

Harbour Trust Venue Use Guidelines

A guide for venue hirers and event organisers



Ernst and Young Corporate Event
Turbine Hall, Cockatoo Island



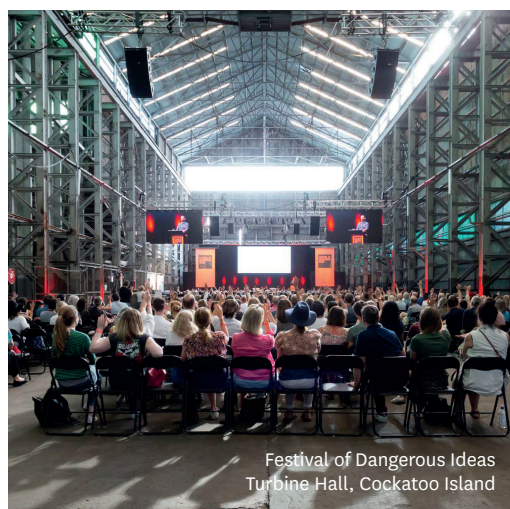
All Tomorrow's Parties'
Eastern Apron, Cockatoo Island



Headland Park



Eastern Apron, Cockatoo Island



Festival of Dangerous Ideas
Turbine Hall, Cockatoo Island



Macquarie Lightstation Lawn

INTRODUCTION

These guidelines are designed to assist applicants with the process required to host an event on Harbour Trust land, from event enquiry through to approval and delivery.

It is recommended these guidelines be read in conjunction with:

- [Low Impact Permit Form](#)
- [Venue Hire Application Form](#) (medium and high impact/complex)
- [Filming Licence Application Form](#) (medium and high impact/complex)
- [Requirements of the Licence Agreement](#) (medium and high impact/complex)
- [Harbour Trust Events and Venues WHS Guidelines](#)



VENUE HIRE APPLICATION AND APPROVAL PROCESS

APPLICATION

All Event Organisers are required to submit an application form to hold a temporary activation on any Harbour Trust site.

All applicants need to follow the following processes outlined below for approval:

1. Application form submitted
2. Submission and review of event documentation and any additional approvals
3. Payment of fees and charges
4. Approval

Within 10 business days of lodging an application form, a Harbour Trust events and venues team member will contact the applicant to discuss the proposed event and suitability to continue discussions.

ASSESSMENT

Once an application has been received, the activation will be assessed to determine the suitability, impact and availability of the venue.

Applications to host a temporary event will be assessed using the following criteria:

1. Suitability of the activation

The type of activation you are planning will be reviewed against relevant planning instruments and policies, plans of management and other policies relating to the venue requested.

2. Impact of the activation on location and surrounds

Consideration will be given to the category of impact of the activation having regard to safety, the protection and risk management to the natural, built and social environment.

3. Availability and suitability of the location

Aspects such as the size of the activation and the availability of the venue will be considered. In some instances, the proposed use of the venue may be rejected as unsuitable.

4. Relevant permits and timelines required to obtain approval

This includes but is not limited to:

- Liquor Permit
- Drone Permit
- Development Application (Planning Approval)
- Consent from relevant Council's or Authorities

VENUE HIRE CLASSIFICATION GUIDE

The temporary use of a venue to host an activation or filming will be assessed as either low impact, medium impact or high impact/complex and determined by the application of relevant Terms and Conditions in the Permit or Licence Agreement issued.

The assessment criteria includes the type/style of the activation, duration, size and complexity of infrastructure and level of additional consent requirements needed. Table 1 contains guidelines as to the criteria to be used to determine the impact of an activation as either low, medium or high/complex.

TABLE 1

IMPACT CATEGORY	CRITERIA	EXAMPLES
Low Impact	<ul style="list-style-type: none"> · Held between 8am-6pm · Minimal food and beverage service, prepared and cooked offsite · No alcohol service (celebratory drink only permitted for wedding ceremonies) · Low level amplification · Minimal impact to public space, including no road closures · Minimal infrastructure, including seating for up to 100pax, 5x trestle tables, 1x 3x3 marquee · No access to power or water required · No additional supervision required · Outdoors or in open publicly accessible spaces 	<ul style="list-style-type: none"> · Filming/photography shoot · Team building activities · Small activations
Medium Impact	<ul style="list-style-type: none"> · Food and beverage sales and service, including alcohol · Medium level amplification · Exclusive use of spaces including indoor areas · Held between 6am-10pm · 1 event day · Moderate temporary infrastructure required including marquees, temporary stage, seating, AV equipment · Additional traffic generation to the area · Access to power and water required · Temporary signage required 	<ul style="list-style-type: none"> · Community markets · Sporting events · Charity events · Film and TV commercials · Photography shoot · Cultural events
High Impact/ Complex	<ul style="list-style-type: none"> · Use of multiple venues or sites · Shut down of site to general public · Food and beverage sales and service, including alcohol and multiple vendors · Substantial temporary infrastructure required including complex set builds · AV equipment, multiple marquees, additional facilities, fencing · High level amplification · Substantial traffic generation to the area · Road closures, footpath occupation or traffic control required · Held outside of 6am-10pm · Multi-day event · Access to power, water and additional services required · Substantial signage, branding and advertising required 	<ul style="list-style-type: none"> · Public events · Concerts · Community festivals · Major sporting events · Film and television projects · Wedding receptions

