

# Event Application Pack

Elizabeth Quay Project Area



Contents

Event Application Steps..... 3

Fees and Charges..... 4

Event Details ..... 6

Elizabeth Quay Event Conditions.....10



APPENDIX A – Elizabeth Quay Civic & Cultural Charter.....11

APPENDIX B – Elizabeth Quay Infrastructure Map.....12



## **EVENT APPLICATION STEPS**

To receive a letter of approval to hold your event at Elizabeth Quay, please see below steps;

	Discuss the suitability of your event and available dates with the MRA Place Activation Officer: Place Activation Team Metropolitan Redevelopment Authority GPO Building, 3 Forrest Place, Perth WA 6000 T: (08) 6557 0700 E: <a href="mailto:events@mra.wa.gov.au">events@mra.wa.gov.au</a>
	Submit a completed event application form detailing as much information as possible. This will then be reviewed and assessed by the Elizabeth Quay Place Activation team.
	If you are unfamiliar with the site it is highly recommended that you arrange a site visit. Site visits may be booked with the MRA Place Activation Officer.



## **FEES AND CHARGES**

**Fees are exclusive of GST**

**1.0 Application Fees** – will be charged at the time of venue hire invoicing.

	<b>Not For Profit</b>	<b>Commercial</b>
Elizabeth Quay	\$75	\$225

**2.0 Event Hire Fees**

<b>Elizabeth Quay Locations</b>	<b>Not for Profit Bump in/out Rate</b>	<b>Not for Profit Event Rate</b>	<b>Commercial Bump in/out Rate</b>	<b>Commercial Event Rate</b>
The Landing - day	\$350	\$700	\$700	\$1,400
The Landing – week	\$1,750	\$3,500	\$3,500	\$7,000
Site 4 – day	\$1,225	\$2,450	\$2,450	\$4,900
Site 4 – week	\$6,125	\$12,250	\$12,250	\$24,500
Site 5 – day	\$625	\$1,250	\$1,250	\$2,500
Site 5 – week	\$3,150	\$6,300	\$6,300	\$12,600
Water Inlet/Quay – day	To be agreed dependent on area of hired space			
Water Inlet/Quay – week	To be agreed dependent on area of hired space			
Barrack Square – the Arbour - day	\$175	\$350	\$350	\$700
Barrack Square – the Arbour – week	\$875	\$1,750	\$1,750	\$3,500
Barrack Square – the lawn either side of the signature ring - day	\$87.50	\$175	\$175	\$350
Barrack Square – the lawn either side of the signature ring – week	\$437.50	\$875	\$875	\$1,750
Barrack Square – the Arbour and the lawn - day	\$218.75	\$437.50	\$437.50	\$875



Elizabeth Quay Locations	Not for Profit Bump in/out Rate	Not for Profit Event Rate	Commercial Bump in/out Rate	Commercial Event Rate
Barrack Square – the Arbour and the lawn – week	\$1,093.75	\$2,187.50	\$2,187.50	\$4,375

***\*note weekly rate is seven (7) days, half day rates available dependent on event.***

### **3.0 Bond**

	Rate
<b><i>The MRA will charge the event organisation a bond to recoup costs for any make good that are a result of the event</i></b>	<b><i>Subject to internal risk assessment</i></b>

The above cost is for the venue hire only. Event hirers must factor in additional cost items, (including but not limited to) road closures, event security, cleaning and waste removal, site power and water usage, site damage and repairs. An estimate for MRA onsite staffing costs will be provided prior to the event application being approved. Please note there will also be additional costs for City of Perth and any other marine or road approvals should the event application be granted.

### **5.0 Payment Terms**

- The Organisation must pay to the Metropolitan Redevelopment Authority the full amount of the venue hire invoice within seven (7) days of the date of issue prior to site handover by transferring monies into the bank account nominated on the invoice.

### **THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED**

The MRA requires applications to be submitted for:

- **Minor events, six (6) weeks prior to the event; and**
- **All other events, three (3) months prior to the event, unless advised otherwise.**

**Submission of this Event Application form does not automatically imply approval for your event. Upon assessment of your application, should you be successful a letter of approval will be issued.**

**The MRA takes no responsibility for any third party commitments entered into by the applicant if an application is declined.**





## **EVENT DETAILS**

<b>Organisation</b>			
<b>Office Address</b>			
<b>ABN</b>		<b>Contact Person</b>	
<b>Phone No</b>		<b>Email</b>	
<b>Event Name</b>			
<b>Event Website</b>			
<b>Load in Date</b>		<b>Load in Times</b>	
<b>Event Date(s)</b>		<b>Event Hours</b>	
<b>Load out Date</b>		<b>Load out Times</b>	
<b>Proposed Locations</b>	<div> The Landing <input type="checkbox"/>  Lot 4 <input type="checkbox"/>  Lots 5 <input type="checkbox"/>  Water Inlet <input type="checkbox"/> </div> <div> Promenade <input type="checkbox"/>  Barrack Square Lawn <input type="checkbox"/>  Barrack Square Arbour <input type="checkbox"/> </div>		
<b>Event Description</b>			
<b>Special Attractions</b>			
<b>Est. Attendance (Per day)</b>			



