

CONDITIONS OF HIRE AND APPLICATION FORM

A SPACE WHERE
ideas
COME TO LIFE
MT PENANG GARDENS AND EVENT PARK



Mt Penang
Gardens
& Event Park

HOW TO APPLY FOR AN EVENT

1. Read the **Conditions of Hire** carefully
2. Complete the **Event Application Form (Stage 1)**.
3. Following the assessment of your **Event Application (Stage 1)**, CCRDC will advise if the event is permissible and what timeframes/permits are required to seek final approval.
4. Submit a completed **Event Plan** and **Site Plan**.

LODGEMENT DETAILS

Please return the completed Event Application Form (Stage 1) to the Property & Events Manager at:
 Mail: CCRDC, 16 The Avenue, Mt Penang Parklands, KARIONG NSW 2250
 Email: info@ccrdc.nsw.gov.au
 Fax: (02) 4340 1115 or 1300 304 676

EVENT PLAN AND SITE PLAN

The following plans will need to be provided following the assessment of your Event Application (Stage 1). Final approval will only be issued if the completed Event Plan and Site Plan are satisfactory and clearly demonstrate effective management of the event.

| Plan | Please include the following (as appropriate)... | Tick |
|---|--|----------------------------|
| Event Plan | Alcohol Management Plan including liquor licensing | |
| | Communication/Media Strategy | |
| | Contingency Plan in case of bad weather | |
| | First aid and public health | |
| | Health services/ toilets/amenities | |
| | Insurance details | |
| | Risk Management Plan | |
| | Security, Emergency and Crowd Management Plan | |
| | Site Plan | |
| | Temporary food vending approvals | |
| | Temporary structures | |
| | Traffic Management Plan | |
| | Waste Management Plan | |
| | Site Plan | Emergency evacuation areas |
| Entry and exit points | | |
| First aid post | | |
| Lighting towers | | |
| PA/ speakers | | |
| Portable structures (caravans, toilets) | | |
| Public information area | | |
| Pyrotechnics (firework) firing area and public exclusion zone | | |
| Relative size and proposed position of all event infrastructure | | |
| Route and direction of race | | |
| Rubbish and recycling bins | | |
| Signs/ banners | | |
| Stages | | |
| Stalls, tents and marquees | | |
| Temporary amusement rides/ farm animals | | |
| Temporary fencing | | |
| Temporary food vendors | | |
| Temporary seating areas | | |

CONDITIONS OF HIRE

In order to preserve the beautiful outlook of Mt Penang Parklands, there are some general conditions of hire set out below. Every event is different and depending on the nature of yours, additional conditions may be applied.

Please read the Conditions of Hire carefully before completing the Event Application Form (Stage 1).

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 the Central Coast Regional Development Corporation (CCRDC) 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 \$20,000,000 for any individual claim which may be made. The event organiser must provide a Public Liability Certificate of Currency to CCRDC. The policy must note CCRDC as owner of the site and the event organiser as occupier of the site for the date(s) of the event and contain a cross-liability clause.
2. The event organiser will indemnify CCRDC against all claims, demands, costs or actions arising from any injury to third parties or damage to property caused by the event organiser, its representatives or any person(s) it allows to use on-site.
3. CCRDC does not take responsibility for any loss or damage to any infrastructure and equipment associated with the event installed in the parklands. All infrastructure and equipment that is on site is at the event organiser's own risk.
4. CCRDC accepts no responsibility for damage or loss of equipment, merchandise or property theft on the premise prior to, during and after the event.

GENERAL

5. The event must be consistent with any Plan of Management for the parklands.
6. 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 the parklands (where appropriate);
 - e. Tree pruning and or trench digging is not permitted in the parklands;
 - f. No signs or other structures are to be attached to trees unless approved by CCRDC as part of the event; and
 - g. No glassware is permitted to be used in the parklands;

h. Any damage to the parklands infrastructure including but not limited to grass, trees, garden beds, plantings and pavers will be repaired to CCRDC's satisfaction at the cost of the event organiser.

7. The event area must be left in the same condition as it was prior to the event and the event organiser may be charged for any remedial work or additional cleaning required to achieve this.
8. The event organiser is at all times responsible for the good order, conduct and behaviour of patrons attending the event.
9. 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 people associated with the event also comply.
10. The event organiser agrees to accede to all reasonable directions or requests given by any Authorised Officer of CCRDC 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 CCRDC 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 parklands is not permitted, unless by prior arrangement with CCRDC.
13. There is to be NO SMOKING in ANY structures, and appropriate signage is to be displayed in conspicuous locations throughout the site.
14. The lighting of fires is prohibited at all times.