APPLICATION FORMS

Table 2 below indicates the forms required based on impact category and the agreement type issued to the event organiser/venue hirer.

TABLE 2

IMPACT CATEGORY	TYPE	APPLICATION FORM	ADDITIONAL FORMS (if applicable)	AGREEMENT TYPE
Low Impact	<ul style="list-style-type: none"> · Wedding ceremony · Venue hire · Film and photography 	<ul style="list-style-type: none"> · Wedding Ceremony Application Form · Engagement and Wedding Photography Application Form · Low Impact Permit Form 	<ul style="list-style-type: none"> · None 	<ul style="list-style-type: none"> · Permit
Medium Impact	<ul style="list-style-type: none"> · Venue hire · Film 	<ul style="list-style-type: none"> · Venue Hire Application Form · Filming Licence Application Form 	<ul style="list-style-type: none"> · Liquor Permit · Drone Permit 	<ul style="list-style-type: none"> · Standard Licence Agreement
High Impact/ Complex	<ul style="list-style-type: none"> · Venue hire · Film 	<ul style="list-style-type: none"> · Venue Hire Application Form · Filming Licence Application Form 	<ul style="list-style-type: none"> · Liquor Permit · Drone Permit · Development Application (DA) 	<ul style="list-style-type: none"> · Custom Licence Agreement

RATE CARD

As at 1 July 2021

- Fees are charged at a full day hire rate. Rates represented are per day hire unless otherwise stated.
- Not for profit or community organisations may be eligible for a discount to advertised rates. Please contact the Harbour Trust for more information.
- Fees subject to change without notice.

	LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT/ COMPLEX
Wedding Ceremonies (inclusive of GST)			
Cockatoo island (Biloela Lawn)	\$1,000		
Headland Park (Georges Head Lookout, Harbour View Lawn)	\$1,000		
Headland Park Sun Dial	\$300		
Macquarie Lightstation Lawn	\$800		
Woolwich Dock (Goat Paddock, Horse Paddock)	\$500		
Woolwich Dock Lookout	\$400		
North Head Sanctuary Lawn	\$800		
Engagement and Wedding Photography (inclusive of GST)			
Engagement and Wedding Photography Application Form	\$275		
Filming and Photography (plus GST)			
Student	n/a	n/a	n/a
Shoot Days	\$375	\$1,100	\$4,400
Bump in / Bump out Days	\$150	\$500	\$2,200
Venue Hire (plus GST)			
Outdoor Event Days	\$500	\$3,000	POA
Outdoor Bump in / Bump out Days	\$200	\$1,000	POA
Indoor Event Days	\$1,000	\$6,000	POA
Indoor Bump in / Bump out Days	\$500	\$1,500	POA

ADDITIONAL EXPENSES	
Additional staff costs	Outside of 8am-6pm, Monday-Friday attendance by Harbour Trust staff may be required to mitigate damage to Trust property, threats to public safety, unreasonable disturbance to neighbouring properties and access to licenced areas arising from the Hirer's use. \$100/hr/staff member + GST outside of 8am-6pm, Monday-Friday.
Additional cleaning and security costs	If extra Cleaning or Security attendance is requested by the Harbour Trust the Licensee will be notified in advance and afforded the opportunity to rectify any issues identified by the Harbour Trust. In the event that the Licensee is unable to rectify the issue the Harbour Trust will notify the Licensee in writing and provide staffing at the below rate at the Licensee's cost. SECURITY <ul style="list-style-type: none"> • Non public holidays periods, \$48/hr/guard including GST • Public holidays, \$83.60/hr/guard including GST NOTE: minimum shift of 4 hours CLEANING <ul style="list-style-type: none"> • Weekdays, \$54/hr/cleaner including GST • Saturday, \$70/hr/cleaner including GST • Sunday, \$93/hr/cleaner including GST • Public holidays, \$116/hr/cleaner including GST NOTE: minimum shift of 3 hours
Drone Permit Fee	n/a
Liquor Permit Fee	\$500 - \$1,750

PERMIT AND LICENCE TYPES

Low Impact Permit

A low impact permit is required for all low impact activation held on Harbour Trust land. The permit is a contractual agreement which includes a standard set of Terms and Conditions between the event organiser and the Harbour Trust. It specifies the site/venue, access times, capacity, and payment options.

