

# SMALL EVENT APPLICATION

Community, Not For Profit, Corporate or Private Event (less than 1000 people)

- Please read our Terms & Conditions before completing this form
- Please note that bookings must be made a minimum of 6 weeks in advance
- Bookings can only be confirmed a maximum of 3 months in advance



## PREFERRED VENUE

### 1. APPLICANT'S DETAILS

<b>Organisation</b>		<b>ABN</b>	
<b>Description of Organisation</b> <small>(Not for Profit, Community, Corporate etc)</small>			
<b>Contact Name</b>			
<b>Address</b>	Street		
	Suburb	State	Postcode
<b>Contact Details</b>	Work	Mobile	
	Email		

**Organisation/Person to be invoiced if not as above**

### 2. EVENT DETAILS

<b>Event Name</b>			
<b>Event Description</b>			
<b>Event Day and Date</b>			
<b>Event Time</b>	From	To	
<b>Bump-in Date</b>	Date	Time From:	To
<b>Bump-out Date</b>	Date	Time From:	To
<b>Estimated Attendance</b>			

### 3. ENTERTAINMENT AND OTHER INCLUSIONS

Please supply details of any of the following planned for your event. These items cannot be used at your event without the prior written approval of the Trust and attract additional fees.

<b>YES</b>	Stalls
<b>NO</b>	If "Yes", please provide details and numbers
<b>YES</b>	External Catering (Coffee van, ice cream truck, etc)
<b>NO</b>	If "Yes", please provide details
<b>YES</b>	Amusements (rides, mobile zoos, etc)
<b>NO</b>	If "Yes", please provide numbers and types
<b>YES</b>	Amplified Music / Musical Instruments / PA System
<b>NO</b>	If "Yes", please provide details
<b>YES</b>	Structures (marquees etc)
<b>NO</b>	If "Yes", please provide details including dimensions

### 4. POWER AND GENERATORS

<b>Access to Power</b>	Do you require power if available?  <b>NO</b> <b>YES</b>
<b>Generators</b>	Will you be using a generator: <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details below) Number: _____ Generator Make: _____ Generator Make: _____ Generator Voltage: _____

Email completed application to [bookings@ppt.nsw.gov.au](mailto:bookings@ppt.nsw.gov.au)

5. SALE OF FOOD / BEVERAGE	
<b>YES</b> <b>NO</b>	Will food and/or beverages be sold at your event? If "Yes", you will need to provide proof of Food Authority Notification
<b>YES</b> <b>NO</b>	Is alcohol being sold at your event? If "Yes", you will need to provide proof of current Liquor Licence
6. MARKETING AND PUBLICITY	
<b>Brief Description of Marketing Strategy</b>	
<b>Advertising</b>	Will you be advertising your activity: <input type="checkbox"/> No <input type="checkbox"/> Yes (provide description below)
<b>Media</b>	Will you be inviting representatives from the media: <input type="checkbox"/> No <input type="checkbox"/> Yes
7. EXTERNAL STAKEHOLDERS	
<b>Stakeholders &amp; Important Guests</b> (e.g. Police, Ambulance, Ministers, Members of Parliament, VIPs etc)	Will there be Stakeholders or Important Guests at your event: <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details below)
8. FIRST AID	
<b>Details &amp; Name of a Qualified First Aid Officer</b>	
9. COLLECTION OF MONEY AND TICKETING	
<b>YES</b> <b>NO</b>	Do you propose to collect money? If "Yes", for what purpose?
<b>YES</b> <b>NO</b>	Will you be charging stall holders, food and beverage suppliers and amusement operators a fee? If "Yes", please provide details of these charges
<b>YES</b> <b>NO</b>	Do you propose to sell tickets? Please provide information regarding your ticket agent and ticket price
10. AMENITIES AND WASTE MANAGEMENT	
<b>YES</b> <b>NO</b>	Will you be bringing in portaloos for your event?
<b>YES</b> <b>NO</b>	How will you be collecting litter?
<b>YES</b> <b>NO</b>	How will you be managing waste generated by your event? If the Trust determines that additional bins are required for your event, these will be provided at a cost of \$20 per bin with further waste disposal fees and cleaners fees applied.
11. SIGNAGE	
<b>YES</b> <b>NO</b>	Do you propose to erect any directional signs? If "Yes", please provide details including method of attachment

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**12. ACTIVITY REQUIREMENTS**

<b>Security</b> (Security guards, crowd control etc)	Please provide details of any security requirements
<b>Access Management</b>	Please provide details of any vehicle access required
<b>Traffic Management</b>	Please provide details of any proposed Traffic Control Plans, Marshalling or Parking changes (Provide Traffic Management Plans - if applicable)

**13. EVENT HISTORY**

<b>Has this event been held before?</b>	YES	NO	If yes, where?

**14. PUBLIC LIABILITY INSURANCE**

The applicant must arrange to obtain Public Liability Insurance cover for at least A\$10,000,000. 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 Ministers for the Environment and for Heritage as interested parties. The Public Liability Insurance must cover the activity described in your application.

<b>Public Liability Insurance</b>	Copy of Public Liability Insurance emailed with application? <input type="checkbox"/> YES <input type="checkbox"/> NO
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A venue hire fee will be calculated according to the information supplied on this form, and you will be advised of this amount. If you are in agreement then a confirmation letter and invoice will be issued, your booking is not confirmed until all monies owed have been received by the Trust.

I understand that Parramatta Park is governed by the *Parramatta Park Trust Act 2001* and the *Parramatta Park Trust Regulation 2019*. I understand that use of Parramatta Park facilities is subject to the Terms and Conditions of Hire. I agree that as a condition of hiring a venue and using the Parklands, I must abide by the terms and conditions, Parramatta Park Regulation 2019 and any reasonable requests of an Authorised Trust Officer and failure to comply may result in the cancellation, refusal or alteration of my event at the discretion of the Trust. I will use the park in accordance with the terms and conditions or any reasonable request from an Authorised Trust Officer.

Applicants Signature:	Date:
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