safety during the event.
45. Where possible local access to properties shall be provided and an Accredited Traffic Controller be provided to manage the traffic ingress and egress at the location to ensure pedestrian and traffic safety.
46. The Applicant must notify emergency services (namely NSW Police Service, Fire and Rescue and NSW Ambulance Service) of the proposed temporary road closure at least seven days prior to the event.
47. The Applicant must remove all barriers and signs associated with the road closure at the times nominated to reopen the street to traffic.
48. The Applicant must place an advertisement in a Sydney metropolitan newspaper at least seven days before the closure.
49. The Applicant must contact the Transport Management Centre to confirm if a Road Occupancy Licence (ROL) is required.
50. The Applicant must where practical make alternate parking arrangements for affected properties during the event.
51. The Applicant must advise car share operators of the approved closure seven days before the road is closed if a car share vehicle parking bay is located in the street.
52. The City reserves the right to revoke this road closure approval at any time without any compensation to the Applicant.

### **Noise**

53. No public address (PA) system or electronically operated sound equipment shall be used unless approved by Council as part of the event.
54. Noise from any amplified music or notification system used at the event must not exceed LAeq 15 minute  $\leq$  65 dB(A) when measured [at the nearest affected receiver].
55. 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].
56. 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**

57. This approval is subject to compliance with the requirements of the Food Act 2003, Food Regulation 2010 and the Australian and New Zealand Food Standard Codes and all other conditions of approval.

## **Construction of Non Fixed Food Business**

58. A temporary food stall must have a roof and three sides designed to maintain adequate ventilation and protection of food. The stall shall be of plastic or vinyl type sheeting and care must be taken to ensure the stall is stable and secure.

59. An overhead cover must be provided to all cooking areas or food storage areas outside of the stall. This may be achieved by providing a sun shade structure or open sided stalls.

60. A durable dust and moisture cover must be laid over the entire floor area of the stall. A suitable material would be an impervious membrane such as rubber matting.

## **Washing Facilities**

61. A sealed container of potable water (minimum capacity 10 litres) with a tap and suitable bowls or containers must be provided for cleaning, sanitising and hand washing.

62. Separate hand-washing facilities must be provided within the food stall. Water is to be dispensed by tap with a single spout into a hand bowl for washing. The waste water is to be disposed of into a waste water container.

63. Alternatively, a maximum of 2 stalls may share a hand wash (station) basin as long as it is located within 5 metres of each stall and it is not obstructed.

64. An adequate supply of warm running water (approximately 40°C), liquid soap and disposable paper towels must be provided at each hand wash (station) basin.

## **Temperature Control**

65. All hot food must be kept at or above 60°C. All cold food must be kept at or below 50°C.

66. Chilled food intended to be served hot must be rapidly reheated to 75°C. or above.

67. All frozen food must be kept below (minus) -18°C.

68. All raw and perishable foods such as steaks, hamburger patties, seafood and other meat products must be kept in a refrigerated. Small amounts of these foods can be stored in a portable cooler together with an adequate supply of ice or other cooling for a period of less than 3 hours.

69. Provide a temperature probe that is able to measure the core temperature of food.

70. For events that will last 3 hours or longer, a Cool room (walk in refrigerator) MUST be provided to ensure all potentially hazardous food can remain under temperature control. A maximum of two stalls to share a cool room within 5 metres of entry point of stall.

## **Food Display and Protection**

71. All food on display must be either:

- (h) whole fruit, vegetables;
- (i) wrapped or packaged; or
- (j) completely enclosed in a suitable display cabinet; or
- (k) be protected by a physical barrier such as perspex glass sneeze guard or clear plastic siding to the stall or
- (l) Located so as not to be openly accessible to the public.

72. All food must be kept wrapped, packaged or in enclosed containers. Food should be protected from damage and direct sunlight.

73. Any food which is given away as "samples" must be distributed in a supervised manner that is given out off a tray or plate by a staff member. It must not be left out for self-service on any counter, bench or top or food display unit.

### **Food Safety Supervisor**

74. Any food stall selling food that is ready-to-eat, potentially hazardous and not sold and served in the supplier's original package must have a Food Safety Supervisor.

### **Environmental Health – Nuisance**

75. The event must not result in the emission of air pollution or gases, vapours, dusts or other impurities which are a nuisance, injurious or prejudicial to health in accordance with the Protection of the Environment Operations Act 1997.

### **Income/Fundraising/Sales**

76. 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/Promotional items**

77. The distribution of pamphlets and or other marketing/promotional collateral material shall be permitted by Council as part of the event; subject to Council's receipt and approval of copies of all collateral material 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".

78. Council reserves the right to refuse the distribution of pamphlets and or other marketing/promotional collateral material.

### **Alcohol**

79. No alcohol is permitted in parks/open spaces unless you have a valid liquor licence 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**

80. A licence is required to use live music and or recorded music at the event if that music is protected by copyright.

81. 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**

82. No Marquee/Hoecker shall be located within the confines of the park/open space unless approved by Council as part of the event.

83. No structures or vending areas are permitted beneath the dripline of any tree.

84. 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.
85. 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.
86. Any lighting, rigging, scaffolding or the like associated with the subject stages shall be constructed and certified by a Work Cover licensed rigger.
87. 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.
88. 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.
89. 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 the event.
90. The use of cable trays to protect or encase cabling may not be considered appropriate by the Council at all locations within the venue. Where a cable tray is used the Event Organiser will be solely responsible for ensuring it does not pose a trip hazard to pedestrians. The Event Organiser must take immediate action to remove or replace any cable tray which creates a public safety hazard. If the use of cable trays is deemed inappropriate by the Council the Event Organiser must explore alternative options.
91. 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.
92. All structures must be weighted and not 'pegged'.
93. 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.
94. 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 2000mm.
95. Any proposed security fencing must be designed and installed to accommodate expected crowd loads in the venue.
96. Adequate hand held fire extinguishers must be readily available at all times during operations. A schedule of supply must be provided to the inspecting officer prior to commencement of the event.

### **Fees and charges/Refunds/Cancellations**

97. 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.
98. Once an application has been received and processed, cancellations are only accepted in writing.
99. No refund will be issued for cancellations that are received less than 10 days prior to the event date.
100. Cancellations received in writing 10 days or more prior to the event date will receive a 75% refund.
101. 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.
102. 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 6 – Further details

For further details about the Event Guidelines 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 to 6pm Monday to Friday.

### For major and international events

**Simon Marshall**

Acting Manager Events and Filming Liaison

Tel: 02 9265 9452

Email: [SMarshall1@cityofsydney.nsw.gov.au](mailto:SMarshall1@cityofsydney.nsw.gov.au)

### For park and street events

**Amy Chan**

Outdoor Events Coordinator

Tel: 02 9246 7726

Email: [aforman@cityofsydney.nsw.gov.au](mailto:aforman@cityofsydney.nsw.gov.au)

**Melanie Knott**

Events & Filming Coordinator

Tel: 02 9246 7633

Email: [MKnott1@cityofsydney.nsw.gov.au](mailto:MKnott1@cityofsydney.nsw.gov.au)

### For markets

**Melanie Penicka-Smith**

Markets & Busking Coordinator

Tel: 02 9265 9653

Email: [mpenickasmith@cityofsydney.nsw.gov.au](mailto:mpenickasmith@cityofsydney.nsw.gov.au)

### For sports bookings

**Johnathan Langan**

Bookings and Events Coordinator

Tel: 02 9265 9550

Email: [jlangan@cityofsydney.nsw.gov.au](mailto:jlangan@cityofsydney.nsw.gov.au)