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**EVENT APPLICATION FORM**

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# **INTRODUCTION**

Organisers of events held within the Perth Cultural Centre must lodge an Event Application. The Arts and Culture Trust requires an application form for minor events to be submitted six weeks prior to the event; all other event applications must be submitted at least six months prior to the event.

When completing the application please tick or highlight the appropriate response. If there is insufficient space, please attach as an appendix. Submission of an application form does not automatically imply approval. Applications that have not been signed will not be accepted. Please complete the enclosed and return to pccevents@artsculturetrust.wa.gov.au, for further information please contact venue management on 08 9427 3364.

## **Bookings**

To receive a booking confirmation for your event, as a minimum, you must complete the following:

|  |
| --- |
|[ ]  Complete a Perth Cultural Centre Application Form |
|[ ]  Complete a City of Perth Event Application Form |
|[ ]  Arrange a facilitated site visit the Perth Cultural Centre. This is only required if you are unfamiliar with the site. |
|[ ]  Provide a valid copy of valid Public Liability Insurance, with cover no less than $20 million. |
|[ ]  Provide a detailed scaled site plan. |
|[ ]  Provide a run sheet, including bump in/out. |
|[ ]  Provide a Risk Management Plan and/or assessment. |
|[ ]  Allow provisions for providing further supporting documentation as outlined in the application. |
|[ ]  Confirmation that necessary third party applications have been made for approvals and licenses relevant to your event. |

## **Site plan**

Perth Cultural Centre infrastructure map can be found [here](https://www.ptt.wa.gov.au/media/3203/perth-cultural-centre-events-map.pdf). Site specific details on each location can be found by clicking the below links;

[James Street Amphitheatre](https://www.ptt.wa.gov.au/venues/perth-cultural-centre/venue-hire/information-for-event-organisers/james-street-amphitheatre/)

[Central Square](https://www.ptt.wa.gov.au/venues/perth-cultural-centre/venue-hire/information-for-event-organisers/central-square/)

[Museum Plaza](https://www.ptt.wa.gov.au/venues/perth-cultural-centre/venue-hire/information-for-event-organisers/museum-plaza/)

[Wetland](https://www.ptt.wa.gov.au/venues/perth-cultural-centre/venue-hire/information-for-event-organisers/wetland/)

[Urban Orchard](https://www.ptt.wa.gov.au/venues/perth-cultural-centre/venue-hire/information-for-event-organisers/urban-orchard/)

## **Related documents**

* + 1. **Signage**

Signage in the Perth Cultural Centre is a vehicle to promote events and activities in the precinct, which contributes to the visual presence and awareness of the activation. Should you be considering signage in the Perth Cultural Centre, this document can be provided.

* + 1. **Event evaluation form**

The event evaluation form is to be returned to venue management post event. This information is for internal evaluation purposes only.

* + 1. **Marketing material**

Marketing material is to be provided to the Perth Cultural Centre in order for the event to be listed on the venues website and promoted via social media channels.

# **FEES AND CHARGES**

All relevant invoiced hire fees are to be paid prior to the event. Fees are subject to GST.

If you are a new hirer, you will need to complete a New Hirer Form. Please ensure you include a redacted bank statement which shows your business details, not the money and a current copy of your Public Liability Insurance.

## **Hire Fees**

|  |  |  |
| --- | --- | --- |
| **Location** | **Daily** | **Weekly** |
| **Not for Profit** | **Commercial** | **Not for Profit** | **Commercial** |
| James Street Amphitheatre | $450 | $900 | $2,250 | $4,500 |
| Central Square | $450 | $900 | $2,250 | $4,500 |
| Museum Plaza | $450 | $900 | $2,250 | $4,500 |
| Wetland | $300 | $600 | $1,500 | $3,000 |
| Urban Orchard | $600 | $1,200 | $3,000 | $6,000 |

## **Additional Fees**

|  |  |  |
| --- | --- | --- |
| **Service** | **Daily** | **Weekly** |
| **Not for Profit** | **Commercial** | **Not for Profit** | **Commercial** |
| Power | $50 | $50 | $350 | $350 |
| PCC staff | *An estimate for ACT onsite staffing costs will be provided prior to the event application being approved* |

*Event hirers must factor in additional costs (including but not limited to) road closures, event security, cleaning, waste removal, site power, water usage, site damage/repairs and third party approvals.*

