



Sydney Harbour Foreshore Authority

INDOOR VENUES CONDITIONS OF USE

All applicants must abide by the following conditions. Each page of these conditions must be initiated together with the signature of the Licensee.

Booking Conditions

Please complete the attached application form and forward to Sydney Harbour Foreshore Authority.

NOTE: Sydney Harbour Foreshore Authority 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 given upon completion of the appropriate License Agreement

Licence Agreement

A legally binding Licence agreement must be entered into by the applicant and returned to Sydney Harbour Foreshore Authority prior to the event or activity-taking place. Until both parties sign this licence agreement, final approval for the event has not been given.

Licences

The applicant must obtain all relevant licences pertaining to the proposed use and a copy of them must be provided to Sydney Harbour Foreshore Authority 14 days prior to the commencement date of the venue hire.

Risk

The applicant accepts all risks during its use of the venue and is required to indemnify Sydney Harbour Foreshore Authority for all risks.

Insurance

As a condition of hire, the applicant is to take out the following insurance policies and keep them in force for the period of the event:

- Certificate of Public Liability for the sum of no less than \$20,000,000 unless otherwise agreed. This policy must note the Sydney Harbour Foreshore Authority as the 'Interested Party' on the certificate of coverage.
- Workers' Compensation insurance in respect of any employee of the applicant who is employed in connection with the use of Sydney Harbour Foreshore Authority's venue for the event.
Evidence of these policies is to be supplied to Sydney Harbour Foreshore Authority before the commencement date of the venue hire.

Where the applicant contracts any third parties to work on the event, the applicant must provide a list of names containing all such persons and a copy of the Workers Compensation Insurance that covers each third party. (Including any Casual employees of the third party).

Venue hire charges

The schedule of fees takes into account direct and indirect costs associated with the hire of the venue, these fees being dependent on the types of activities. Venue hire charges may be subject to change without notice.

Deposit & Payments

Approved applications must pay a deposit of no less than 50% of the License fee to confirm the booking. The booking confirmation will be in the form of a License Agreement with all the necessary booking details and any specific approved authorisations. The balance of payment and payment of the bond are required 10 business days prior to the event commencement, unless other prior arrangements are made.

Bond

A bond or schedule of bonds is required with every booking. The bond held by Sydney Harbour Foreshore Authority is against damage and non-adherence to the agreed conditions. The applicant is to meet the cost of any property damage caused as a result of activities of the applicant or their contractors, for the duration of occupation of the venue. These costs will be deducted from the bond unless other arrangements are made. If the loss or repair costs for the damage incurred are greater than the bond, then the applicant is required to pay the balance outstanding as liquidated damages. A sum may be deducted from the bond for any breaches of this agreement. Refer to Hire Charges/Fees for bond details.

Venue floor plan

A proposed venue map of the layout of the function must be submitted to Sydney Harbour Foreshore Authority for approval, indicating the placement of stages, catering facilities and other associated structures.

Bump-in schedule/ running schedule

The applicant is to supply Sydney Harbour Foreshore Authority with a copy of the schedule.

Parking

Applicants should note that street parking is limited and that guests should be advised accordingly. Sydney Harbour Foreshore Authority does not offer parking as part of any venue hire.

Use of SHFA facilities

The applicant will be responsible for the cleaning of amenities at Sydney Harbour Foreshore Authority venues if they are used. If the applicant does not clean the amenities after use, Sydney Harbour Foreshore Authority will clean the amenities at the applicant's cost (deducted from the bond).

Cleaning and rubbish removal

The applicant will be responsible for supplying rubbish bins, cleaning the venue and removing all rubbish resulting from the event, to the satisfaction of Sydney Harbour Foreshore Authority otherwise the cost of it will be deducted from the bond. It is prohibited to use Sydney Harbour Foreshore Authority rubbish bins for events (public use only)

Security

The applicant must provide adequate security, as specified by Sydney Harbour Foreshore Authority, and as required by law. Please ask the advice of the Sydney Harbour Foreshore Authority event coordinator if you have any questions about security.

Amplification

Amplification requires specific authorisation and will be strictly regulated by Sydney Harbour Foreshore Authority and the noise pollution authorities. In some instances, sound amplification equipment may have to be fitted with a noise limiter or it may be necessary for the applicant to appoint and pay for an accredited acoustic consultant to monitor sound levels.

Generators

No generators are to be used without authorisation.

