

MRA Place  
Management

# Event Application Pack

Yagan Square Project Area



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## **ABOUT YAGAN SQUARE**

Yagan Square will see the return of food markets, community and city life to the CBD. Connecting William, Wellington and Roe Street, and located in the arms of the historic Horseshoe Bridge, Yagan Square will be the city's primary community, meeting and celebration place and a major tourist destination.

Yagan Square will be a showcase of WA in the heart of the CBD – a place that recognises and celebrates WA's heritage, produce, environment and culture; representing the coming together of Aboriginal and non- Aboriginal cultures and creativity that is unique to the city. Yagan Square will deliver a strong culture and arts program including international and community events; a range of events that showcase WA food and beverages; and musical and theatrical performances.

Yagan Square will include a lively pedestrian thoroughfare lined with shops and alfresco dining, shaded grass terraces, native garden, a children's playspace, an iconic digital tower and flexible spaces for unique entertainment and events, including;

- Celebration places
- Permanent markets and temporary kiosks
- Gardens, greenery, shade
- Integrated public art
- Intergenerational play
- Water themes and naturescape
- Interactive digital media

Yagan Square is ideal for festivals, markets, exhibitions, sporting events, fitness classes, launches, fashion shows, pop-ups, outdoor cinema, dinner under the stars and a huge range of large and small events.



## **EVENT THRESHOLDS**

To apply for a Yagan Square Event License via this application pack, events must comply with the following thresholds. Events falling outside these thresholds may be required to submit a Development Application (DA) through the MRA's Statutory Planning Division. Please note that the DA process requires a minimum of 6 months lead time.

### **Event License Thresholds:**

- Event operations between 7:00am and midnight only, any day of the week;
- Planned attendance at any event within the temporary event space is to be no more than 15,000 people at one time;
- All events, except exhibitions or installations, are to run for not more than 90 consecutive days; and
- Exhibitions or installations may stay in place 24 hours a day but shall not exceed 90 consecutive days duration.



## **EVENT TYPES**

Types of events included under this process may include but are not limited to:

- Markets;
- Spaces for artists and business entrepreneurs to create and display;
- Food stalls and vendors;
- Cultural and Community fairs/events;
- Concerts (paid and free);
- Multimedia attractions;
- Outdoor cinemas;
- Art installations;
- Corporate and special event functions;
- Large festivals;
- Sporting events;
- Circus Shows and Carnival Rides;
- Charity Events;
- Children's Activities;
- Public product displays (such as vintage car displays);
- Event support areas including first aid, catering, information centre; and
- Photography and film shoots.
- Large scale activations

All events taking place in Yagan Square must align with the Civic and Cultural Charter (Appendix A).



### **EVENT LICENSE APPLICATION STEPS**

To receive an approval to hold your event in Yagan Square, you must follow this checklist:

<input type="checkbox"/>	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:YaganSquare@mra.wa.gov.au">YaganSquare@mra.wa.gov.au</a>
<input type="checkbox"/>	If you are unfamiliar with the site it is highly recommended that you arrange a site visit prior to commencing your application. Site visits may be booked with the MRA Place Activation Officer.
<input type="checkbox"/>	Submit a completed event application form detailing as much information as possible. This will then be reviewed and assessed by the MRA Place Activation team.





## **FEES AND CHARGES**

**Fees are subject to GST**

**1.0 Application Fees – to be paid with venue hire invoice via credit card or Electronic Funds Transfer (EFT).**

<b>Event Application Fee</b>	<b>Not For Profit</b>	<b>Commercial</b>
Yagan Square	\$75	\$225

