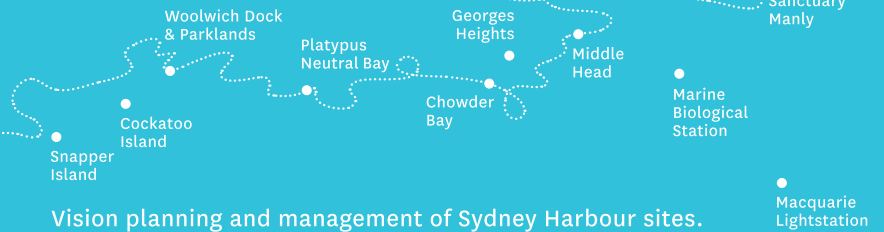




Australian Government  
Sydney Harbour Federation Trust



Vision planning and management of Sydney Harbour sites.

# Sydney Harbour Federation Trust Event Application Form

## About this form

Use this form to apply to hold an event or activity on any of the eight sites managed by the Sydney Harbour Federation Trust (the Trust).

Your application will be assessed by the Trust based on the information you provide in this form.

If your application is approved, the information you provided will form the basis of an agreement with the Trust to hold the approved event or activity.

Your event or activity is confirmed when your application is approved and both parties sign a licence agreement.

NOTE: You should not enter into agreements with third parties in relation to the event or activity until your application is approved.

## How to complete this form

1. Before completing this form, carefully read the 'Event Guidelines' document provided by the Trust. It contains important information about noise, alcohol, filming and photography.
2. Save this form to your computer before completing it.
3. Complete Part G with your payment details to pay the application fee of \$200 (ex GST).
4. Ensure all sections of the form have been completed and are correct.
5. Print and sign the forms before submitting your application.

## How to submit this form

Once completed, you can submit this form via email to [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au) or via fax to (02) 8969 2120.

## Part A: Information about applicant

|              |                             |                              |                               |                             |                                       |
|--------------|-----------------------------|------------------------------|-------------------------------|-----------------------------|---------------------------------------|
| Title        | <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs | <input type="checkbox"/> Miss | <input type="checkbox"/> Dr | <input type="checkbox"/> Other: _____ |
| First name   |                             |                              |                               |                             |                                       |
| Last name    |                             |                              |                               |                             |                                       |
| Company name |                             |                              |                               |                             |                                       |
| Position     |                             |                              |                               |                             |                                       |
| ABN          |                             |                              |                               |                             |                                       |
| Address      |                             |                              |                               |                             |                                       |
| Suburb       |                             |                              |                               |                             |                                       |
| State        |                             |                              | Post Code                     |                             |                                       |
| Phone        |                             |                              |                               |                             |                                       |
| Fax          |                             |                              |                               |                             |                                       |
| Email        |                             |                              |                               |                             |                                       |

### Additional information

|   |  |
|---|--|
| Main contact on day of event<br>(if different from the above) |  |
| Mobile number   |  |
| Describe the experience of the Event Organiser                |  |
|   |  |

## Part B: Site location, access and times

|   |                            |
|---|----------------------------|
| Site / Venue                                    |                            |
| Bump in start date                              |                            |
| Bump in times                                   | Start: _____ Finish: _____ |
| Number of people on site during bump in         |                            |
| Event date(s)                                   |                            |
| Event times                                     | Start: _____ Finish: _____ |
| Anticipated attendance on each day of the event |                            |
| Bump out finish date                            |                            |
| Bump out times                                  | Start: _____ Finish: _____ |
| Number of people on site during bump out        |                            |

## Part C: Event Detail

|   |   |
|---|---|
| Event name  |   |
| Who is event for (e.g. client name)?                            |   |
| Brief description of event / activity                           |   |
| Describe in detail the event layout/setup for each space in use |   |
| Is this a new or existing event?                                | <input type="checkbox"/> New <input type="checkbox"/> Existing      |
| Is this expected to be a 'one off' or recurring event?          | <input type="checkbox"/> One off <input type="checkbox"/> Recurring |
| Ticketed event?   | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| Ticket price  |   |



# Part D: Event Operations

## Transport:

Note: Please read transport section of the Event Guidelines.

Describe how your guests will arrive/depart the event

Describe how staff / contractors will arrive/depart the event

Maximum number of vehicles on site at any one time during

Bump in: \_\_\_\_\_ Event: \_\_\_\_\_ Bump out: \_\_\_\_\_

Number of vehicle movements per day (to and from the site in the same day)

Bump in: \_\_\_\_\_ Event: \_\_\_\_\_ Bump out: \_\_\_\_\_

For Cockatoo Island only:

Are you barging equipment to the Cockatoo Island?

☐ Yes ☐ No

Barge company: \_\_\_\_\_

Dates of barging: \_\_\_\_\_ Time(s) of barging: \_\_\_\_\_

## Noise:

Note: Please read noise restrictions in the Event Guidelines.