Advertising

Specific authorisation is required for advertising. As a guide, it should not be offensive and should not obstruct a thoroughfares or emergency exits. Certain bans apply, including ones on tobacco advertising, fixed advertising and flyer distribution.

Alcohol consumption

The sale of alcohol will only be permitted in exceptional circumstances, such as large-scale public events. Such allowance will be at the discretion of Sydney Harbour Foreshore Authority.

Applicants must comply with liquor licensing laws when alcohol is to be sold at an event. Sydney Harbour Foreshore Authority must be informed of an applicant's intention to sell alcohol before a booking is confirmed, so that the event can be assessed and the permission noted on any approval issued.

The applicant must where necessary apply for and obtain the prescribed license under the Liquor Act 1982 (as amended) and produce a copy to Sydney Harbour Foreshore Authority before the commencement of the use of the open space.

It is the obligation of the applicant to control guests and refuse service of alcohol to guests adversely affected by alcohol in accordance with the Harm Minimization requirements under the Liquor Act. The applicant must also control guests when leaving the venue and ensure no undue disturbance of the quiet and good order of the neighborhood.

Smoking

Smoking is NOT permitted in any Sydney Harbour Foreshore Authority indoor venues. It is the responsibility of the applicant to provide an adequate number of suitable ashtrays outside the building. The applicant is also responsible for the removal and cleaning of the ashtrays.

Special Case Events

Event coordinators and applicants are advised that the following events and activities require special consideration in terms of their impact on: -

- (a) The amenity of the venue
- (b) Public safety
- (c) The condition and management of the venue and surrounding public domain

Applicants are required to submit a detailed Event Plan of Management and address the criteria listed above. Sydney Harbour Foreshore Authority will consider the merits of applications and reserves the right to approve, condition or refuse any of the following events.

- Use of any pyrotechnics
- Carnival rides or side show activities
- Food vending

- Money collection
- Flyer distribution
- Events involving animals
- Any activity, which adversely affects the environment by noise, land, air or water pollution
- Any event / activity against the interest of stakeholders / tenants
- Begging or unauthorized charity collection
- 'Rave' dance events
- Sticker distribution

Temporary structures

The erection of temporary structures, including hanging systems, stages, serveries, furniture, etc requires specific approval. Please refer to Development Application section of this form or Contact the Planning Assessment Department of Sydney Harbour Foreshore Authority. All structures are to be freestanding and not fixed to any part of the venue. During the construction of structures, the zone is to be secured and made safe to the public.

Development Applications

Unless specifically exempt, a Development Application (DA) must be submitted to Sydney Harbour Foreshore Authority for all venue hire activities including (but not limited to), artwork exhibitions, cocktail parties, festivals, promotions & special events. The application form identifies this.

Occupational Health & Safety

The applicant must comply with the laws governing occupational health and safety for its employees.

General Conditions

No naked flames are permitted in the building including but not limited to candles, space heaters & food warmers.

No fasteners such as but not limited to nails, screws & adhesives are permit to be driven into or attached to any part of the building.

Sydney Harbour Foreshore Authority reserves the right to reject any application as non-conforming if the proposed use does not conform with the conditions listed at item 4 in the License Agreement or if further use threatens the amenity of the venue.

Sydney Harbour Foreshore Authority and its authorized officers have the right to remove any person exhibiting anti-social behavior i.e. anyone causing annoyance, nuisance or injury to another person, tenant or other occupant of the building.

Emergency exits must be kept clear at all times. Adequate fire extinguishing equipment must be accessible at all times.

Cancellation Conditions

If a booking is cancelled, the following charges will apply:

30 days prior	Full refund less \$50 administration fee
14 days prior	50% refund
Less than 7 days prior	No refund.

I confirm I have read and understood the conditions of use for the hire of open space managed by Sydney Harbour Foreshore Authority.

<p>Please print name:</p> <p>Please sign name:</p> <p>Date:</p>

Application for Event Licence In Sydney Harbour Foreshore Authority precincts



Harbour Foreshore Authority

Sydney Harbour Foreshore Authority
PO Box N408 Grosvenor Place, NSW 1220
Level 6, 66 Harrington Street, The Rocks 2000
Phone 9240 8500 Fax 9240 8855
www.shfa.nsw.gov.au ABN 51 437 725 177

BOOKING CONDITIONS

Please complete the following application form and forward to Sydney Harbour Foreshore Authority. Your application will be evaluated and must comply with the Sydney Harbour Foreshore Authority Policy For Outdoor Events.
(A copy of this policy is available on www.shfa.nsw.gov.au)

SYDNEY HARBOUR FORESHORE AUTHORITY 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 given upon completion of the appropriate license agreement. A license agreement will only be issued if the application meets all of Sydney Harbour Foreshore Authority's requirements.

