

Special Event Proposal Guidelines

The Royal Botanic Gardens and Domain are an important part of the Sydney landscape historically, horticulturally and as a site for public celebration and relaxation. Demand for presenting events on these premium locations is extremely high. To manage the demand and potential overuse of the sites, several conditions must be applied. This guide will assist clients in presenting proposals for a special event to be held in the Gardens and/or Domain which are administered by the Botanic Gardens Trust (Trust). It outlines the kind of information which is useful for the Trust when assessing whether your event will be given approval to proceed. We hope you find it useful.

The Trust encourages events which promote and inspire commitment to environmental conservation and sustainability.

Proposals should be received at least 6 months in advance of the event and preferably a year before in order to assure availability of your preferred site. Each section of this guide should be addressed in your proposal.

Event approval is subject to availability. Other bookings may be scheduled within the precinct on the date requested. If your proposal is approved, the Trust will issue a 'Licence Agreement' for you to sign as a binding contract for the duration of your occupation of the site.

Please Note. The Trust strives to raise funds for vital scientific and horticultural research and to assist with our community education programs. Income from public events supports these programs and we are therefore not able to waive any event fees

Please provide information on the following questions on a separate document to this form. Feel free to add additional information about your event which may not be suggested by this guideline.

1. DESCRIPTION OF EVENT

Name of Event	Bump in Dates	No. of participants
Event Date/s	Bump out Dates	No. of spectators/audience expected
Start Times	Locations Requested	Cost of Participation
Finish Times	No. of staff	Ticket Prices (if applicable)

Provide information on:

1. your target audience and why you think they will come to such an event;
2. why this time and date have been chosen. If the date is unavailable, can it happen at another time?
3. whether you are producing the event for a client and if so who the client is.

Note: If approval for the event is granted a detailed **Production Schedule** and a **Communication Plan** must be submitted to the Trust.

2. TYPE OF EVENT (Examples are provided below)

e.g. Concert, Theatre, Circus, Rally, Dance Party, Film and Photography, Product Launch, Media Event, Marquee Function, Festival, Sporting, Other - please specify



3. EVENT ORGANISER/PRODUCER

Name: Work phone: Organisation (if applicable):
Position on event: Mobile phone: Address:
Email address: Fax Number: ABN:

Provide us with some information about:

1. the producers or your (whichever is relevant) previous experience producing a similar type of event to the one you are proposing, including events they/you may have produced in sensitive outdoor environments;
2. other members of the production team and their relevant event experience.

4. BUDGETING and SPONSORSHIP

Provide information on:

1. how the event will be financed, especially prior to event day (budget information is appreciated and will be kept confidential). If backers are being used, some assurance of their financial viability is appreciated;
2. the ticketing arrangements (if any) for the event, what the ticket prices are likely to be and who the ticketing provider will be;
3. whether there will be sponsors and if so what their expectations and requirements in terms of visibility and presence at the event are;
4. whether you will have rain insurance and are aware of the cost of such insurance;
5. whether there is any charity or similar beneficiary of the profits from the event.

5. MARKETING and PUBLIC RELATIONS

Provide information on:

1. who is managing the marketing and public relations at the event;
2. what previous experience the above have had in event marketing and PR. A list of recent clients is appreciated;
3. what marketing strategies/directions will be implemented for the event;
4. how will media be managed prior to and at the event.

Note: The Trust's licence agreement requires that all visual advertising and promotion of the event must contain the Botanic Gardens Trust logo which is to be presented as specified by the Trust's guidelines. ***Each treatment of the Trust's logo will need to be approved by us prior to use.***

Note: If approval for the event is granted a comprehensive **Public Relations, Marketing and Sponsorship Plan** must be submitted to the Trust prior to the commencement of any advertising or marketing.

6. ADVERTISING/ERECTION OF SIGNS, BANNERS, ETC

Generally the Trust tries to keep its open space as free as possible of signs, banners, billboards and posters in order for people to enjoy and relax in the outdoor environment. However special permission to erect some signs for the event may be given and additional fees may be charged.

