

# Application to Hold a Procession

In Place Management  
NSW Precincts

# Application to Hold a Procession



## In Place Management NSW Precincts

1. This form is required to hold a procession on any Place Management NSW (PM NSW) open space.
2. Prior to submitting your application, please call Venue Hire on 02 9240 8872 or email [venuehire@property.nsw.gov.au](mailto:venuehire@property.nsw.gov.au) to check if the space or route and desired time slot are available.
3. Please read the terms and conditions on the reverse side of this form before completing your application
4. You will receive advice about space availability within 7 business days.
5. You must submit your application, with your current Public liability insurance, minimum \$20million AUD and any Public Liability and Workers Compensation Insurance for your performers & staff, no less than 4 weeks prior to your desired date.
6. Once your application is confirmed you will be issued with an invoice. PM NSW will send confirmation of booking when your payment is processed.

**Please complete all sections of this form that apply to your procession and then forward to [venuehire@property.nsw.gov.au](mailto:venuehire@property.nsw.gov.au)**

### PROCESSION DETAILS

Proposed Date:	<input type="text"/>	Time: (Max. 3 hour block)	<input type="text"/>
Space or Route Requested:	<input type="text"/>		
No. of delegates or people traveling:	<input type="text"/>	Expected delegate travel times:	<input type="text"/>
<i>Please note that there is no access to power on site.</i>			
Type of procession:	<input type="checkbox"/> Event Wayfinding	<input type="checkbox"/> Other (please specify):	<input type="text"/>

### APPLICANT DETAILS

Full name of Applicant:	<input type="text"/>		
Name of Company: (if applicable)	<input type="text"/>	ABN: (if applicable)	<input type="text"/>
Address: (must be full street address)	<input type="text"/>		
State:	<input type="text"/>	Postcode:	<input type="text"/>
Contact No:	<input type="text"/>		
Email:	<input type="text"/>		

**Application fee:** \$198.00 (incl. GST) – this fee is not refundable in the event of cancellation by the applicant.

**Three-hour booking fee:** \$900.00 (incl. GST) – applies to processions with limited infrastructure as outlined in the **Open space conditions of use for a procession.**

For activities with infrastructure not outlined in the Open Space Conditions of Use For a Procession, please refer to our [Rates Card](#) and [Outdoor Events Policy 2017](#)

I/we have read and understood the Open Space Conditions of Use for a Ceremony (see over) and agree to abide by these conditions.

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*(Signature of Applicant)*

Name of Applicant:

Date of Application:

# Open space conditions of use for a procession

## All applicants must abide by the following booking conditions:

1. Venue hire charges may be subject to change without notice.
2. If a booking is cancelled, the following will apply:
  - The application fee is non-refundable in the event of cancellation
  - 30 days prior, full refund of booking fee
  - Less than 30 days prior, no refund
  - In the event of cancellation due to extreme weather conditions, booking fee will be refunded.
3. PM NSW will issue a booking confirmation within 7 business days upon receipt of payment.
4. Applicants should note that street parking is limited and is not managed by PM NSW.
5. All open space within PM NSW is considered public open space and as such cannot be closed off to the public. Public access or thoroughfare must be maintained at all times.
6. The applicant will be responsible for supplying rubbish bins, cleaning the surrounding area and removing all rubbish resulting from the event, to the satisfaction of PM NSW.
7. The following are permitted on PM NSW open space:
  - Non-amplified roving performers – such as stilt walkers, acoustic performers
  - Signage to be submitted to PM NSW for design review and approval
    - A maximum of 4 hand held 1m x 1m dimension wayfinding signs
    - Branded T-shirt on human wayfinding personnel
  - Human Wayfinding locations and number of personnel permissible to be dictated by PM NSW based on your requested location and/or route
8. The following activities are not permitted on PM NSW open space areas:
  - Use of any pyrotechnics or open flames
  - Throwing of confetti, flower petals, rice or similar
  - Driving vehicles on grassed areas
  - Driving vehicles on boardwalk
  - Using PM NSW rubbish bins for private use (public use only)
  - Catering
  - The use of free-standing umbrellas or fete stall (pop up) marquees
  - Display or giveaway of balloons
  - Use of decals
  - The distribution of flyers or other marketing collateral incl. stickers
9. Place Management NSW's lands are alcohol free zones.
10. Amplification requires specific authorisation and will be strictly regulated by PM NSW and the noise pollution authorities. Refer the Environment Protection Authority's notice under Section 40 of the Noise Control Act 1975.
11. The erection of temporary structures, including marquees, requires specific approval. The applicant must submit a Place Management NSW Outdoor Event Application Form. Normal Outdoor Venue Hire Rates will apply.
12. PM NSW reserves the right to reject any application as non-conforming if the proposed use does not conform to the current policy or if further use threatens the amenity of the parks.
13. PM NSW and its authorised officers have the right to remove any person exhibiting anti-social behaviour i.e. anyone causing annoyance, nuisance or injury to another person or the community.
14. The applicant acknowledges that the park or open space is in the public domain and that PM NSW may be unable to provide the applicant with use and occupation of the park or open space due to circumstances beyond its reasonable control, including but not limited to, an emergency, unforeseen urgent requirement and exceptional weather conditions.
15. Access for emergency vehicles must be kept clear at all times.



## Further information

**PO Box N408,  
Grosvenor Place,  
NSW 1220**

Email: [venuehire@property.nsw.gov.au](mailto:venuehire@property.nsw.gov.au)  
Phone: (02) 9240 8872

**[www.property.nsw.gov.au](http://www.property.nsw.gov.au)**  
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