



## OPEN SPACE CONDITIONS OF USE

All applicants must abide by the following conditions. Each page of these conditions must be initiated together with the signature of the Licensee.

### **Booking Conditions**

Please complete the attached application form and forward to Place Management NSW ("PM NSW"). Your application will be evaluated and must comply with the PM NSW Policy for Outdoor Events (a copy of this policy is available on [www.property.nsw.nsw.gov.au](http://www.property.nsw.nsw.gov.au)).

**NOTE: Place Management NSW takes no responsibility for any third party commitments entered into by the applicant if an application is declined. Final approval for any application is only given upon completion of the appropriate Licence Agreement**

### **Licence Agreement**

A legally binding Licence agreement must be entered into by the applicant and returned to PM NSW prior to the event or activity-taking place. Until both parties sign this licence agreement, final approval for the event has not been given.

### **Licences**

The applicant must obtain all relevant licences pertaining to the proposed use and a copy of them must be provided to PM NSW 14 days prior to the commencement date of the use of the open space.

### **Risk**

The applicant accepts all risks during its use of the open space and is required to indemnify PM NSW for all risks.

### **Insurance**

As a condition of hire, the applicant is to take out the following insurance policies and keep them in force for the period of the event:

- f Certificate of Public Liability for the sum of no less than \$20,000,000 unless otherwise agreed. This policy must note PM NSW as the 'Interested Party' on the certificate of coverage.
- f Workers' Compensation insurance in respect of any employee of the applicant who is employed in connection with the use of PM NSW's open space for the event. Evidence of these policies is to be supplied to PM NSW before the commencement date of the use of the open space.

Where the applicant contracts any third parties to work on the event, the applicant must provide a list of names containing all such persons and a copy of the Workers Compensation Insurance that covers each third party. (Including any Casual employees of the third party).

### **Venue hire charges**

The schedule of fees takes into account direct and indirect costs associated with the hire of the parks and open space, these fees being dependent on the types of activities. Venue hire charges may be subject to change without notice.

### **Deposit & Payments**

Approved applications must pay a deposit of no less than 50% of the License fee to confirm the booking. The booking confirmation will be in the form of a License Agreement with all the necessary booking details and any specific approved authorisations. The balance of payment and payment of the bond are required 10 business days prior to the event commencement, unless other prior arrangements are made.

### **Bond**

A bond or schedule of bonds is required with every booking. The bond held by PM NSW is against damage and non-adherence to the agreed conditions. The applicant is to meet the cost of any property damage caused as a result of activities of the applicant or their contractors, for the duration of occupation of the site. These costs will be deducted from the bond unless other arrangements are made. If the loss or repair costs for the damage incurred are greater than the bond, then the applicant is required to pay the balance outstanding as liquidated damages. A sum may be deducted from the bond for any breaches of this agreement. Refer to Hire Charges/Fees for bond details.

### **Site plan**

A proposed site map of the layout of the function must be submitted to PM NSW for approval, indicating the placement of marquees, catering facilities, toilets and other associated structures. This is to be received at least 5 days prior to the booking date and cannot be varied without first notifying PM NSW.

### **Bump-in schedule/ running schedule**

The applicant is to supply PM NSW with a copy of the schedule.

### **Parking**

Applicants should note that street parking is limited and that guests should be advised accordingly. PM NSW does not offer parking as part of park usage.

### **Use of PM NSW facilities**

The applicant will be responsible for the cleaning of amenities at PM NSW Parks if they are used. If the applicant does not clean the amenities after use, PM NSW will clean the amenities at the applicant's cost (deducted from the bond).

### **Toilets**

The applicant is to provide an adequate number of toilets and these are to be housed in an area designated by PM NSW.

### **Cleaning and rubbish removal**

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 otherwise the cost of it will be deducted from the bond. It is prohibited to use PM NSW rubbish bins for events (public use only)

### **Security**

The applicant must provide adequate security, as specified by PM NSW, and as required by law. Please ask the advice of the booking officer if you have any questions about security.

### **Amplification**

Amplification requires specific authorisation and will be strictly regulated by PM NSW and the noise pollution authorities. In some instances, sound amplification equipment may have to be fitted with a noise limiter or it may be necessary for the applicant to appoint and pay for an accredited acoustic consultant to monitor sound levels.

## Place Management NSW - Form 35

### Generators

No generators are to be used without authorisation.