<b>Ticketed or Free</b>		<b>Ticket Prices</b>	
<b>Have you conducted this event before? If so please provide details</b>			
<b>Is the event charitable or Non for Profit</b>	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NO</b> <input type="checkbox"/> – continue to next question</p> <p>If yes, please provide details including registered Non for Profit organisation number as well as your certificate of incorporation.</p>		
<b>Temporary Structures</b> Will the event have temporary structures such as marquees, stages, scaffolding, seating, light towers, fencing, reefers or other structures?	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NO</b> <input type="checkbox"/> – continue to next question</p> <p>A scaled site plan is required.</p>		
<b>Signage</b> Will signage be utilised in the vicinity of the event, on temporary fencing or wall banners / hanging banners?	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NO</b> <input type="checkbox"/> – continue to next question</p> <p>If yes, a signage plan will need to be provided.</p>		
<b>Food Selling or Consumption</b> Will the event include the selling or consuming of food?	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NO</b> <input type="checkbox"/> – continue to next question</p> <p>If yes, please note that if the event is food based you will need to contact the City Of Perth for a Special Event Food Permit Application for each trader.</p> <p><b>If the main purpose of the event is not food based but food outlets are required the MRA will in consultation with the event holder provide pre-approved food vendors.</b></p>		



<p><b>Alcohol Selling or Consumption</b></p> <p>Will the event include the selling or consuming of alcohol?</p>	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NO</b> <input type="checkbox"/> – continue to next question</p> <p>If yes, please provide details. A letter of support can be provided to Racing, Gaming &amp; Liquor.</p>
<p><b>Hazardous Substances &amp; Dangerous Goods</b></p> <p>Will hazardous chemicals or dangerous goods be stored or utilised at the event?</p>	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NO</b> <input type="checkbox"/> – continue to next question</p> <p>If yes, please provide details</p>
<p><b>Noise</b></p> <p>Will the event involve playing of live or recorded music, use of a PA system or other loud</p>	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NO</b> <input type="checkbox"/> – continue to next question</p> <p>If yes, please provide details of proposed PA System and supplier</p>
<p><b>Road Closures</b></p> <p>Will partial or complete road closures be required for the event?</p>	<p><b>YES</b> <input type="checkbox"/></p> <p><b>NO</b> <input type="checkbox"/> – continue to next question</p> <p>If yes, please provide details including removal of parking bays due to a road closure</p>
<p><b>Declaration</b></p>	<p>I agree that the above information is true and correct. I agree to seek and provide all relevant approvals, licences and insurances required under the Elizabeth Quay Event Licence.</p>
<p><b>Signature</b></p>	
<p><b>Print Name</b></p>	
<p><b>Date</b></p>	





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 MRA 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. MRA 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 MRA on the advice of the organiser. MRA reserves the right to either reject or remove any event listing from its calendar for any reason whatsoever. MRA 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.

MANDATORY REQUIREMENTS	CHECKLIST
Please attach your <b>DRAFT Event Site Plan</b> (to scale) showing locations of built structures, toilets, signage, powered sites etc.	
Please attach a <b>DRAFT Event Management Plan</b>	



## **ELIZABETH QUAY EVENT CONDITIONS**

Events taking place in Elizabeth Quay must comply with the following site rules below.

Acceptance of these conditions is mandatory for events wishing to receive an Event Licence for Elizabeth Quay.

### **Operational Requirements:**

- Events must not prevent access into or through the public realm, unreasonably block or restrict access to buildings or cause undue disruption;
- All bump-in and bump-out times must be scheduled to minimise impacts on the surrounding public areas;
- Events must comply with the *Environmental Protection (Noise) Regulations 1997*; and
- Events must seek relevant health and public building approvals from City of Perth's Environment and Public Health Unit.

### **Access and Obstructions**

Access to all workplaces and venues located in Elizabeth Quay must be maintained throughout their opening hours. This includes entrance and exit areas and loading areas. Note: if a road closure has been approved, alternative plans must be put into place.

Disability access through the site must be considered in relation to events, including bump-in and bump out. The MRA's disability access and inclusion plan is available for review through the following link;

<http://cdn.mra.wa.gov.au/production/371995648fd540b9b53bf297286d2f79/disability-access-and-inclusion-plan-2012-2017.pdf>

Entry and exit areas from the event must be adequate for emergency exit and emergency vehicles.

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.



## **APPENDIX A – ELIZABETH QUAY CIVIC & CULTURAL CHARTER**

**All events within Elizabeth Quay must contribute to the values of the Civic and Cultural Charter:**

1. To make Elizabeth Quay one of the most visited destinations in Western Australia.
2. To provide a stimulating and comfortable environment where all Western Australians and visitors to Perth can meet, connect and be entertained through:
  - Arts, culture and performance
  - Discovery, learning and storytelling
  - Technology, media and design
  - History and nature
  - Fashion, food and music
  - Joining together as a community
3. To provide a focal point to celebrate Western Australia and to reflect cultural diversity in all overall operations and programming.
4. To provide leadership and explore new and bold ways to stimulate culture and creativity, and communicate Western Australia as an incubator of the arts and innovation.
5. To support and promote the local businesses and economy in and around Elizabeth Quay.
6. To be a place that sustains excellence and makes Western Australians proud:
  - A safe place to meet and spend time
  - Vital and welcoming
  - Attractive and clean
  - Beautiful and relaxing
  - Casual and accessible
  - Family focused and intergenerational
  - Celebrates heritage, our past, present and future
  - Indigenous and multicultural
  - Entrepreneurial and inspiring
  - Participation and engagement
  - Healthy and active
  - Enlivened throughout the day and evening
  - Regarded by both locals and visitors as a 'must visit' destination





## APPENDIX B – ELIZABETH QUAY INFRASTRUCTURE MAP