COMMUNICATIONS / STAKEHOLDER NOTIFICATION

15. The event organiser must notify/consult the following agencies as relevant - NSW Police Service, NSW Ambulance Service, St John Ambulance, City Rail, State Transit Authority, Taxi.

EMERGENCY AND RISK MANAGEMENT

16. The event organiser's strategies for emergency and risk management must comply with Australian Standards AS/NZS4360.
17. First Aid and public health must be provided in accordance with the First Aid and Public Health Plan submitted to CCRDC.
18. Event organisers must provide adequate first aid facilities, personnel and equipment for participants and spectators. This includes having a qualified first aid officer on site at all times during the event.
19. The event organiser must ensure a suitable Occupational Health & Safety Plan is in place for all personnel working on-site.

SECURITY

20. 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 submitted to CCRDC. All security personnel must be appropriately licensed in accordance with current NSW legislative and regulatory requirements.
21. Security arrangements before, during and after the event are the event organiser's responsibility.
22. CCRDC will not organise or be responsible for any deliveries or courier requirements.

WASTE

The Office of Environment Protection Authority (EPA) has produced a Waste Wise Events Guide which is available on their website: www.epa.nsw.gov.au. CCRDC supports the initiatives of EPA and encourages all event organisers to review the Waste Wise Events Guide prior to preparing their Waste Management Plan.

Event organisers may wish to refer to Gosford City Council's Waste Management Plan (DCP 106, section 3) for information on how the Waste Management Plan should be prepared. Visit Council's website: www.gosford.nsw.gov.au

23. CCRDC encourages event organisers to minimise waste at events and promote recycling of waste. Waste minimisation, recycling and waste management for event activities must be delivered in accordance with the Waste Management Plan submitted to CCRDC. The plan will then be lodged with Gosford City Council. It is the responsibility of the event organiser to make the lodgement.
24. The event organiser must ensure that the 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.
25. 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.
26. All rubbish generated as a result of the event must be removed from the parklands used by the event organiser. This may include areas surrounding the event as determined by CCRDC.
27. The event organiser agrees to pay any costs incurred by CCRDC for any cleansing required to the parklands as a result of the event.
28. 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

Although it is possible to drive over the site, Mt Penang Gardens and Event Park is designed primarily to host pedestrians.

29. Access to the event site must be maintained for emergency vehicles/ owners/ tenants of properties requiring access. A minimum of 2.5 metres must be maintained for pedestrian access at all times.
30. The event organiser agrees to pay CCRDC's costs for repairs to any paved or grassed area in the parklands.
31. Exhibitors are not permitted to drive across the grass, onto another exhibitor's site or park on grass plots.

32. Speed of vehicles should be kept to 10km/hr.
33. Vehicles weighing more than 10 tonnes should be directed to the hard surface areas in order to unload safely and minimise site damage.
34. Large structure cannot be bumped-in during the normal exhibitor period. Contact CCRDC to arrange access for these vehicles/structures.
35. During extreme wet weather, vehicle access to the grounds will be restricted.
36. The event organiser must be present to manage traffic during bump-in/bump-out periods.

LANDSCAPING CONSIDERATIONS

37. Should turf need to be removed for a specialist display, written permission from CCRDC is required. All costs to relay turf will be paid by the event organiser.

ROAD CLOSURE

Useful contacts: RMS's Central Coast Traffic Commanders can be contacted on 4379 7053. A Traffic Management Plan has been prepared by CCRDC to cover different size events. A copy will be made available to the event organiser.

38. The event organiser must develop, in consultation with Roads and Maritime Services (RMS), Police and CCRDC, and submit Event Traffic Management and Traffic Control Plans at least 60 days prior to the event bump-in date. The plan will then be submitted to RMS. It is the event organiser's responsibility to liaise with the RMS in regards to traffic management for the event.
39. 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.
40. The event organiser must provide adequate accredited RMS traffic controllers/marshals to manage the vehicular movement at the location and at intersections to manage traffic and pedestrian safety. Traffic controllers/marshals must have a Traffic Control Ticket and the supervisor of the group/team must hold a Traffic Control Work Site Ticket.
41. Traffic controllers/marshals must wear highly visible clothing such as a reflective safety vest.
42. The event organiser must provide local access for residents/ tenants on-site. The applicant must not block a driveway or footpath access to any premises unless a written approval from CCRDC is first obtained.
43. All services (fire hydrants etc.) shall be kept free of any obstructions.
44. The event organiser must provide and maintain appropriate and adequate traffic measures (including road signs and flashing lights) for the safe movements of traffic and pedestrians.
45. If the event requires Special Event Clearways to manage the event, the event organiser must provide details to RMS a minimum six weeks before the event.
46. The event organiser must advise RMS's Transport Management Centre of the event and provide them with details of a contact person available throughout the day of the event. Confirmation of this, together with details of any requirements from RMS and the manner in which those requirements are to be satisfied, shall be provided to CCRDC no less than three days prior to the event.

