

EVENT APPLICATION FORM

Please use this form if you would like to conduct an Event at Barangaroo. Once completed, submit this form by email. Refer to the lodgement information in **section 10** for submission details.

Proposals should be received at least **3 months** in advance of the event in order to assure availability of your preferred venue and date(s) and adequate time for the review process by Place Management NSW (PMNSW). The initial assessment of the event application, site plan and supporting documentation may take **1-2 weeks**.

PMNSW's role is to ensure the ongoing activation and protection of the cultural values of Barangaroo. This includes working with organisers to minimise visitor and participant impacts. Organisers should ensure the sustainable and culturally appropriate use of precincts carrying out their operations in the most practicable sustainable manner.

Event advertising/promotion must not include Barangaroo precincts/venues until a licence is issued.

SECTION 1: APPLICANTS DETAILS * = Required field

Company/Organisation name*			
ABN*			
First name*		Surname*	
Position*			
Event name*			
Street address*			
Suburb*		Postcode*	
Billing address* <input type="checkbox"/> Same as street address			
Suburb		Postcode	
Telephone		Mobile*	
Email*			
How did you hear about us?			

SECTION 2: EVENT DETAILS

Event type			
Event description			
Target audience			
Attendees	Maximum pax		
Event objectives			
Ticketing/ Registration	Are you selling tickets or registering participants for the event?		
	Price range (please include all pricing categories e.g. early bird, student etc.)		
Event history	Is this a new or existing event?		
	Previous date		Previous venue
	Is this expected to be a 'one off' or 'recurring' event?		
Event support	Do you have any sponsorship for your event? If yes, please specify:		YES NO
	Do you have any government support for your event? If yes, please specify:		YES NO
References <i>Provide a contact name, number and the event name that you have produced on BDA land or with other agencies</i>	1.		
	2.		
	3.		
Proposed venue <i>Please list preferred venue options</i>	1.		
	2.		
	3.		

Bump in date(s)		Start time		Finish time	
Event date(s)		Start time		Finish time	
		Start time		Finish time	
		Start time		Finish time	
Bump outdate(s)		Start time		Finish time	

SECTION 3: EVENT INFRASTRUCTURE

Please note Barangaroo do not provide any infrastructure

Stage	Size(s)	
	Purpose	
	Supplier	
Infrastructure	List	<i>Please supply details and/or supply relevant documentation on infrastructure build</i>
	Purpose	
	Supplier(s)	
Marquees/Stalls	Size(s)/ Quantity	
	Purpose	
	Supplier	
PA/Sound amplification <i>Dependent on location amplified sound may be limited or prohibited</i>	Equipment list	
	Purpose	<i>i.e. music, live band or PA system</i>
	Supplier	
Power	Do you require power?	YES NO
	Purpose/ Specify requirements	

Generators <i>At your own cost. Must be silenced bio diesel</i>	Size(s)/Quantity	
	Purpose	
	Supplier	
Toilets <i>Limited toilet facilities available on site – additional toilets at own cost</i>	Quantity	
	Supplier	

SECTION 4: EVENT REQUIREMENTS

Food	Do you intend to serve or sell food? YES NO
	<i>Please provide details i.e. food stalls, food trucks, caterer and list suppliers</i>
Alcohol	Do you intend to serve or sell alcohol at the event? YES NO
	If yes, please state supplier:
Road closures	Will you require road closures? YES NO
	<i>Note: Any traffic management requirements will require a detailed traffic management plan by the local traffic committee (before any final approval is given)</i> If yes, please list any full or partial road closures and the times
Entertainment	<i>Please provide a description of the types of entertainment, including live bands, professional entertainment and any games</i>
Merchandise/ Sampling	<i>Please provide a description of the merchandise you wish to sell or the sampling you intend to provide</i>

SECTION 5: IMPACT ON BARANGAROO

Identify where your proposed event may impact the venue, and how you will avoid or mitigate these impacts. Please provide specific detail for all questions below in each column for impact and safeguard/mitigation measures:

What is the impact (describe the type, nature and extent of impact)	Safeguards/Mitigation measures (describe how you will you minimise/manage the impact)
Does the activity involve the use, storage, disposal or transport of hazardous substances? (gas, liquid, solid wastes)	
Will the activity involve the emission of noise?	
Is any vegetation to be cleared or modified?	
Is the activity likely to bring animals or plant material into an area?	
Is the activity likely to have an impact on the safety of the reserve users and neighbours?	
Is the activity likely to cause a fire risk? (Fireworks, open flames, BBQs etc.)	

SECTION 6: SITE PLAN

Please include a site plan of the proposed event venue layout and design to show the relative size and position of all event infrastructure, including a legend, relevant to your event:

- Approximate area required
- Entry/Exit points
- Infrastructure
- Staging
- Audio visual
- Lighting/Power/ Generators
- Food and beverage
- Stalls/Marquees
- Barricading / Fencing
- Emergency evacuation areas
- First aid
- Signage
- Toilets
- Rubbish and recycling bins
- Back of house operations

If you require a base site plan for your preferred venue please let us know.

Alternatively, you can use: <https://maps.six.nsw.gov.au/>

SECTION 7: FILMING AND PHOTOGRAPHY

You must disclose any commercial filming or photography activities at your event. If you are carrying out **small scale** filming and photography, this activity will be covered in the event licence. **Commercial** filming and photography may incur an additional cost and requires a separate application form. Please select from the options below:

	No Filming or photography will be occurring
	Small scale - Filming or photography that involves a maximum of two camera operator and one assistant; requires only low level equipment use; does not use structures, film sets or professional talent; does not exclude an area from use by other users and has negligible potential impact
	Commercial - Filming or photography “for sale, hire or profit”. Commercial filming includes advertisements, feature films, news and current affairs on commercial networks (e.g. Pay TV such as Fox and free to air stations - including ABC), TV or internet drama, documentaries, educational films, Government sponsored filming and tourism promotions. Commercial photography includes images for magazines, postcards, commercial websites, promotional material, books and advertisements and the commercial photography of private events, including professional wedding photography.

SECTION 8: WHAT NEXT

Upon lodgement, you will be issued with an invoice for a non-refundable application fee of \$165 Inc. GST. **Payment of your application fee does not guarantee approval of your event; it holds your event date and venue.**

You will also need to provide a copy of your public liability insurance for a minimum of \$20 million. Please ensure that Place Management NSW is noted as an interested party.

Please note any contractors that you have on site will be required to have adequate workers compensation and other insurances required by law.

Once you have been issued approval for your event to proceed your application will progress, you will then be required to execute an event licence and pay the initial deposit.

Please visit <http://www.barangaroo.com/information/> for information regarding parking, public transport and access to Barangaroo.

SECTION 9: APPLICANT DECLARATION

I declare that all of the above information is correct and true, to the best of my knowledge.*

Applicants Name*	Applicants Signature*	Date*
------------------	-----------------------	-------

SECTION 10: LODGEMENT DETAILS

Please return this completed form with any supporting documentation to: barangaroo.events@property.nsw.gov.au