PRECINCT REQUESTED:

(PLEASE TICK)

DARLING HARBOUR	<input type="checkbox"/>
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THE ROCKS	<input type="checkbox"/>
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APPLICANTS DETAILS

Organisation:		
ABN:		
Registered Office Address:		
Contact Name:		Position:
Mailing Address: (If different to above)		
Contact No's. (W)	(H)	(Fx)
Email:	(Mobile)	

EVENT DETAILS

(Please tick in black ink the boxes which best describes your Event)

<input type="checkbox"/> Product Sample	<input type="checkbox"/> Media Launch	<input type="checkbox"/> Private Function
<input type="checkbox"/> Product Launch	<input type="checkbox"/> Sporting Event	<input type="checkbox"/> Free Public Event
<input type="checkbox"/> Product Promotion in association with Sydney Harbour Foreshore Authority tenant / stakeholder		
<input type="checkbox"/> Public Display <i>(for example, car club, display of public information)</i>		
<input type="checkbox"/> Cultural / Community Event <i>(for example, events showcasing a particular culture)</i>		
<input type="checkbox"/> Ticketed Event		
<input type="checkbox"/> Other <i>Please give details</i>		

EVENT DESCRIPTION

Name of Event:	
Event Date:	
Event Description:	
Event Bump-In date & time:	Event Bump-Out date & time:
Event start time:	Event finish time:
No. Of spectators/participants:	
Target Audience:	
Confirmed media:	

VENUE HIRE

<p>The Event will incur a fee for the hire of a Sydney Harbour Foreshore Authority managed open space or venue. A fee will also be charged for a site manager and any Event staff who will be appointed on behalf of Sydney Harbour Foreshore Authority to assist in the on-site management of your Event for the period of the Event. The appointment of a site manager is mandatory.</p>
Venue(s)/ Open Space requested to be hired:

INSURANCE

<p>The Hirer must take out the following insurance policies and keep current for the period of the Event:</p> <ol style="list-style-type: none"> 1. Public Liability Insurance (PL) of not less than \$20 million, (unless specially approved otherwise). This policy is to be in the name of the Applicant and endorsed with Sydney Harbour Foreshore Authority as an insured/interested party. 2. Worker's Compensation (WC) Insurance for any employee(s) of the Applicant employed in connection with the use of Sydney Harbour Foreshore Authority's Event License for the Event. 3. Where the Applicant has engaged third parties (e.g. contractors) to work on the Event, the Applicant must supply a WC certificate of currency to Sydney Harbour Foreshore Authority, as above, in relation to each third party. A list of third parties proposed & the Applicant's employees is then required for clarity in the management of the Event. Where the third party is acting as a supplier of equipment / facilities it is the applicants responsibility to ensure the third party has public liability insurance covering their use of the equipment / facilities. The applicant agrees in signing this application to indemnify the third party if it elects not to verify the existence of such additional insurance. 4. The Applicant must comply with the laws governing occupational health and safety for its employees. It is a <u>condition of submission</u> to attach (endorsed) certificates of currency to this proposal <u>to secure assessment for approval</u>. Provided always that Sydney Harbour Foreshore Authority reserves the right to see copies of the actual insurance policies required herein. 	
<p>Does your organisation have Public Liability Insurance of not less than \$20 million? If No, give details of the actual lesser amount. \$...M [Sydney Harbour Foreshore Authority will confirm in writing action required for requests for related liability cover]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Does the Applicant propose to engage contractors to work on the Event? If Yes, attach details as per item 3 above.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

DISPLAYS AND TEMPORARY STRUCTURES

<p>Any installation of temporary physical structures, (i.e. fete stalls, marquees, generators, seating, staging etc) associated with holding the Event on land in the public domain within Sydney Harbour Foreshore Authority precincts will require a Development Application (DA) and possibly Construction and/or Engineering Certification. These forms can be obtained by contacting the Sydney Harbour Foreshore Authority's planning officer, Planning Assessment department, on 9240 8500 or on the Sydney Harbour Foreshore Authority web site: www.shfa.nsw.gov.au. NOTE: a Sydney Harbour Foreshore Authority Event Coordinator will advise you if you need to submit a DA. Please be advised that a minimum period of 21 working days is required to process a Development Application. The Development Application must be approved before final Event approval will be given.</p>	
<p>Do you propose to erect any structures?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If Yes, please specify the nature and type of structure(s):</p>	
<p>Purpose of structure(s):</p>	
<p>Number and size and capacity of structure(s):</p>	
<p>Date & time to be erected:</p>	
<p>Date & time to be removed:</p>	
<p>Location of structure(s): [Please advise as to the exact location – If possible please attach a site map]</p>	