# **APPLICATION**

|  |
| --- |
| **EVENT ORGANISER DETAILS**  |
| **Organisation:** |
| **ABN:** | **Contact:** |
| **Address:** |
| **Phone:** | **Email:** |
| **EVENT DETAILS**  |
| **Event name:** |
| **Event date:** |
| **Event start time:** | **Event finish time:** |
| **Bump in date:** | **Bump in time:** |
| **Bump out date:** | **Bump out time:** |
| **Location:** | [ ]  James Street Amphitheatre  |
| [ ]  Urban Orchard | [ ]  Museum Plaza |
| [ ]  Wetlands Stage | [ ]  Central Square |
| **Patrons numbers (per day):** |  |
| **Event summary:** |  |
| **Event classification:** |  |
| [ ]  Commercial  | [ ]  Not for Profit | ACNC number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Ticketing:**[ ]  Yes (Please provide cost) | [ ]  No |
| **Has this event been held before?** | [ ]  Yes, at this venue |
| [ ]  No | [ ]  Yes, at another venue |
| **TEMPORARY STRUCTURES**  |
| **Temporary structures:** | [ ]  Yes [ ]  No |
| **Temporary power (above 20 KVA):** | [ ]  Yes [ ]  No |
| **Temporary toilets:** | [ ]  Yes [ ]  No |
| **Temporary signage:** | [ ]  Yes [ ]  No |
| **If yes to any of the above, please provided a scaled site plan detailing all temporary structures and details on type, quantity, contractor and m2 (please attach if required):** |
| **SERVICES** *(Please refer to the Event Infrastructure Map to indicate the required service locations)* |
| **Mains power:** | [ ]  Yes [ ]  No |
| **Mains water:** | [ ]  Yes [ ]  No |
| **Reticulation turned off:** | [ ]  Yes [ ]  No |
| **RISK MANAGEMENT** |
| **Risk Management Plan:** | [ ]  Yes [ ]  No |
| **Emergency Management Plan:** | [ ]  Yes [ ]  No |
| **Security contractor:** |
| **First aid contractor:**  |
| **Site induction completed:** | [ ]  Yes [ ]  No |
| **FOOD AND BEVERAGE**  |
| **Food and/or beverage outlets:** | [ ]  Yes [ ]  No |
| **Retail outlets:** | [ ]  Yes [ ]  No |
| **Alcohol sale or consumption:** | [ ]  Yes [ ]  No |
| **NOISE** |
| **Noise Management Plan:** | [ ]  Yes [ ]  No |
| **Impactful noise anticipated (including bump in/out):** | [ ]  Yes [ ]  No |
| **OneMusic License required:** | [ ]  Yes [ ]  No |
| **WASTE**  |
| **Waste Management Plan:** | [ ]  Yes [ ]  No |
| **Local authority event bins hired:** | [ ]  Yes [ ]  No |
| **Post event cleaners:** | [ ]  Yes [ ]  No |
| **Temporary toilet servicing and cleaning:** | [ ]  Yes [ ]  No |
| **TRANSPORT**  |
| **Traffic Management Plan:** | [ ]  Yes [ ]  No |
| **Transport Management Plan:** | [ ]  Yes [ ]  No |
| **Onsite parking required (behind PICA):** | [ ]  Yes, please provide Qty: \_\_\_\_\_ [ ]  No |
| **OTHER** |
| **Disability Access and Inclusion Plan (DAIP):** | [ ]  Yes [ ]  No |
| **List of contractors attached:** | [ ]  Yes [ ]  No |
| **Photography and/or Filming:** | [ ]  Yes [ ]  No |
| **Local Authority event application complete:** | [ ]  Yes [ ]  No |
| **Please note further details on any questions answered yes, or any other items for notation:** |

# **PERTH CULTURAL CENTRE EVENT CONDITIONS**

## **Booking Conditions**

Complete this application form and submit to pccevents@ACT.wa.gov.au. Your application will then be evaluated. The ACT reserves the right to give or withhold approval for any events on its sites. The ACT 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 granted upon issue of an Event License.

## **License Agreement**

A legally binding License Agreement must be entered into by the applicant and returned to the ACT prior to the event taking place. Until the License has been signed by the ACT and the Event Holder, final approval for the event has not been granted.

## **Access All Areas (AAA)**

The ACT representative/s and City of Perth Environmental Health Officer/s must receive AAA passes or equivalent approval to inspect all facets and areas of the event both during the event and set up/pack down times.

## **Access and Obstructions**

* Access to all workplaces and venues located in the PCC must be maintained throughout their opening hours. This includes entrance and exit areas and loading areas. If a road closure has been approved, alternative plans must be put into place.
* Pedestrian and disability access through the site must be considered in relation to events, including bump-in and bump out. The tactile pathway through the PCC must be free of obstructions at all times.
* Entry and exit areas from the event must be adequate for emergency exit and emergency vehicles. Emergency vehicle access via Beaufort and James Streets must be maintained.
* Events must not create a pedestrian hazard. Event holders must ensure that all equipment associated with their event is made safe and does not pose a risk to members of the public, site workers and others.
* Events must keep clear all public transport routes servicing or passing the PCC.