Therefore please indicate:

1. if the erection or distribution any of the above items is required for the event;
2. any details on the above (estimate numbers, sizes, dimensions, etc);
3. an indication of any directional signage that will be required for the event.

Note: If approval for the event is granted, a comprehensive **Signage Plan** must be submitted to the Trust.

7. SITE OVERLAY AND SUBSEQUENT IMPACTS

1. provide information on the type, size and purpose of structures, equipment and facilities you want to bring on site. These include such things as stages, screens, awnings, marquees, fences, scaffold towers for sound and lighting etc. Please include rough site plan of your event layout on your chosen site;
2. provide information on how the event will be powered. Types and sizes of any generators are helpful. If power is available and required at your preferred site, usage fees will be incurred;
3. provide information on what facilities will need water at your event and how you will get water to them.

Note: Event Organisers must supply their own water hoses to fit an Australian Standard tap (normal garden tap fitting). Trust water meters will be read if used and costs charged to the event.

Note: If approval for the event is granted, a detailed, to scale, **Site Plan** must be submitted to the Trust as part of your planning. All proposed structures to be erected and facilities to be installed must be certified by an accredited engineer and/or safety consultant for structural and fire safety.

8. SITE PROTECTION

The Royal Botanic Gardens and Domain are environmentally sensitive, heritage sites. The Botanic Gardens Trust does not allow structures to be erected or equipment to be located under the drip line of a tree canopy – this is the tree protection zone (TPZ). Some trees are required to be barricaded off from use due to their sensitive nature and these will be indicated to you on approval of your proposal. No pegging of structures, perforating the ground, or vehicles being driven over grass is allowed due to the presence of irrigation and other services under the surface. Grass needs to be protected in high wear areas.

Outline what steps you will take to ensure protection of turf, trees, horticultural exhibits and heritage features during the installation of event infrastructure, equipment and facilities.

Any damage to exhibits (trees, grass, plants) may incur damage charges.

9. AMPLIFIED SOUND FACILITIES

All special events held in the Trust must adhere to the Licence Agreement and Environmental Protection Authority (EPA) guidelines for use of amplification equipment. All steps must be taken to minimise disturbance to nearby residents, the Hospital and other Gardens patrons and Licensees. Times of use will be restricted according to EPA guidelines. **Generally, amplified sound is not approved prior to 10 am or after 11 pm.** You may be required to have your event monitored by an acoustic consultant at your cost. The Trust advises that you consult an acoustic consultant prior to your event, to minimise any sound impacts and maximise sound quality.

Provide as much information as you can about your sound requirements and installation including:

1. why you need amplification;
2. details of sound equipment you plan to use (types, sizes, number of speakers etc)
3. times you propose to use amplified sound for sound testing/checks, rehearsals and the event ;
4. how you plan to minimise sound spill from the site.

Note: If approval for the event is granted, a detailed **Sound Plan** must be submitted to the Trust. The Trust's officers and the Environmental Protection Authority reserve the right to control the noise levels of any equipment used on site.

10. FOOD and BEVERAGES

Provide us with some information about whether food and beverages will be sold including:

1. whether alcohol will be sold and if so, who the licensee will be;
2. what kind of liquor licence will be used;
3. what other kinds of beverages and food will be sold;
4. how many and what kind of caterers you will have on site;
5. who will be coordinating the different caterers and how much similar experience they have had;

Note: Glass containers are not allowed on non-hard surfaces. Alcohol must cease being served half an hour before the end of the event. Your caterer and/or catering coordinator should have a Gold Licence - please consult the Restaurant and Catering Industry Association of NSW (02) 9439 6633 for a contact list of caterers who hold this licence. The Trust requests that you use caterers who use environmentally friendly packaging and no polystyrene for serving. This may assist in minimising your waste fees as well as help the environment.

Note: If approval for the event is granted, a comprehensive **Food and Alcohol Plan** must be submitted to the Trust.