### Advertising

Specific authorisation is required for advertising. As a guide, it should not be offensive and should not obstruct a thoroughfare. Certain bans apply, including ones on tobacco advertising, fixed advertising, flyer distribution and advertising involving the use of dyes on the grass.

### Alcohol consumption

The sale of alcohol will only be permitted in exceptional circumstances, such as large-scale public events. Such allowance will be at the discretion of PM NSW.

Applicants must comply with liquor licensing laws when alcohol is to be sold at an event. PM NSW must be informed of an applicant's intention to sell alcohol before a booking is confirmed, so that the event can be assessed and the permission noted on any approval issued.

The applicant must where necessary apply for and obtain the prescribed license under the Liquor Act 2007 and produce a copy to PM NSW before the commencement of the use of the open space.

It is the obligation of the applicant to control guests and refuse service of alcohol to guests adversely affected by alcohol in accordance with the Harm Minimization requirements under the Liquor Act. The applicant must also control guests when leaving the venue and ensure no undue disturbance of the quiet and good order of the neighborhood.

### Special Case Events

Event coordinators and applicants are advised that the following events and activities require special consideration in terms of their impact on: -

- (a) The amenity of the public domain
- (b) Public safety
- (c) The condition and management of the public domain

Applicants are required to submit a detailed Event Plan of Management and address the criteria listed above. PM NSW will consider the merits of applications and reserves the right to approve, condition or refuse any of the following events.

- f Use of any pyrotechnics
- f Helicopter landings
- f Parachuting
- f Carnival rides or side show activities
- f Mobile food vending
- f Money collection
- f Flyer distribution
- f Hot air balloon landings
- f Events involving animals
- f Any activity, which adversely affects the environment by noise, land, air or water pollution
- f Any event / activity against the interest of stakeholders / tenants
- f Begging or unauthorized charity collection
- f Mobile BBQ or cooking facilities (other than PM NSW installed facilities)
- f 'Rave' dance events
- f Sticker distribution

### Temporary structures

The erection of temporary structures, including marquees, requires specific approval. Please refer to Development Application section of this form or Contact the Built Environment Department of PM NSW. All structures are to be weighted. During the construction of structures, the zone is to be fenced off and made safe to the public.

### Development Applications

Unless specifically exempt, a Development Application (DA) must be submitted to PM NSW for all open space activities including (but not limited to), artworks, marquees, festivals, rallies & special promotions. The application form identifies this.

### Barbecues

The use of barbecues brought to the site requires specific approval (DA). Barbecue residues must be collected in drip trays and portable barbecues must be sufficiently elevated to prevent heat from damaging the grass. Hot water, oil, fat, ice and dry ice must not be tipped on the grass. It is prohibited to use PM NSW barbecues for events (public use only)

### Work Health and Safety

The applicant must comply with the laws governing occupational health and safety for its employees.

### General Conditions

In relation to events management, you are not permitted to drive vehicles on any grassed area or on the boardwalk unless specific exemption is granted and noted in the Licence Agreement

PM NSW reserves the right to reject any application as non-conforming if the proposed use does not conform with the current Policy For Outdoor Events or if further use threatens the amenity of the parks.

PM NSW and its authorized officers have the right to remove any person exhibiting anti-social behavior i.e. anyone causing annoyance, nuisance or injury to another person or the community.

**Access for emergency vehicles** must be kept clear at all times. Adequate **fire extinguishing equipment** must be accessible at all times.

### Cancellation Conditions

If a booking is cancelled, the following charges will apply:

- |                               |   |
|-------------------------------|---|
| <b>30 days prior</b>          | Full refund less \$198 administration fee |
| <b>14 days prior</b>          | 50% refund                                |
| <b>Less than 7 days prior</b> | No refund.                                |

If an event is cancelled due to inclement weather or ground conditions a full refund of venue hire fees will apply. Any costs relating to staff, security or equipment must be paid in full.

I confirm I have read and understood the conditions of use for the hire of open space managed by PM NSW.