## **2.0 Event Hire Fees**

<b>Yagan Square Event Locations</b>	<b>Not for Profit</b>	<b>Commercial</b>
–The Meeting Place Size: 605m <sup>2</sup>	Day Rate \$500  Weekly Rate \$2,500	Day Rate \$1,000  Weekly Rate \$5,000
Market Hall Plaza Size: 1,166m <sup>2</sup>	Day Rate \$375  Weekly Rate \$1,875	Day Rate \$750  Weekly Rate \$3,750
William Street Mall – Large Event Size: 3,796m <sup>2</sup>	Day Rate \$1,500  Weekly Rate: \$7,500	Day Rate: \$3,000  Weekly Rate: \$15,000
William Street Mall – Small Event Size: 3,796m <sup>2</sup>	Day Rate \$300  Weekly Rate: \$1,500	Day Rate: \$600  Weekly Rate: \$3,000
The Lawn Size: 416m <sup>2</sup>	Day Rate: \$400  Weekly Rate: \$2,000	Day Rate: \$800  Weekly Rate: \$4,000
Horseshoe Lane Size: 418m <sup>2</sup>	Day Rate: \$300  Weekly Rate: \$1,500	Day Rate: \$600  Weekly Rate: \$3,000
Perth City Link Lot 10 South Size: 2,264m <sup>2</sup>	Day Rate: \$800  Weekly Rate: \$4,000	Day Rate: \$1,600  Weekly Rate: \$8,000
Perth City Link Lot 10 North Size: 4,500m <sup>2</sup>	Day Rate: \$800  Weekly Rate: \$4,000	Day Rate: \$1,600  Weekly Rate: \$8,000

***\*note weekly rate is 7 days***

***\* bump in/out days charged at 50% rate***

***\* half day (or less) is charged at 50% rate***

***\*\*monthly rates, partial space rates and shorter term rates to be negotiated***



### 3.0 Bond

	Rate
<i>The MRA may charge the Event Holder a bond to cover any site repairs that are a result of the event.</i>	<b>20% of venue hire fee</b>

**\* At the discretion of the MRA, high-risk events may attract a higher bond**

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. Please note there will also be additional costs for City of Perth and any other approvals should the event application be granted.

### 4.0 Payment Terms

- The application fee must be received before the application will be processed.
- Should necessary documentation and payment of hire and bond fees not be received by the required dates, the MRA reserves the right to cancel the event.

### THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED

The MRA requires applications to be submitted for:

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

**Submission of this Event Application form does not automatically imply approval for your event.**

Please initial authorised application fee amount:

Not for Profit **\$82.50** (\$75 + GST) \_\_\_\_\_

Commercial **\$247.50** (\$225 + GST) \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Email receipt to: \_\_\_\_\_





### **APPLICATION TO HOLD AN EVENT AT YAGAN SQUARE**

Event holders may be required to secure various approvals, licenses and services for their event from other parties, in addition to submitting an application to MRA. It is the responsibility of the Event holder to ensure all necessary approvals are in place for their event. Refer to Approvals, Licenses and Services (Appendix B).

The MRA can assist with facilitating the stakeholder communication for approvals and should be included in emails to external parties regarding seeking of approvals at Yagan Square. An Event Licence will not be granted prior to the MRA sighting these approvals.

Events taking place in Yagan Square must comply with the following site rules below and the terms of the Events Licence.

#### **Insurance**

Event applicants must provide evidence of the following:

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

The event holder is responsible for the supervision of all contractors during bump in and bump out and must have a key contact on site at all times during these periods.

The MRA to hold a site induction with Event Holders prior to event bump in. Each contractor must be inducted by the Event Holder prior to starting works.

#### **Third Party Approvals**

The Licence Holder is responsible for obtaining any necessary third party approvals and licenses relevant to your event, including approvals from the City of Perth.



## **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>	<input type="checkbox"/> The Meeting Place <input type="checkbox"/> Market Hall Plaza <input type="checkbox"/> William Street Mall <input type="checkbox"/> The Lawn <input type="checkbox"/> Horsehoe Lane <input type="checkbox"/> Yagan Square Rooftop <input type="checkbox"/> Lot 10 South		
<b>Event Description</b>			
<b>Special Attractions</b>			



Est. Attendance (Per day)			
Ticketed or Free		Ticket Prices	
Have you conducted this event before? If so please provide details			
Is the event charitable or Not for Profit	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> – continue to next question If yes, please provide details including registered Not for Profit organisation number.		



**Temporary  
Structures**

Will the event have temporary structures such as marquees, stages, scaffolding, seating, light towers, fencing, reefers or other structures?