CURFEW – EVENING EVENTS

47. Evening events must finish by 10:30pm and are only permitted on weekends.

NOISE

48. For the comfort of the surrounding residents, CCRDC asks that restrictions be placed on the volume of the amplification equipment. The levels must comply with Environmental Protection Authority (EPA) requirements.

49. CCRDC and EPA reserve the right to control the noise level of any equipment used on-site.

FOOD

Useful contacts: Gosford City Council's Food Surveillance Officers can be contacted on 4325 8835 between 8.30am and 10.30am weekdays. Event organisers may also wish to review NSW Food Authority's guidelines for food businesses by searching markets and temporary events on their website <http://www.foodauthority.nsw.gov.au>

50. The event organiser must submit an Event Food Management Plan to Gosford City Council at least 21 days prior to the event bump-in date.

51. It is the event organiser's responsibility to liaise with Gosford City Council in regards to the number, location and construction of food outlets, as well as the nature of the food to be provided at the event. Food sampling is defined as 'Food for sale' under the Food Act 2003.

52. Gosford City Council's Food Surveillance Officers will assess the Food Management Plan and estimate the time required to provide surveillance activities at the event. A fee to conduct surveillance during the event is payable to Gosford City Council. Payment must be received by Gosford City Council seven days prior to the bump-in date.

53. Event organisers will ensure all food stalls and catering facilities are provided with sullage tanks to collect waste water. It is the event organiser's responsibility to arrange for waste water collected in sullage tanks to be removed by a liquid waste removal contractor and disposed of at an approved water works treatment facility.

54. Drop sheets, port-a-floor or a similar non-permeable, non-slip matting must be placed under all cooking and serving areas.

55. 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.

ALCOHOL

Useful contacts: Brisbane Water Licencing Police can be contacted on 4323 5521.

56. Events that have alcohol for sale or consumption must have a relevant liquor licence. The event organiser must obtain the liquor licence from the Licencing Police.

57. CCRDC also requires an Alcohol Management Plan detailing how alcohol-related issues will be managed. This should include conducting age identification checks, promoting the use of taxis and public transport. The Plan needs to be supplied to CCRDC three months prior to the event's bump-in date.

MUSIC

58. A license is required to use live music and/or recorded music at

the event if that music is protected by copyright.

59. 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).

FIREWORKS

60. The use of fireworks is prohibited without prior permission from CCRDC. The event organiser needs to obtain a licence from Work Cover Authority. During fire season, it will be necessary for the event organiser to seek approval from the Rural Fire Service.

TEMPORARY STRUCTURES

61. No Marquee/Hoecker shall be located within the confines of the parklands unless approved by CCRDC as part of the event.

62. Structures using scaffolding must be certified structurally stable by a practicing structural engineer, with a certificate provided to CCRDC prior to the event.

63. Protective ground covering must be provided to prevent ground damage from structures and heavy vehicles. CCRDC can advise on best locations for structures to minimise potential damage.

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

65. No public amusement devices such as merry-go-rounds, Ferris wheels, inflatable castles, or similar shall be erected or installed in the parklands unless approved by CCRDC as part of the event.

66. It is the event organiser's responsibility to ensure the amusement device owner holds the required public liability cover and other appropriate licences for these devices. Approved amusement devices require public liability cover of at least \$25 million (any one occurrence) to be effected by the device owner for any injuries to third parties or damage to property caused by operation or use of the amusement device (including but not limited to any total or partial failure or collapse of the device).

67. 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.

68. Any lighting, rigging or scaffolding associated with stages shall be constructed and certified by a Work Cover licensed rigger.

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

70. 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.

71. 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.
72. All structures, to which members of the public may be 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".
73. 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.
74. Entry/Exits must be provided and arranged as to afford a ready means of a way out from all parts of temporary structures, and must provide a minimum unobstructed height of 2000mm.
75. Any proposed security fencing must be designed and installed to accommodate expected crowd loads.
76. 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.
77. 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.

TOILETS

Mt Penang Gardens and Event Park has two locations in which portable toilets can be located for direct pump-out purposes. These locations have a direct link to water and sewerage outlets.

78. There is a permanent toilet block with six cubicles and one disabled toilet on-site. The event organiser may need to arrange for portable toilets as the recommended ratio is 1:250 (toilet to patron).
79. 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.

INCOME/FUNDRAISING/SALES

80. The collection of monies and/or selling of goods shall not be allowed within the confines of the parklands unless approved by CCRDC as part of the event. Collection of money is only permitted by authorised personnel within the designated event area.
81. Evidence of the ability to fundraise or sell items at the event must be supplied to CCRDC and displayed at the event.