Please print name:

Please sign name:

Date:

# Application for Event Licence In Place Management NSW Precincts

PO Box N408 Grosvenor Place, NSW 1220  
Level 6, 66 Harrington Street, The Rocks 2000  
Phone 9240 8500 [www.property.nsw.gov.au](http://www.property.nsw.gov.au) ABN 51 437 725 177



**Property  
NSW**

## **BOOKING CONDITIONS**

Please complete the following application form and forward to Place Management NSW (PM NSW). Your application will be evaluated and must comply with PM NSW's Policy For Outdoor Events. (A copy of this policy is available on [www.pnsw.nsw.gov.au](http://www.pnsw.nsw.gov.au))

**Place Management NSW TAKES NO RESPONSIBILITY FOR ANY THIRD PARTY COMMITMENTS ENTERED INTO BY THE APPLICANT IF AN APPLICATION IS DECLINED.**

Final approval for any application is only given upon completion of the appropriate license agreement. A licence agreement will only be issued if the application meets all of PM NSW's requirements.

## **EVENT DESCRIPTION**

<b>Event Name</b>			
<b>Event Bump in Date and Time</b>			
<b>EVENT DATE Start/Finish Time</b>			
<b>Event Bump Out Date and Time</b>		<b>No of Spectators/Participants</b>	
<b>Confirmed Media</b>		<b>Target Audience</b>	
<b>Event Overview</b>			

## **PRECINCT & LOCATION REQUESTED**

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## **APPLICANTS DETAILS**

<b>Organisation</b>			
<b>ABN</b>			
<b>Registered Office Address</b>			
<b>Mailing Address</b> (if different from above)			
<b>Contact Name</b>			
<b>Position</b>			
<b>Phone Number</b>		<b>Mobile Number</b>	
<b>Email</b>		<b>Website</b>	

**APPLICATION/LODGEMENT FEE (non-refundable fee to be paid upon lodgment)**

**Credit Card Option** (Visa and MasterCard only)

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
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Name on	Click here to enter text.
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Card Number					/						/								
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Expiry Date			/		
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Amount	\$198 (incl GST)
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**Bank Transfer Option**

Place Management NSW  
BSB: 032 100  
Account No: 000004

Please provide a copy of the remittance advice to your Client Liaison Officer.

**Cheque**

Cheque payable to: Place Management NSW

Post to: PO N408 Grosvenor Place NSW 1220

Refer to terms and conditions for lodgment dates, fees and charges. The Event will incur a fee for the hire of any Place Management NSW managed open space or venue. A fee will also be charged for a site manager and any Event staff who will be appointed on behalf of PM NSW to assist in the on-site management of your Event for the period of the Event. The appointment of a site manager is mandatory.

**EVENT DETAILS**

*(Please tick in black ink the boxes which best describes your Event)*

<input type="checkbox"/> Product Sample	<input type="checkbox"/> Media Launch	<input type="checkbox"/> Private Function
<input type="checkbox"/> Product Launch	<input type="checkbox"/> Sporting Event	<input type="checkbox"/> Free Public Event
<input type="checkbox"/> Product Promotion in association with an Place Management NSW tenant / stakeholder		
<input type="checkbox"/> Public Display <i>(for example, car club, display of public information)</i>		
<input type="checkbox"/> Cultural / Community Event <i>(for example, events showcasing a particular culture)</i>		
<input type="checkbox"/> Ticketed Event		
<input type="checkbox"/> Other <i>Please give details</i>		

**INSURANCE**

<p>The Hirer must take out the following insurance policies and keep current for the period of the Event:</p>	
<p>1. Public Liability Insurance (PL) of not less than \$20 million, (unless specially approved otherwise). This policy is to be in the name of the Applicant and endorsed with <b>Place Management NSW as an insured/interested party.</b></p>	
<p>2. Worker's Compensation (WC) Insurance for any employee(s) of the Applicant employed in connection with the use of PM NSW's Event License for the Event.</p>	
<p>3. Where the Applicant has engaged third parties (e.g. contractors) to work on the Event, the Applicant must supply a WC certificate of currency to PM NSW, as above, in relation to each third party. A list of third parties proposed &amp; the Applicant's employees is then required for clarity in the management of the Event.</p> <p>Where the third party is acting as a supplier of equipment / facilities it is the applicant's responsibility to ensure the third party has public liability insurance covering their use of the equipment / facilities. The applicant agrees in signing this application to indemnify the third party if it elects not to verify the existence of such additional insurance.</p>	
<p>4. The Applicant must comply with the laws governing occupational health and safety for its employees. It is a condition of submission to attach (endorsed) certificates of currency to this proposal to secure assessment for approval.</p> <p>PM NSW reserves the right to see copies of the actual insurance policies required herein.</p>	
<p>Does your organisation have Public Liability Insurance of not less than \$20 million? If No, give details of the actual lesser amount. \$...M [PM NSW will confirm in writing action required for requests for related liability cover]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Does the Applicant propose to engage contractors to work on the Event? If Yes, attach details as per item 3 above.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**DISPLAYS AND TEMPORARY STRUCTURES**