EQUIPMENT AND DISPLAY FLAGS

The Licensee is required to provide all equipment associated with the Event and at no cost to Sydney Harbour Foreshore Authority. Sydney Harbour Foreshore Authority has a limited amount of equipment available for hire to assist in your Event. These include public address systems (PA), barricades, chairs, stage riser & fete stalls. Your equipment requirements can be discussed in detail with a Sydney Harbour Foreshore Authority Event Coordinator with any costs incorporated into the final fee.
 Flag positions to assist in your Event's promotion are also available throughout Darling Harbour for hire. Hiring fees are available on application.

Will your event be using the following?			If YES, how many/what size?
PA System	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Barricades	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Chairs	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Stage riser	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Fete stall (2.4 x 2.4)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Flag hire	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Other:			

SITE CLEANING AND WASTE MANAGEMENT

The Licensee will be responsible for the cleaning of the Venue(s) during and after the Event. Pre- and Post-Event site inspections will be arranged to ensure that venues are returned to Sydney Harbour Foreshore Authority in a clean and tidy state. Excessive waste generated as a result of the Event will involve the use of Sydney Harbour Foreshore Authority's cleaning provider. All costs associated with waste removal will be deducted from the Bond and any excess billed directly to the applicant.

Give a description of the amount of waste expected to be generated from the Event?

Do you require a joint pre-Event site inspection? Yes No

SECURITY

The Licensee is required to submit a Risk Management Plan and Security Assessment for every Event. The security requirements of your Event will be established in consultation with the Sydney Harbour Foreshore Authority appointed Operational Security consultant. The Event organiser must engage the services of Sydney Harbour Foreshore Authority's Security Provider as specified by Sydney Harbour Foreshore Authority and required by law. The cost of these services will be at the organizer's expense. Security will be required for overnight protection of specific property, crowd management or general Event presence. The Event may require a security management plan to be discussed with Sydney Harbour Foreshore Authority. Where such a plan is required: **Events will not be allowed to proceed without a Risk Management Plan and Security Assessment being submitted. Sydney Harbour Foreshore Authority reserves the right to withdraw any approval granted pending satisfactory receipt of this documentation.**

Do you require an external security provider for your Event? Yes No

Have you completed a Risk Management Plan for your Event for submission with this Application? Yes No

Have you completed a Security Assessment and Plan for your Event for submission with this Application? Yes No

SPECIAL CASE EVENTS/ACTIVITIES

Event Coordinators and applicants are advised that the following events and activities require special consideration in terms of their impact on: -

- (a) The amenity of the public
- (b) Public safety
- (c) The condition and management of the public domain

Applicants are required to submit a detailed Event Plan of Management and address the criteria listed above. Sydney Harbour Foreshore Authority will consider the merits of the applications and reserves the right to approve, condition or refuse any of the following events.

• Use of pyrotechnics	• Flyer distribution
• Helicopter landings	• Hot air balloon landings
• Parachuting	• Events involving animals
• Carnival rides or side show activities	• 'Rave' dance events
• Mobile food vending	• Sticker distribution
• Money collection	• Begging or unauthorized charity collection
• Any activity which adversely affects the environment by noise, land, air or water pollution	
• Any activity against the interest of stakeholders / tenants.	
• Mobile BBQ and cooking facilities (other than SHFA installed facilities)	

VEHICLE ACCESS AND PARKING

A detailed schedule of vehicle access requirements for your Event (including delivery and collection of associated equipment) is required in the Event Plan. Once approved, any changes to this schedule must be communicated to the Sydney Harbour Foreshore Authority Event Coordinator for approval.