11. MERCHANDISE

Provide us with some information about whether merchandise will be sold including:

1. how many outlets will be operating;
2. what kind and quality of merchandise will be sold;
3. who will be coordinating merchandising at the event and what similar experience have they had?

Note: The Trust encourages you to think about the environmental and safety aspects of the merchandising being sold or given away at the event and to request only quality products from your suppliers which do not add to environmental degradation.

If approval is granted for the event a comprehensive **Merchandise Plan** must be submitted to the Trust.

12. WASTE MANAGEMENT

Event organisers must engage the services of a waste contractor to ensure all rubbish is picked up and removed from the site, before, during and after the event. All bins and skips must have lids to ensure wind and animals do not spread the garbage. As part of the Governments environmental portfolio the Trust requires that waste plans for the Event must include recycling services.

The bond for the event will be returned to the licensee after a site inspection has been conducted by Trust Staff and your representative at the end of the occupation period.

Please provide information on:

1. which company will be managing the waste from the event;
2. how the waste from the event will be managed during the 3 phases of your event (bump in, during the event and bump out);
3. if the end of the event is at night when dark, how the waste management contractor will complete their work.
4. How many and what type of toilets will be supplied.

NOTE: The Trust encourages you to visit www.wastewiseevents.resource.nsw.gov.au website to implement Waste Wise Event strategies.

If approval is granted for the event, a comprehensive **Waste and Toilet Management Plan** must be submitted to the Trust.

13. LIGHTING

In addition to stage lighting, special events conducted on Trust land in the evening must provide lighting for the safe exiting of patrons and working conditions for staff after the show.

Provide any information on how you will light both your event site for safe access/egress and for post event work on site.

NOTE: If approval is granted for the event, a detailed explanation of the lighting for the event must be included in your **Safety Plan**.

14. TRANSPORT and ACCESS MANAGEMENT

You will need to think about how you are getting staff, patrons and vehicles from all aspects of the production to the site. The Trust owns Mrs Macquaries Road, Art Gallery Road and Hospital Road. Hospital Road is used for emergency vehicle access to Sydney Hospital and Sydney Eye Hospital and cannot be closed or obstructed at any time.

Vehicles

Most paths and access points have weight and height restrictions due to the tree canopy height. Turf has irrigation under it which can be crushed and therefore vehicles are not allowed to drive over grass unless placed on boards. **Trucks over 4.3 m in height and deemed to be oversized by the RTA or weighing more than 8 T per axle are not allowed on Trust lands.** This information is offered here for your planning and budget purposes.

You will also need to think about scheduling your vehicle delivery in order to prevent congestion along the paths. Vehicles cannot be parked on Site, only drop off for delivery purposes. There is no staff parking on site and no vehicles are allowed to drive over grass.

Changes to road conditions require signage and possibly variable message signs.

Provide as much information as you can at this stage on how you will bring infrastructure to the Site.

People

All Special Events conducted at the Domain or Royal Botanic Gardens must promote the use of public transport.

Please attach information outlining:

1. how you will promote Public Transport options to the general public;
2. how will you manage bus drop off of patrons and bus parking;
3. where will taxis drop patrons off;
4. access routes to the Site if it is in the Royal Botanic Gardens (attach site map if applicable);
5. how access to site will be marked and conveyed to participants;
6. how you will manage needs of disabled patrons;
7. how will pedestrian and vehicle traffic be managed at peak times such as ingress and egress.

Marshals and Traffic Controllers

Any event conducted in the Royal Botanic Gardens and Domain that requires participants to cross roads (e.g. fun-runs), must be properly supervised by trained marshals or security – to be arranged by the Event Organiser. If traffic is to be controlled, RTA certified traffic controllers must be used. In some instances, you may require this service for large numbers of pedestrians crossing roads.

Provide information on:

1. marshalling or traffic controllers required
2. how many marshals and where they will be located
3. the name of organisation supplying marshals.