Any installation of temporary physical structures, (i.e. fete stalls, marquees, generators, seating, staging etc) associated with holding the Event on land in the public domain within PM NSW precincts may require a Development Application (DA) and possibly Construction and/or Engineering Certification.	
<b>Do you propose to erect any structures?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If Yes, please specify the nature and type of structure(s)</b>	
<b>Structure Purpose</b>	
<b>Number, size and capacity of structures</b>	
<b>Date and time to be erected</b>	
<b>Date and time to be removed</b>	
<b>Location of structures</b>	Attach site map showing location

**EQUIPMENT AND DISPLAY FLAGS**

The Licensee is required to provide all equipment associated with the Event and at no cost to PM NSW. PM NSW has a limited amount of equipment available for hire to assist in your Event. These include public address systems (PA), barricades, chairs, stage riser & fete stalls. Your equipment requirements can be discussed in detail with an PM NSW Event Coordinator with any costs incorporated into the final fee. Flag positions to assist in your Event's promotion are also available throughout Darling Harbour for hire. Hiring fees are available on application.			
Will your event be using the following?		If YES, how many/what size?	
PA System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Barricades	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Chairs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Stage riser	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fete stall (2.4 x 2.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Flag hire	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other <a href="#">Click here to enter text.</a>			

**SITE CLEANING AND WASTE MANAGEMENT**

The Licensee will be responsible for the cleaning of the Venue(s) during and after the Event. Pre- and Post-Event site inspections will be arranged to ensure that venues are returned to PM NSW in a clean and tidy state. Excessive waste generated as a result of the Event will involve the use of PM NSW's cleaning provider. All costs associated with waste removal will be deducted from the Bond and any excess billed directly to the applicant.	
Give a description of the amount of waste expected to be generated from the Event	
Do you require a joint pre-Event site inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECURITY/RISK MANAGEMENT**

The Licensee is required to submit a Risk Management Plan and Security Assessment for every Event. The security requirements of your Event will be established in consultation with PM NSW's appointed Operational Security consultant. The cost of these services will be at the organizer's expense. Security will be required for overnight protection of specific property, crowd management or general Event presence. The Event may require a security management plan to be discussed with PM NSW. Where such a plan is required:

**Events will not be allowed to proceed without a Risk Management Plan and Security Assessment being submitted. PM NSW reserves the right to withdraw any approval granted pending satisfactory receipt of this documentation.**

Do you require an external security provider for your Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed a Risk Management Plan for your Event for submission with this Application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed a Security Assessment and Plan for your Event for submission with this Application?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SPECIAL CASE EVENTS/ACTIVITIES**

Event Coordinators and applicants are advised that the following events and activities require special consideration in terms of their impact on: -

- (a) The amenity of the public
- (b) Public safety
- (c) The condition and management of the public domain

**Applicants are required to submit a detailed Event Plan of Management and address the criteria listed above. Place Management NSW will consider the merits of the applications and reserves the right to approve, condition or refuse any of the following events.**

• Use of pyrotechnics	• Flyer distribution
• Helicopter landings	• Hot air balloon landings
• Parachuting	• Events involving animals
• Carnival rides or side show activities	• 'Rave' dance events
• Mobile food vending	• Sticker distribution
• Money collection	• Begging or unauthorized charity collection
• Any activity which adversely affects the environment by noise, land, air or water pollution	
• Any activity against the interest of stakeholders / tenants.	
• Mobile BBQ and cooking facilities (other than PM NSW installed facilities)	

**VEHICLE ACCESS AND PARKING**

A detailed schedule of vehicle access requirements for your Event (including delivery and collection of associated equipment) is required in the Event Plan. Once approved, any changes to this schedule must be communicated to PM NSW's Event Coordinator for approval.

Vehicles are not permitted within the confines of any Place Management NSW site, except:

- Short term parking for loading and unloading of equipment, which is allowed between the hours of 6am to 9am and 6pm to 9.30pm, and is subject to prior agreement with PM NSW. Once agreed and finalised, schedules must be adhered to at all times.
- At such other times as notified to you by PM NSW. Please note a speed limit of 10kph (walking pace) applies throughout all PM NSW sites. Vehicle hazard lights must be used at all times on site and walking vehicle escorts are also required.
- Any display vehicles must have written permission from PM NSW at least one week prior to the Event and all stationary vehicles must use drip trays.