- ☐ **YES**  
☐ **NO** – continue to next question

A scaled site plan is required ☐

**Signage**

Will signage be utilised in the vicinity of the event, on temporary fencing or wall banners / hanging

- ☐ **YES**  
☐ **NO** – continue to next question  
If yes, please provide details



<p><b>Food Selling or Consumption</b> Will the event include the selling or consuming of food?</p> <p><b>Note:</b> Food vans are to be coordinated and managed by the MRA.</p>	<p><input type="checkbox"/> <b>YES</b>  <input type="checkbox"/> <b>NO</b> – continue to next question          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.  <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> Will the event include the selling or consuming of alcohol?</p>	<p><input type="checkbox"/> <b>YES</b>  <input type="checkbox"/> <b>NO</b> – continue to next question          If yes, please provide details. A letter of support can be provided to Racing, Gaming and Liquor.</p>
<p><b>Hazardous Substances &amp; Dangerous Goods</b> Will hazardous chemicals or dangerous goods be stored or utilised at the event?</p>	<p><input type="checkbox"/> <b>YES</b>  <input type="checkbox"/> <b>NO</b> – continue to next question          If yes, please provide details</p>
<p><b>Noise</b> Will the event involve playing live or recorded music, use of a PA system?</p>	<p><input type="checkbox"/> <b>YES</b>  <input type="checkbox"/> <b>NO</b> – continue to next question          If yes, please provide details of proposed PA System and supplier</p>
<p><b>Road Closures</b> Will partial or complete road closures be required for the event?</p>	<p><input type="checkbox"/> <b>YES</b>  <input type="checkbox"/> <b>NO</b> – continue to next question          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, licenses and insurances required under the Yagan Square Event License.</p>



<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

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>	





## YAGAN SQUARE EVENT CONDITIONS

Events taking place in Yagan Square must comply with the following site rules below. Acceptance of these conditions is mandatory for events wishing to receive an Event License for Yagan Square.

### **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 Yagan Square must be maintained throughout their opening hours. This includes entrance and exit areas and loading areas
- Disability access through the site must be considered in relation to events, including bump-in and bump out.
- 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.
- **All event areas must be fenced using either temporary mesh fencing to Australian Standard AS/NZS ISO 31000:2009 or crowd control barrier by the Event Holder prior to any works commencing.**

**Please note: Hazard tape and plastic cones are not permitted to be used as fencing anywhere in Yagan Square.**



## **APPENDIX A – YAGAN SQUARE CIVIC AND CULTURAL CHARTER**

**All events, activities and operations taking place in Yagan Square must contribute to the values of the Civic and Cultural Charter:**

1. To make Yagan Square a significant event destination, highly valued by the people of Perth that celebrates the unique spirit of Western Australia.
2. To create a strong partnership with the Whadjuk Noongar people.
3. 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
  - Technology, innovation, media and design
  - Discovery, learning and storytelling
  - History and nature
  - Food and beverages
  - Joining together as a community
4. To provide a focal point that recognises and celebrates WA's heritage, produce, environment and culture and reflects cultural diversity in all overall operations and programming.
5. To explore new and bold ways to stimulate culture and creativity, and communicate Western Australia as an incubator of the arts and innovation.
6. To support and promote the activities of the local businesses and economy in and around Yagan Square.
7. 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

# YAGAN SQUARE

## INFRASTRUCTURE MAP

### KEY

- ▲ Entry Points
- T Public Toilets
- L Lifts

### LANDMARKS & PUBLIC ART

- Wirin Sculpture
- Wateline
- Digital Tower
- Digital Canopy
- Passenger
- Disappearing Lines
- Liquid Fire
- Playground
- Wildflower Garden
- Firepit

### EVENT INFRASTRUCTURE

- - - Upper Level
- • • Removable Bollards
- 3.5 Shoreline (clear zone)
- 2m radius exclusion zone
- 2 x 10A Socket
- 2 x 15A Socket
- 40A (3 Phase)
- Water Connection
- Sewage Connection
- Multipoles

### SURFACE FINISHES

- Lawn area: grass
- Flower Beds
- Aluminium Canopy

The map illustrates the layout of Yagan Square, featuring various landmarks and public art pieces numbered 1 through 9. It also shows event infrastructure such as upper levels, removable bollards, and different types of power sockets. Surface finishes like lawn areas, flower beds, and aluminium canopies are indicated. The map includes surrounding streets like William Street Mall and Horseshoe Lane, and nearby facilities like the Train Station and Bus Station. A north arrow is located in the bottom right corner.





## APPENDIX B – LOT 10 INFRASTRUCTURE MAP

