

# Application for Major Community or Commercial Event (over 1,000 people)

Please note that bookings must be made a minimum of 12 weeks in advance

|                                                                                          |                                                                                                             |                |      |
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| Preferred Venue:                                                                         |                                                                                                             |                |      |
| <b>Applicant</b>                                                                         |                                                                                                             |                |      |
| Organisation (if applicable)                                                             |                                                                                                             |                | ABN: |
| Description of organisation (e.g. Not for Profit, Community Organisation, Corporate etc) |                                                                                                             |                |      |
| Contact person                                                                           |                                                                                                             |                |      |
| Position                                                                                 |                                                                                                             |                |      |
| Postal address                                                                           |                                                                                                             |                |      |
| Contact numbers                                                                          | Mobile:                                                                                                     | Other:         | Fax: |
|                                                                                          | Email:                                                                                                      |                |      |
| <b>Organisation/person to be invoiced if not as above:</b>                               |                                                                                                             |                |      |
| Please provide details:                                                                  |                                                                                                             |                |      |
| <b>Event details</b>                                                                     | <b>Please provide details of proposed event (if necessary attach additional information)</b>                |                |      |
| Event name                                                                               |                                                                                                             |                |      |
| Event description (eg community celebration, concert)                                    |                                                                                                             |                |      |
| Event day and date                                                                       |                                                                                                             |                |      |
| Event time                                                                               | From:                                                                                                       | To:            |      |
| Bump-in date (if applicable)                                                             | Date:                                                                                                       | Time:          |      |
|                                                                                          |                                                                                                             | From:          | To:  |
| Bump-out date (if applicable)                                                            | Date:                                                                                                       | Time:          |      |
|                                                                                          |                                                                                                             | From:          | To:  |
| Estimated attendance                                                                     |                                                                                                             |                |      |
| Event history                                                                            | Has this event been held before? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, where? |                |      |
| <b>Entertainment and other inclusions</b>                                                | <b>Please supply details of any of the following planned for your event</b>                                 |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Stalls (please provide numbers)                                                                             |                |      |
|                                                                                          | Commercial                                                                                                  | Non-commercial |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Animals/mobile zoo (please provide details)                                                                 |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Amusements (rides etc) (please provide numbers and details)                                                 |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Amplified music/musical instruments/pa system (please provide details)                                      |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Structures (stages, marquees etc) (please provide details including numbers and dimensions)                 |                |      |
| <b>Sale of food/beverage</b>                                                             | <b>Will food and/or beverages be sold at your event?</b>                                                    |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | How many outlets and type of food?                                                                          |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Is alcohol being sold or served at the event?                                                               |                |      |

|                                                          |                                                                                                                                                                                                                             |
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| <b>External stakeholder</b>                              | <b>Please provide details of any stakeholders involved (Politicians, VIPs etc)</b>                                                                                                                                          |
| <b>Marketing/publicity</b>                               | <b>Please outline how you will promote your event.</b>                                                                                                                                                                      |
| <b>Collection of money</b>                               | <b>Please provide details if applicable and ticketing</b>                                                                                                                                                                   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Do you propose to collect money?<br>If yes, for what purpose?                                                                                                                                                               |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Will you be charging stall holders, food and beverage suppliers and amusement operators a fee?<br>Please provide details of these charges.                                                                                  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Do you propose to sell tickets?<br>Please provide information regarding your ticketing agent.                                                                                                                               |
|                                                          | Please provide an estimate of the ticket price:<br><input type="checkbox"/> <\$20 <input type="checkbox"/> \$20-\$50 <input type="checkbox"/> \$51-\$75 <input type="checkbox"/> \$76-\$100 <input type="checkbox"/> >\$101 |

**NOTE:** If your application is accepted by the Trust, you will be required to supply Event Management documents including, but not limited to:

- Medical/First Aid Plan
- Comprehensive Risk Assessment Plan
- Traffic Management Plan, including provision of Traffic Marshalls and Disabled Parking facilities.
- Security Plan including crowd control measures
- Access Management Plan including, if applicable, a lighting plan, any heavy vehicles/buses that will participate in the event, and how you will manage access.
- Waste Management Plan including, number and location of toilets, rubbish bin provided and litter picking.
- Signage Plan including way-finding, marketing and promotional sign, location, method of attachment, and removal post event.
- Public Liability Insurance. You will be required to provide a Certificate of Currency that will be current at the time of your event. The name of the insured must be a legal entity and must be the same as the Applicant. The Public Liability Insurance must name Parramatta Park Trust and the Minister for the Environment and Heritage as interested parties. The Public Liability Insurance must cover the activity described in your application.

|                                                                                                 |                                      |
|-------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>I have read and understood my obligations in regard to Parramatta Park Trust Regulation.</b> |                                      |
| Signature of applicant:                                                                         | On behalf of (name of organisation): |
| Print name of applicant:                                                                        | Date:                                |

**NOTE:**

1. Please provide all requested documentation/information to allow prompt processing of your application.
2. Once this application has been approved, a venue hire fee and bond will be calculated according to the information supplied by you, and you will be advised of this amount. Upon your acceptance of our offer, an invoice and agreement will be issued.
3. It is the responsibility of the signatory of this application to ensure full payment is forwarded to Parramatta Park Trust by the payment date stated on the invoice.

|                                                                                |                                                                                                                    |
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| <b>If delivering by hand:</b>                                                  | <b>If sending by post:</b>                                                                                         |
| Parramatta Park Trust<br>Level 7<br>10 Valentine Avenue<br>Parramatta NSW 2150 | Parramatta Park Trust<br>PO Box 3064<br>Parramatta NSW 2124<br>Phone: 02 9895 7500<br>Email: events@ppt.nsw.gov.au |