No parking for vehicles associated with your Event is available on any PM NSW site. Parking stations are located near all PM NSW sites, including:  
 Darling Harbour                      Harbourside Carpark – Murray Street  
 The Rocks                                Clocktower Carpark – Harrington Street

No vehicles are permitted onto any grassed area within PM NSW's precincts.

Do you require vehicles to access the Event site?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide details of your requirements)
Vehicle Details / Size: [Classification, capacity, No. Of tyres if >4]	

**SOUND AMPLIFICATION AND NOISE RESTRICTIONS**

All Events in PM NSW precincts must adhere to Environmental Protection PM NSW (EPA) guidelines for the use of amplification equipment. Action must be taken to minimize sound disturbances to possible adjoining events and nearby residents.

If permission is granted PM NSW and the EPA reserve the right to control the noise levels of any equipment used on site. You may be required to have the Event monitored by an acoustic consultant at your own expense.

Do you propose to use PM NSW's P.A system or any other amplifying equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please specify type	
Reasons for use	
Times of use (between 9:00am and 10:00pm only)	
Sound Check and Scheduled Rehearsal times (if necessary)	



**ON SITE WATER & POWER REQUIREMENTS**

<p>Depending on the specific Event requirements, the Event License fee includes the use of water and power supplies, where existing. Modifications made to the existing water and power supplies will be at the hirers expense and requires prior authorisation from PM NSW. Power requirements exceeding 15 Amps at 240 volts will require an PM NSW Electrician to oversee the power connection – the cost of this electrician is to be met by the Hirer. No generators are to be used without prior authorisation.</p>	
Do you require power for your Event	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose of Power	
If yes, specify amount and load	
Is connection to water supply required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose of water	

**ADVERTISING, SIGNAGE, BANNERS**

<p>Erection of any signs, directional signs, free standing signs, banners, billboards, posters or other printed matter in association with your Event need prior approval of PM NSW. Advertising involving the use of dyes on grass are prohibited</p>	
Do you propose to erect any of the above items?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If Yes please give details (nature, number, capacity, dimensions, material, outline of artwork, wording etc) – <i>Please supply a separate sheet:</i></p>	
<p><b>Please note:</b> Signage requirements for Events may require a Development Application (DA).</p>	

**CONSUMPTION OF FOOD AND BEVERAGES**

The Licensee is responsible for securing the consents and permits required for food vending from the City of Sydney. Please allow 14 days for the approval of Vending Applications. Contact the City of Sydney on tel. (02) 9265 9028 for full details. Please be aware that Vending Stalls are subject to City of Sydney Health regulations, (web address [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au))

Special permission may be granted for the sale of alcoholic or non-alcoholic beverages, or food at the Event. If approved, Applicants must comply with and possess the prescribed license under the Liquor Act 1982 (as amended) and produce a copy to Place Management NSW prior to the Event. Permission must also be sought for the distribution of alcoholic or non-alcoholic beverages, or food at the Event.

It is the obligation of the Applicant to control guests and refuse service of alcohol to guests adversely affected by alcohol in accordance with the Harm Minimisation requirements under the Liquor Act. The Applicant must also control guests when leaving the venue and ensure no undue disturbance of the quiet and good order of the neighborhood occurs.

Will alcohol be consumed at the Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If approved, name the party holding the Liquor License: (PM NSW requires a copy of the license)	
Will food be <u>sold or consumed</u> at the Event	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a City of Sydney Vending License	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need to hire Food Vending Stalls at the Event	<input type="checkbox"/> Yes <input type="checkbox"/> No

**DETAILED EVENT PLAN & PRODUCTION SCHEDULE**

Applicants will be asked to submit a detailed running schedule (incl. Bump-in and bump-out schedules) of their Event to PM NSW at least 7 business days prior to the Event starting. This Event schedule should outline the following - all bump-in and bump-out times, a schedule of equipment delivery and vehicle access requirements, operation hours of the Event, a list and contact details for key staff and personnel associated with the Event, catering and merchandise proposals, utilities requirements etc

Any changes after approval to the Event Plan will need to be discussed with and communicated in writing to PM NSW for separate approval no less than 24 HOURS prior to the Event. If changes occur outside business hours, you will be required to make telephone contact and email your Event Coordinator as a priority. Please note that approved changes to the Event Plan may incur extra fees.

