

Event Application Form

1. Applicant Information

Event Name:

Date/s of Event:

From:

To (inclusive):

Type of Event:

Reason for Event:

2. Event Organiser Information

Company Name:

Contact Person:

Address:

Suburb:

State:

Postcode:

Phone:

E-mail:

Fax:

Are you a registered Charity? Yes No

If YES, please quote your Registered Charity Number:

Is this a Commercial venture?

3. Estimated Numbers

Spectators:

VIPs:

Cars:

Officials:

Buses:

Marquees:

4. Development Application Information

Please Note: A Development Application may be required if the event is NOT covered under the Wollongong Botanic Garden Management Plan

5. Sponsorship

Name/s of Sponsor/s:

Proposed Sponsorship Locations/Type:

6. Support Vehicles

Description of Vehicle:

Registration Number:

7. Facility Requirements

Please Describe:

Other Equipment:

Additional Requirements:

8. Medical	
Will you be supplying First Aid facilities: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide name, eg: St John's:	
9. Sale of Goods	
Will there be goods, food or drinks for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Public Address System	
Will a public address system be operating? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please note <i>Item 17</i> in attached "Terms and Conditions"	
11. Mechanical Rides	
Will there be mechanical rides operating? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please note <i>Item 9</i> in attached "Terms and Conditions"	
Area Required:	
Please provide details:	
12. Details of Event	
13. Attachments	
A. Please attach a detailed event operational plan as outlined in conditions for events <i>Point 1</i>	
B. Please attach copies of Public Liability Insurance and Event details as outlined in conditions for events	
C. Please attach details of sponsorship banners, marketing and signage as outlined in conditions for events	
D. Please attach full details of marketing and advertising including copies of advertisements and flyers, which may be distributed as outlined in conditions for events <i>Point 20</i>	
14. Conditions for Events	
I/We acknowledge that I/we have read and accept the conditions for events and do agree to comply with them.	
Signature of Events Organiser:	Please Print Name:
Position in Organisation: <i>(Must be an authorised officer)</i>	Date:

Terms and Conditions for Events

PLEASE READ THESE CONDITIONS CAREFULLY PRIOR TO SIGNING THE "EVENT APPLICATION FORM"

Definitions:

"Event" – means the event as described in the Event Application Form

"Curator" – means the Curator of Wollongong Botanic Garden

"Council" – means the Wollongong City Council

"Garden" – means the Wollongong Botanic Garden – 61 Northfields Avenue, Keiraville

1. Event Details

1.1 A detailed event operational plan outlining the program of your event and also containing a timetable of events should be attached. This should consist of a detailed running sheet including set-up/pull-down times, equipment requirements, special access needs (heavy vehicles, etc) and power/water requirements. The Curator will notify the Event Organiser of any required changes.

2. Film Rights

2.1 The Event Organiser grants the right to the Curator to record, in any manner, without limitation, excerpts from the event for event management purposes only.

3. Media Coverage/Commercial Filming Photography

3.1 The Event Organiser is required to inform the Curator of any media coverage or commercial filming and photography expected at the site for the event.

3.2 Commercial filming or photography is permitted only with the prior written consent of the Curator.

4. Public Liability

4.1 Evidence of public liability insurance for not less than ten million dollars (\$10,000,000) is required to be presented to the Curator prior to the event.

5. Signage

5.1 The prior written consent of the Curator is required to install any signage associated with the event held at the Garden.

5.2 The positioning, style, construction and sponsorship details, of all signage are to be approved by the Curator prior to installation.

6. Sale of Goods and Services

6.1 The sale of goods and services at the Garden is only permitted with the prior written consent of the Curator. A copy of the owner's Public Risk Liability Insurance Policy must be submitted with the application form and the attached Application Form – Trading Rights

7. Sale of Food and Beverages

7.1 Prior written consent of the Curator is required for the sale of food and beverages at the Garden. Please attach a copy of the owner's Public Risk Liability Insurance Policy and return it together with the application form.

7.2 The preparation, storage and sale of foods and beverages must comply with all relevant statutes and regulations, including but not limited to the *Food Act, 1989*

7.3 The leasee of the Coffee Van located within the Botanic Garden must be given an option to operate at the event unless otherwise advised by the Curator.

8. Marquees and Temporary Structures

8.1 The erection, appearance and site location of marquees, tents, stages, platforms and temporary grandstands at the Garden is subject to the prior consent of the Curator.

8.2 All structures are to be erected/removed at a time agreed to between the Event Organiser and the Curator and meet all relevant safety regulations.