Standard Licence Agreement

All medium impact activation require a Standard Licence Agreement to hold an event on Harbour Trust land. The agreement is a contractual agreement which includes extended Terms and Conditions between the event organiser and Harbour Trust. It specifies the site/venue, access times, capacity, additional conditions and requires the submission of event documents listed in the Reference Schedule.

Custom Licence Agreement

All high impact/complex activation require a Custom Licence Agreement to hold an event on Harbour Trust land. The agreement is a contractual agreement which includes extended and event specific Terms and Conditions between the event organiser and Harbour Trust. It specifies the site/venue, access times, capacity, additional conditions and requires the submission of extensive event documents listed in the Reference Schedule. Additional consent requirements such as a DA may need to be submitted in conjunction with the event documents.

LOW IMPACT

APPLICATION PROCESS

The Harbour Trust requires minimum **14 business days** from application submission to stage any low impact permit. Any late applications may not be approved.

1. Application Form submitted
2. Application assessed
3. Submission of any additional event documents
4. Payment of any fees and charges
5. Approval

The activation must proceed in accordance with compliance requirements contained in the Low Impact Permit Form.

SUPPORTING DOCUMENTATION

For low impact activation, the following listed items must be prepared and submitted before any permit will be issued. These include:

- Public Liability Insurance
- Site Induction Form
- [COVID-19 Safety Plan](#)
- Site Plan (if required)
- Risk Assessment (if required)
- Event Schedule (if required)

Note: Additional documentation may be requested depending on the nature of the event.

APPLICATION FORMS

IMPACT CATEGORY	TYPE	APPLICATION FORM	ADDITIONAL FORMS (if applicable)	AGREEMENT TYPE
Low Impact	<ul style="list-style-type: none">• Wedding ceremony• Venue hire• Film and photography	<ul style="list-style-type: none">• Wedding Ceremony Application Form• Engagement and Wedding Photography Application Form• Low Impact Permit Form	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Permit

HOW TO APPLY

Applications can be lodged online by completing the relevant application form at www.harbourtrust.gov.au/en/venues

MEDIUM IMPACT

APPLICATION PROCESS

The Harbour Trust requires **minimum 12 weeks** from approval of Licence to stage any medium impact activation. Any late applications may not be approved.

1. ENQUIRY

Contact Harbour Trust Events at licensing@harbourtrust.gov.au to discuss availability

2. EVENT APPLICATION

- Application form submitted
- Additional supporting documentation for approval received (if applicable)

3. APPROVAL

- Application assessed
 - Standard Licence Agreement issued and Security Bond held
-

SUPPORTING DOCUMENTATION

The final approval for a medium impact activation to proceed remains subject to satisfactory development, submission and approval of the event documents.

These documents include, but are not limited to:

1. Public Liability Insurance
2. Site Induction Form
3. Site Plans
4. Production Schedule
5. Food and Beverage Plan
6. Transport Management Plan
7. Security Plan
8. Waste and Cleaning Plan
9. Noise Management Plan
10. WHS Report and Risk Assessment
11. Emergency Evacuation Plan
12. [COVID-19 Safety Plan](#)
13. Copies of any permits or certifications

For further information on the requirements of the event documents please refer to:

- *Requirements of the Licence Agreement*
- *Harbour Trust Events and Venues WHS Guidelines*

ADDITIONAL APPROVALS

Depending on the nature of an activation, additional permits or consultation may be required prior to final approval. It is the responsibility of the event organiser to submit all relevant forms and documentation.

These additional approvals include:

1. Liquor Permit
2. Drone Permit
3. Consultation with NSW Food Authority

EVENT DEVELOPMENT, DELIVERY AND COMPLETION

The event organiser is required to submit draft copies of the event documents a **minimum 8 weeks** prior to the event commencement date. The draft copies will be circulated internally for comment/input.

A **minimum 4 weeks** prior to the event, the event organiser must submit final event documentation for approval by the Harbour Trust.

The table below details the phases of development, delivery and completion and indicative timeframes.