**TELEPHONE AND INTERNET CONNECTION**

All cost associated with the installation and metering of telephone or internet supply to your Event will be at the Event organiser's expense.

Do you intend to install additional phone lines for the Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**BOND**

A bond will be required by PM NSW for the Event and will be calculated after assessment of the Event requirements. The bond held by PM NSW is against damage and non-adherence to the agreed conditions. The applicant is to meet the cost of any property damage caused as a result of activities of the applicant or their contractors, for the duration of occupation of the site. These costs will be deducted from the bond unless other arrangements are made and adhered to. If the repair costs for the damage incurred are greater than the bond, then the full cost must be paid and the applicant is required to pay any balance outstanding as liquidated damages. A sum may be deducted from the bond for any breaches of this agreement. PM NSW will provide approximate hire charges and bond amount upon assessment of this proposal.

**FEES AND CHARGES**

All fees & charges imposed by PM NSW in connection with the Event are to be received by PM NSW not less than 10 business days prior to the Event, unless prior alternate arrangements have been agreed. Failure to make payment by this deadline will forfeit the applicant's right to for the Event to be held. PM NSW will not commit to the provision of any services until payment for services is received so that for items with lead times in excess of 5 working days PM NSW will accordingly require earlier remittance.

The Licensee is obliged to make good any damage to the Event site caused during the hire period. Following the required post-Event site inspection with PM NSW Event Coordinator the Bond refund amount will be determined. A portion of the bond may be used to cover the cost of rectification of damages or other recoverable expenses incurred by PM NSW on your behalf unless alternative arrangements for payment are agreed. PM NSW will document charges recoverable in the form of a tax invoice whether deducted from the bond or received separately.

**Event Cancellation**

Cancelled Events incur the following fees (less administration charges):

- 30 Days prior Full Refund
- 14 Days prior 50% refund
- 7 Days prior No refund payable

No venue hire fees will be charged should the Event be cancelled from the effects of inclement weather. However, all on-costs (i.e. labor, equipment, security etc) will still be charged to the hirer. Cancellation days are counted as calendar days.

**DISCLOSURE**

Place Management NSW issues a Weekly Event Notification List to its precinct stakeholders. This notification communicates event dates, times and a basic description. Event organiser’s details are NOT included in this notification. This notification is not associated with any marketing collateral or public announcements.	
Do you object to being included in the Place Management NSW stakeholder Weekly Event Notification	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(No response means you have no objection)</i>

**PLACE MANAGEMENT NSW TAKES NO RESPONSIBILITY FOR ANY THIRD PARTY COMMITMENTS ENTERED INTO BY THE APPLICANT IF AN APPLICATION IS DECLINED.**

Final approval for any application is only given upon completion of the appropriate license agreement. A license agreement will only be issued if the application meets all of PM NSW’s requirements.

Applications are assessed against the criteria set out in PM NSW’s *Policy for Outdoor Events* and the information supplied by the Applicant.

Permission will not be granted to hold the event until the Applicant meets all conditions imposed by PM NSW. A breach of any condition by the organiser will give PM NSW the right to immediately revoke permission, where granted, for the Event to be held.

I hereby certify that the foregoing information is complete and correct to the best of my knowledge. I understand and agree that unless I advise PM NSW of any alternatives or additions to the information so far supplied above, in the manner requested herein, or information supplied is not found to be the case, approval to the Event may be not be given or revoked if already given.

..... Position:  
(Signature of Applicant)

FOR & ON BEHALF OF

(Name of Organisation) Date

**APPLICANT CHECKLIST SUMMARY OF PRE EVENT REQUIREMENTS**

<input type="checkbox"/>	All sections of this form have been completed and the authorised delegate on behalf of the applicant has signed the form.
<input type="checkbox"/>	Attached Certificates of Currency for insurances and confirmed insurances of any third party suppliers.
<input type="checkbox"/>	Attached Risk Management plan and Security Assessment.
<input type="checkbox"/>	Inspection request identified to evaluate cleaning, power, water or security issues if applicable.
<input type="checkbox"/>	Attached copy of liquor license. (If applicable)
<input type="checkbox"/>	Attached detailed Event Plan and Production Schedule.

Please return this completed form with any supporting documents outlined in the Application Form. Upon receipt of this information your application will be assessed.

Again Note: It is the responsibility of the signatory for this application, to PM NSW receives payment in the appropriate number of business days prior to the commencement of the Event.