## **Insurance**

Event applicants must provide evidence of the following:

* Public Liability Insurance coverage of $20 Million, listing ACT as an interested party.
* Workers Compensation insurance coverage for any employees involved in the event.

## **Third Party Approvals**

* The License Holder is responsible for obtaining any necessary third party approvals and licenses relevant to your event, including approvals from the City of Perth.
* The License Holder is responsible ongoing communication with surrounding businesses and Perth Cultural Centre stakeholders.

## **Vehicle Access and Parking**

* All vehicles entering the site for bump in/bump out or to be used as part of the event must travel at a safe speed of no more than 5km/hour, with hazard lights on and have a person spotting to ensure safe movement around pedestrian areas.
* Event holders are to be aware and abide by the maps identifying the trafficable areas and weight loading restrictions.
* Vehicles must be removed from the site immediately after unloading equipment/bump in and parked offsite for the duration of the event.
* Parking is not permitted in the PCC except by prior arrangement with an ACT Representative.
* Vehicle access to the Urban Orchard is not permitted except by prior arrangement with an ACT representative. Additional fees from the Art Gallery of Western Australia security services may apply for vehicles requiring access to the Urban Orchard.
* A maximum of three (3) light vehicles (2500kg each including loading) is permitted on the Urban Orchard at any one time, outside of event operation hours. No vehicle access is permitted during event operation hours.
* No vehicles or heavy equipment including barrels, pallets or fencing are to be placed on or traverse the ‘stoneset’ pathways of the Urban Orchard or the ‘stoneset’ material in other areas of the PCC.

## **Event Documentation**

The event holder must submit the following documentation in accordance with the schedule outlined below.

|  |  |
| --- | --- |
| Scaled site plan - initial draft - small event | 1 month |
| Scaled site plan - initial draft - large event | 6 months |
| Scaled site plan - final | 2 weeks |
| Event Management Plan - large events only | 2 months  |
| Transport Management Plan and/or a Pedestrian Management Plan | 3 months |
| Structural specifications of infrastructure greater than 20m2 | 4 weeks |
| Public Liability Insurance | 3 months |
| Running schedule, including bump in/out - draft | 2 months |
| Running schedule, including bump in/out - final | 2 weeks |
| Risk Management Plan, in accordance with [AS/NZS ISO 31000:2009](http://infostore.saiglobal.com/store/Details.aspx?ProductID=1378670) | 2 months |
| Noise Management Plan, Regulation 18 events must include noise modelling | 2 months |
| Parking Management Plan | 2 weeks |
| Disability Access and Inclusion Plan (DAIP)  | 4 weeks |
| Notification letter to affected businesses and residents | 2 months |
| Contact List | 2 months  |
| OneMusic Licence | 1 month |
| Waste Management Plan | 2 months |
| Security Details and License Numbers | 4 weeks |

# **INDEMNIFICATION**

Upon acceptance of the hire, I/We (the applicant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ undertakes to hold the Arts and Culture Trust (ACT) indemnified against all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of a Perth Cultural Centre location.

It is the responsibility of the event organiser that the event is to operate in accordance with the requirements of all legislation including (but not limited to): Health Act 1911; Environmental Protection (Noise) Regulations 1997; and Disability Discrimination Act 1992.

Upon acceptance of the use, the applicant undertakes to hold ACT indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of, or arising out of the use of the venue, or the property of the State Government of WA, including adjacent roads or footpaths, during all periods when such venue is used. ACT will make every effort to avoid errors in event publicity but accepts no responsibility or liability for any errors, and requires that organisers check their event listing for errors as soon as they are released. Any errors may be edited by ACT on the advice of the organiser. ACT reserves the right to either reject or remove any event listing from its calendar for any reason whatsoever. ACT is not liable for any loss or damage incurred by an event organiser as a result of any failure or delay in listing an event.

# **DECLARATION**

I/We have read, understood and agree to abide by the relevant information and conditions of hire. I agree that the above information is true and correct. I agree to seek and provide all relevant approvals, licenses and insurances required under the Perth Cultural Centre Event License.

All applications are subject to approval. Payment in full and requested documentation must be

submitted prior to the event start date.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  |  |  |
| **Name:** |  | **Date:** |  | **/** |  | **/** |  |