9. Mechanical Rides	
9.1	An Activity Application Form must be submitted to Council with a copy of the owner's Public Liability Insurance Policy for not less than \$10 million together with current payment per ride.
10. Wollongong Botanic Garden Representation	
10.1	During events in which the Curator deems appropriate, Wollongong Botanic Garden staff will be in place to assist with the access, parking and egress of vehicles attending the event.
10.2	Staff are available to give directions and information concerning the event and the Garden in general.
11. Prohibited Activities	
11.1	The unauthorized sale of goods/services, sale of food and beverages, collection of monies, filming/photography, pamphlet and sticker distribution is prohibited unless prior approval has been granted by the Curator.
12. Access and Parking	
12.1	Vehicles are not permitted within the confines of the Garden, unless otherwise approved by the Curator or as per the schedule provided for this event. These vehicles must have the appropriate approval displayed at all times.
12.2	The Wollongong Botanic Garden staff will direct all on site approved visitors arriving by car, truck or other transport means to the appropriate areas.
12.3	A speed limit of 10kph applies throughout the Garden. Hazard Lights must be engaged.
13. Changes to Event Operational Plan	
13.1	All changes or variations to details relating to the Event Operational Plan as submitted to the Curator may only be made with the prior written consent of the Curator.
14. Fees and Bonds	
14.1	A Fee and Bond may be applicable for events held at the Garden.
14.2	Fees may be charged in accordance with the Garden Fees and Charges Schedule.
14.3	A Bond may be required to be paid no less than two (2) weeks prior to the event.
14.4	A further invoice may be sent after the event for any additional accumulated fees.
14.5	Damage to Garden equipment, facilities, buildings or natural landscapes will be charged to the Event Organiser and deducted from the event Bond or become receivable as a debt due to the Council.
15. Waste Management	
15.1	The Event Organiser is responsible for waste management on site and Wollongong City Council encourages the use of a recycling system.
15.2	All excess litter generated from the event will be removed at the Event Organiser's cost and may be deducted from the event Bond.
16. Environment	
16.1	The event must comply with all relevant statutes and regulations regarding air, noise and water pollution, flora and fauna protection, including by not limited to the <i>Environmental Planning and Assessment Act, 1979</i> the <i>Local Government Act, 1993</i> and the <i>Protection of the Environment Operations Act, 1997</i> .
17. Public Address System	
17.1	Noise is to be controlled by the Event Organiser and is not to create a nuisance to other users of the Garden or surrounding areas. Therefore, the use of public address systems, large sound systems and other activities that generate offensive noise cannot be used. The noise level (L10) produced during the event must not exceed the background level (L90), by more than 5 dB(A) when measured at the nearest residential boundary.
18. Loss or Damage to Property	
18.1	The Garden accepts no responsibility for equipment or personal property lost or damaged whilst within the boundary of the gardens, and such equipment and personal property is brought onto the site at the sole risk of the Event Organiser.

19. External Approval	
19.1	Council, Police and Roads and Traffic Authority must be notified by the Event Organiser of the event when appropriate and their written consent received by the Curator before final negotiations and approval is granted.
20. Advertising	
20.1	Council must be informed of any event advertising, in any form, prior to the release date of such advertising
20.2	The Event Organiser must also inform the Curator of advertising times and locations prior to the release date of such advertising.
21. Medical Requirements	
21.1	It is the responsibility of the Events Organiser to ensure that adequate medical and first-aid measures are provided for spectators and officials.
21.2	The Curator must be notified if any persons associated with the event receive medical assistance as a direct result of the event or whether assistance comes from on-site medical facilities or other emergency services not associated with the Garden, such as ambulance or hospital.

Event Checklist

Details required by Wollongong Botanic Garden to be provided by the Events Organiser in the event proposal

Event Profile	
	Crowd Profile Expected Spectators/Participants Expected number of VIP's and Officials Special Requirements Detailed Events Schedule Bump In – Bump Out Schedule Schedule of Deliveries VIP Details
Safety and Security Plan	
	Details of Security Requirements and Proposed Schedule First Aid Provision Public Liability Insurance Details Wet Weather Contingency Plan
Transport	
	Requirements for Parking/Parking Permits Coaches (Number of) Public Transport Shuttle Buses
Communications	
	Mobile Two Ways PA System
Signage Requirements	
	Sponsorship Other
Catering	
	Details of Catering
Marketing	
	Details of Marketing Plan Media Media Presence during Event – Requirements Advertising Strategy Ticketing Details
Amenities Requirements	
	Toilets/Showers Waste Lighting Power Requirements
Accreditation Requirements	
	Parking Permits Authorised Access Requirements Ticketing Strategy
Liaison with External Agencies	
	EPA Police

- **Address:** Wollongong City Council, 41 Burelli Street, Wollongong NSW 2500
- **Phone:** (02) 4227 7111
- **Fax:** (02) 4227 7277
- **Email:** council@wollongong.nsw.gov.au
- **Postal:** Locked Bag 8821 Wollongong DC NSW 2500
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- **ABN** 63 139 525 939 – GST Registered