Describe the noise that will be generated by your event / activity



List the day(s) and time(s) that amplified sound will be in use

Are you using an acoustic consultant to manage noise?

☐ Yes ☐ No

If so, which company will you use? \_\_\_\_\_

Describe how you will observe the noise guidelines and minimise sound spill from the event

## Food and Alcohol:

Note: If you intend to sell alcohol, you will need to apply separately for a Liquor License from the Sydney Harbour Federation Trust.

Will there be a food service?

☐ Yes ☐ No

Who will manage the food service?

Company Name: \_\_\_\_\_

Describe the style of food on offer

Will there be alcohol served?

☐ Yes ☐ No

Will there be alcohol sold?

☐ Yes ☐ No

Who will manage the alcohol service?

Company Name: \_\_\_\_\_



## Waste:

Note: Please read waste information in the Event Guidelines.

Who will manage cleaning and waste removal?

Company Name: \_\_\_\_\_

Describe how waste will be managed and removed from the site?

Bump in: \_\_\_\_\_

During event: \_\_\_\_\_

Bump out: \_\_\_\_\_

If additional toilet facilities are required, how many and what type of toilets will be supplied?

## Water and Power:

Note: Please read water and power information in the Event Guidelines.

Describe your power requirements for the event and how these will be met

Will generators be used for the event?

☐ Yes ☐ No

Do you require a connection to a water supply for your event?

☐ Yes ☐ No

If yes, for what purpose? \_\_\_\_\_

## Security:

Note: Please read security information in the Event Guidelines.

Who will be managing security for your event?

Company Name: \_\_\_\_\_

# Part E: Sponsorship and Marketing

Note: Please refer to sponsorship and marketing guidelines in Event Guidelines

|  |
|--|
| Target audience (e.g. family, youth)   |
|  |
| Describe how the event will be promoted to guests before they arrive on site |
|  |
| List the sponsors of the event   |
|  |
| Describe what branding and signage guests will see when they arrive on site  |
|  |
| List any media that will attend the event                                    |
|  |

# Part F: Filming and Photography

Note: Section F should only be completed if you are applying for a filming and photography permit.  
Please refer to the Filming and Photography information in the Event Guidelines.

Name of production

Nature of activity

Will the site be identified in the filming / photography?

☐ Yes ☐ No

Provide a brief description of the plot

Will this site be the only location for filming / photography in this production?

☐ Yes ☐ No

If no, please list other sites: \_\_\_\_\_

Are you applying for the exclusive use of a space?

☐ Yes ☐ No

If yes, please list space(s) requiring exclusive use: \_\_\_\_\_

Number of personnel (include all cast, crew, extras and clients)

Details of proposed equipment & machinery (lighting, generators, cherry pickers, towers. If none required write N/A)

Do you require a stop work for filming?

☐ Yes ☐ No





Details of temporary structures (e.g. marquees, sets. If none required, write N/A)

Details of special equipment (If none required, write N/A)

Details of catering (specify location and times in 24 hour format. If none required, write N/A)

Essential production vehicles (please specify by type, nature and registration details)  
If more space is required, attach extra sheets and note below.

Vehicle type

Nature

Registration



## Part G: Payment details

You can use this form to provide a credit card payment to the Trust for:

1. The Application Fee of \$200 (ex GST),
2. The Security Bond, and
3. The Outstanding Balance (less Application Fee)

The Trust may also use your credit card to recover costs incurred by the Trust for damage caused at the site, including costs of cleaning or rubbish removal if these costs are more than the Security Bond. Should this situation arise, the Trust will advise you before debiting the credit card.

Complete the section below to authorise the use of your credit card.

|                            |  |
|----------------------------|--|
| Card type                  |  |
| Name on Card               |  |
| Amount                     |  |
| Card Number                | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Expiry Date<br>(MM/YY)     |  |
| Signature of<br>Cardholder |  |

\*\* Please note a 3% surcharge applies to American Express Cards.

\*\* Diners Club is not accepted.

I authorise the Sydney Harbour Federation Trust to debit my credit card as follows.

- ☐ Application Fee
- ☐ Security Bond
- ☐ Outstanding Balance less Application Fee
- ☐ Cost of damages, including cleaning and rubbish removal.

## Collection and use of personal information

By completing this form, you agree to provide the Sydney Harbour Federation Trust with personal information about you which means that your identity is apparent or can be reasonably ascertained.

The Trust requires this information so that it can approve your application to hold an event or activity on land it manages.

We only use your personal information for the purposes for which you gave it to us.

We do not share information about you with other organizations or other persons without your permission unless it:

- is necessary to provide you with a service that you have requested,
- is required or authorised by law, or
- will prevent or lessen a serious and imminent threat to somebody's health.

Your information is stored securely on the Trust's record management systems and archives for as long as we reasonably need to keep it or are required to do so by law.

The Trust complies with the *Information Privacy Principles under the Privacy Act 1988*. More information about how we manage privacy is available on our website [www.harbourtrust.gov.au](http://www.harbourtrust.gov.au)

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