82. Volunteers collecting money for fundraising purposes must carry appropriate identification.

ADVERTISING/MARKETING COLLATERAL

83. The distribution of pamphlets and or other marketing/promotional collateral material shall be permitted by CCRDC as part of the event; however is conditional upon CCRDC'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".
84. CCRDC reserves the right to refuse the distribution of pamphlets and or other marketing/promotional collateral material.
85. In accordance with Gosford City Council's regulations, event banners cannot be in place for longer than six weeks.
86. Contact CCRDC to find out more about making use of signage/banner positions along the Central Coast Highway, where over 45,000 cars travel daily.

FEES AND CHARGES/REFUNDS/CANCELLATIONS

All events attract event organiser fees at Mt Penang Parklands to help us cover the costs of maintain and upgrading facilities. CCRDC will provide written advice concerning specific site event organiser fees.

87. A \$1000 deposit is required to secure a booking and must be paid once the Event Application Form (Stage 1) has been approved. For events where the total charge is less than \$1000, the deposit will amount to 50% of the total fee.
88. Final payment (including the bond) is required one month prior to the event bump-in date.
89. The event organiser agrees to pay all fees and charges (including bonds) for the use of the parklands to CCRDC. An invoice for any fees payable will be sent separately.
90. Once an application has been received and processed, cancellations are only accepted in writing.
91. No refund will be issued for cancellations that are received less than 30 days prior to the event date.
92. Cancellations received in writing 60 days or less prior to the event date will forfeit the bond and receive 50% of all other monies paid.
93. Cancellations received in writing 90 days or more prior to the event date will receive a full refund of all monies paid, including the deposit.
94. Bonds will be released back to the event organiser within 28 days after the scheduled date of the event subject to the parklands being returned back to its original condition. CCRDC will undertake the final inspection. Events that damage the site may result in a loss or deduction of the site bond.

APPLICATION FORM (STAGE 1)

To help us prepare a quote and confirm your booking, complete all of the following questions. Please read the Conditions of Hire carefully before completing and signing this document.

Approval is subject to other events scheduled at the Event Park or Mt Penang Gardens on the requested date(s). To allow enough time for assessments, we ask that you submit your application as early as possible.

EVENT TITLE

Please provide a brief description of the event (100 words) or include the event proposal/evaluation/plan with this application.

WHAT ARE THE AIMS/OBJECTIVES OF THE EVENT?

HIRER'S DETAILS

| | |
|----------------|------------------|
| Name | Position title |
| Organisation | ABN No |
| Postal Address | |
| Phone | Mobile |
| E-mail | Website/Facebook |

CONTACT PERSON 1

| | |
|----------|--------|
| Name | |
| Position | |
| Phone | Mobile |

CONTACT PERSON 2

| | |
|----------|--------|
| Name | |
| Position | |
| Phone | Mobile |

EVENT DETAILS

Is this the first event of this type you have organised? Yes No

If NO, please provide a list of the previous events undertaken by your organisation.

EVENT DETAILS

Event space required

Car park space required

Bump-in date(s) & times

EVENT RUN DATE(S) & TIMES

Day 1: Start: Finish: Day 4: Start: Finish:

Day 2: Start: Finish: Day 5: Start: Finish:

Day 3: Start: Finish: Day 6: Start: Finish:

Bump-out date(s) & times

Anticipated attendance

Target audience (family, community, youth, etc):

Is this an annual event? Yes No

Will food/beverages be prepared and sold at the event? Yes No

Will alcohol be available at the event? Yes No

Will the event use pyrotechnics (fireworks)? Yes No

Does the event include amusement rides and/or farm animals? Yes No

TYPE OF EVENT? (TICK ALL THAT APPLY) Community Event Commercial Event (for-profit) Free Ticketed or Restricted Entry

Please provide a statement summarising why CCRDC should authorise your organisation to conduct an event within the Mt Penang Parklands?

SUPPORTING CONTACT DETAILS

Please provide the name and contact details of one organisation/local governing authority who supports your event.

Name Position title

Organisation

Phone Mobile

E-mail

APPLICANT DECLARATION

I hereby certify that the information provided is correct to the best of my knowledge. I also undertake to advise CCRDC should there be any alterations or additions to the information supplied. I acknowledge that if the information provided is misleading, any approval granted may be void.

I have received and read the Conditions of Hire document, outlining the Corporation's terms. I accept these terms as a user of the venue.

Name of Organisation

Signature of Applicant Date / /

LODGEMENT DETAILS

Please return this completed Event Application Form (Stage 1) to the Property & Events Manager at:

Mail: CCRDC, 16 The Avenue, Mt Penang Parklands, KARIONG NSW 2250

Email: info@ccrdc.nsw.gov.au, Fax: (02) 4340 1115