1. EVENT DEVELOPMENT	TIMEFRAME
Draft event documents submitted	8 weeks prior
Progress meetings organised with Harbour Trust Events and Venue Team	6 weeks prior
Final Venue Hire Fees paid	5 weeks prior
Final event documents lodged for approval	4 weeks prior
Final Event briefing meeting held with Harbour Trust Events and Venue Team and relevant stakeholders	2 weeks prior
2. EVENT DELIVERY	TIMEFRAME
Site inspection prior to bump-in	1 week prior
Site Isolation	24 hours prior
Bump-in commences	
Event compliance walk-through and sign off	12 hours prior
Event Day - continual monitoring and compliance	Ongoing
Bump-out commences	
Removal of all event infrastructure, cleaning and damage repairs	
Site inspection once bump-out complete	Within 24 hours
3. COMPLETION	TIMEFRAME
Post-event debrief	Within 2 weeks
Settlement of any additional costs	Within 4 weeks
Security bond returned	Within 6 weeks

APPLICATION FORM

IMPACT CATEGORY	TYPE	APPLICATION FORM	ADDITIONAL FORMS (if applicable)	AGREEMENT TYPE
Medium Impact	<ul style="list-style-type: none"> Venue hire Film 	<ul style="list-style-type: none"> Venue Hire Application Form Filming Licence Application Form 	<ul style="list-style-type: none"> Liquor Permit Drone Permit 	<ul style="list-style-type: none"> Standard Licence Agreement

HOW TO APPLY

Applications can be lodged online by completing the relevant application form at www.harbourtrust.gov.au/en/venues

HIGH IMPACT/COMPLEX

APPLICATION PROCESS

The Harbour Trust requires **minimum 18 weeks** from approval of Licence to stage any high impact activation. Any late applications may not be approved.

1. ENQUIRY

Contact Harbour Trust Events at licensing@harbourtrust.gov.au to discuss availability

2. EVENT APPLICATION

- Application form submitted
- Additional supporting documentation for approval received (if applicable)

3. APPROVAL

- Application assessed
 - Standard Licence Agreement issued and Security Bond held
-

SUPPORTING DOCUMENTATION

The final approval for a high impact/complex activation to proceed remains subject to satisfactory development, submission and approval of the event documents.

These documents include, but are not limited to:

1. Site Plans
2. Production Schedule
3. Food and Beverage Plan
4. Transport Management Plan
5. Security Plan
6. Waste and Environmental Management Plan
7. Noise Management Plan
8. Community Letter Notification
9. Marketing and Communications Plan
10. WHS Report and Risk Assessment
11. Emergency Evacuation Plan
12. [COVID-19 Safety Plan](#)
13. Copies of any permits or certifications

For further information on the requirements of the event documents please refer to:

- *Requirements of the Licence Agreement*
- *Harbour Trust Events and Venues WHS Guidelines*

ADDITIONAL APPROVALS

Due to the high impact nature of the activation, additional permits and consultation will be required prior to final approval. It is the responsibility of the event organiser to submit all relevant forms and documentation. These additional approvals may include:

1. Liquor Permit
2. Drone Permit
3. Development Application (Planning Approval)
4. Internal consultation with Members of the Trust
5. Consultation with relevant Councils or Authorities

EVENT DEVELOPMENT, DELIVERY AND COMPLETION

The event organiser is required to submit draft copies of the event documents a **minimum 6 weeks** prior to the commencement date. The draft copies will be circulated internally for comment/input.

A **minimum 4 weeks** prior to the event, the event organiser must submit final event documentation for approval by the Harbour Trust.

The table below details the phases of development, delivery and completion and indicative timeframes.

1. EVENT DEVELOPMENT	TIMEFRAME
Draft event documents submitted	8 weeks prior
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Site Isolation	24 hours prior
Bump-in commences	
Event compliance walk-through and sign off	12 hours prior
Event Day - continual monitoring and compliance	Ongoing
Bump-out commences	
Removal of all event infrastructure, cleaning and damage repairs	
Site inspection once bump-out complete	Within 24 hours
3. COMPLETION	TIMEFRAME
Settlement of any additional costs	Within 2 weeks
Post-event debrief	Within 4 weeks
Security bond returned	Within 6 weeks

APPLICATION FORM

IMPACT CATEGORY	TYPE	APPLICATION FORM	ADDITIONAL FORMS (if applicable)	AGREEMENT TYPE
High Impact/ Complex	<ul style="list-style-type: none"> Venue hire Film 	<ul style="list-style-type: none"> Venue Hire Application Form Filming Licence Application Form 	<ul style="list-style-type: none"> Liquor Permit Drone Permit Development Application (DA) 	<ul style="list-style-type: none"> Custom Licence Agreement

HOW TO APPLY

Applications can be lodged online by completing the relevant application form at www.harbourtrust.gov.au/en/venues