Note: If approval is granted for the event, a comprehensive **Transport and Access Management Plan** must be formulated with the Trust which includes barricades and gate closures, staffing, signage and egress lighting. The Event Organiser will be required to pay for the implementation of this plan.

15. RISK, SECURITY and EMERGENCY MANAGEMENT

Licensed event and crowd security will be required to liaise with event and Trust patrons, provide a general event presence and protect the event and Trust assets. The cost of these services will be borne by the Event Organiser. Once your event is approved, a **comprehensive Risk Management, Security and Emergency Plan** must be submitted to the Trust. The Trust's security provider is *Australian Event Protection (AEP)* and can be contacted on 9252 2259 for provision of security services.

The Trust suggests you become familiar with Australian Standard AS4360 of 1999 for Risk Management and your obligations under the OH&S Regulation 2001 in particular, Part 8.3. Once your event is approved you will also be asked for copies of all structural certification for structures and certificates of qualification to erect such structures from contractors/ companies employed to do so. Make sure you use companies which can supply such documentation.

Provide information on how you will implement your risk management and security including:

1. who will be doing the risk assessment on your event
2. whether you will require additional security for your site e.g. overnight security for any structure and/or equipment and purposes
3. types of security staff (1a or 1c licensed) and numbers of security you will need at your event
4. the ratio of security to patrons (contact police for ratio in regards to alcohol licensing)
5. who your security provider will be
6. whether you will be collecting money at the event site and how you will ensure its safe collection

Note: If approval for the event is granted a comprehensive **Safety Plan, Security Plan** and **Risk Management Plan** must be submitted to the Trust.

16. PROVISION OF FIRST AID FACILITIES

Any organisation conducting an event **must provide adequate First Aid facilities** for participants and spectators. This includes having a qualified First Aid Officer or ambulance facilities on-site at all times. Please specify what arrangements will be made regarding First Aid for your event including:

1. organisation's or officer's name who will supply first aid services;
2. organisation's or officer's contact number for the duration of the event;
3. dance parties must have a medical doctor on site who is appropriately insured. Who will this be?

NOTE: If approval for the event is granted a comprehensive **First Aid Plan** must be submitted to the Trust.

17. EVENT FEES

Trust staff will advise an approximation of bonds and fees upon assessment of this proposal if enough detail has been supplied. Final amounts will be provided on approval

18. INSURANCE

The hirer must take out Public Liability Insurance of no less than \$10 million. ***This policy must name the Trust and its officers as interested parties.*** In addition, Workers' Compensation Insurance must cover any employee of the hirer who is employed in connection with the use of the premises under the terms of this agreement. Insurance is expensive and may take some time to organise. We suggest you begin to look into it now.

Copies of both of these policies, attached to this proposal if you already have them, are helpful. Copies of these policies will be mandatory under the signed Licence Agreement.

19. BENEFITS TO ROYAL BOTANIC GARDENS AND DOMAIN

How do you think the Royal Botanic Gardens and Domain, as a well used and much treasured public space, will benefit from hosting your event?

If you would like more helping in developing an event proposal see the Premiers Departments website: www.events.nsw.gov.au.

Event proposals are assessed by the Trust's Event Approvals Committee.

Event Organisers, their sub-contractors, and their patrons are required to adhere to the Trust regulations, except where written permission has been granted to do otherwise. Special Events require a Licence Agreement to Conduct an Event. A Licence Agreement will be provided for signature if your event has been approved.

Please return your proposal and all other relevant documents (eg supporting documents, site maps, etc). Upon receipt of this information your proposal will be considered.

If sending by Post:
Event Manager
Botanic Gardens Trust
Mrs Macquaries Road
Sydney NSW 2000

If delivering by hand:
Event Manager via Reception
Botanic Gardens Trust
Mrs Macquaries Road
Sydney NSW 2000
Fax: (02) 9231 8054

To be completed by Botanic Gardens Trust Events Office
Proposal received ____/____/____ Confirmation sent ____/____/____