Vehicles are not permitted within the confines of any Sydney Harbour Foreshore Authority site, except:

- Short term parking for loading and unloading of equipment, which is allowed between the hours of 6am to 9am and 6pm to 9.30pm, and is subject to prior agreement with Sydney Harbour Foreshore Authority. Once agreed and finalised, schedules must be adhered to at all times.
- At such other times as notified to you by Sydney Harbour Foreshore Authority. Please note a speed limit of 10kph (walking pace) applies throughout all Sydney Harbour Foreshore Authority sites. Vehicle hazard lights must be used at all times on site and walking vehicle escorts are also required.
- Any display vehicles must have written permission from Sydney Harbour Foreshore Authority at least one week prior to the Event and all stationary vehicles must use drip trays.

No parking for vehicles associated with your Event is available on any Sydney Harbour Foreshore Authority site. Parking stations are located near all Sydney Harbour Foreshore Authority sites, including:

Darling Harbour	Harbourside Carpark – Murray Street
	Entertainment Center Carpark – Darling Drive
The Rocks	Clocktower Carpark – Harrington Street

No vehicles are permitted onto any grassed area within the Sydney Harbour Foreshore Authority precinct.

Do you require vehicles to access the Event site?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, please provide details of your requirements]
Vehicle Details / Size: [Classification, capacity, No. Of tyres if >4]	

SOUND AMPLIFICATION AND NOISE RESTRICTIONS

<p>All Events in Sydney Harbour Foreshore Authority precincts must adhere to Environmental Protection Authority (EPA) guidelines for the use of amplification equipment. Action must be taken to minimize sound disturbances to possible adjoining events and nearby residents.</p> <p>If permission is granted Sydney Harbour Foreshore Authority and the EPA reserve the right to control the noise levels of any equipment used on site. You maybe required having the Event monitored by an acoustic consultant at your own expense.</p>	
<p>Do you propose to use a Sydney Harbour Foreshore Authority P.A system or any other amplifying equipment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If Yes, please specify type:</p>	
<p>Reasons for use:</p>	
<p>Times of use (between 9:00am and 10:00pm only):</p>	
<p>Sound Check and Scheduled Rehearsal times (if necessary):</p>	

ON SITE WATER & POWER REQUIREMENTS

<p>Depending on the specific Event requirements, the Event License fee includes the use of water and power supplies, where existing. Modifications made to the existing water and power supplies will be at the hirers expense and requires prior authorisation from Sydney Harbour Foreshore Authority. Power requirements exceeding 15 Amps at 240 volts will require a Sydney Harbour Foreshore Authority Electrician to oversee the power connection – the cost of this electrician is to be met by the Hirer. No generators are to be used without prior authorisation.</p>	
<p>Do you require power for your Event?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>For what purpose(s)?</p>	
<p>If Yes, please specify amount and load:</p>	
<p>Do you require connection to water supply for your Event?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>For what purpose(s)?</p>	

ADVERTISING, SIGNAGE, BANNERS

Erection of any signs, directional signs, free standing signs, banners, billboards, posters or other printed matter in association with your Event need prior approval of Sydney Harbour Foreshore Authority. Advertising involving the use of dyes on grass are prohibited	
Do you propose to erect any of the above items?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes please give details (nature, number, capacity, dimensions, material, outline of artwork, wording etc) – <i>Pls supply a separate sheet:</i>	
Please note: Signage requirements for Events may require a Development Application (DA).	

CONSUMPTION OF FOOD AND BEVERAGES

<p>The Licensee is responsible for securing the consents and permits required for food vending from the City of Sydney. <u>Please allow 14 days for the approval of Vending Applications.</u> Contact the City of Sydney on tel. (02) 9265 9028 for full details. Please be aware that Vending Stalls are subject to City of Sydney Health regulations, (web address www.cityofsydney.nsw.gov.au)</p> <p>Special permission may be granted for the <u>sale</u> of alcoholic or non-alcoholic beverages, or food at the Event. If approved, Applicants must comply with and possess the prescribed license under the Liquor Act 1982 (as amended) and produce a copy to Sydney Harbour Foreshore Authority prior to the Event. Permission must also be sought for the <u>distribution</u> of alcoholic or non-alcoholic beverages, or food at the Event.</p> <p>It is the obligation of the Applicant to control guests and refuse service of alcohol to guests adversely affected by alcohol in accordance with the Harm Minimisation requirements under the Liquor Act. The Applicant must also control guests when leaving the venue and ensure no undue disturbance of the quiet and good order of the neighborhood occurs.</p> <p>For approved Vendors, Sydney Harbour Foreshore Authority offers hire of Food Vending Stalls (2.4 x 2.4m) as required at a scheduled price.</p>	
Will alcohol be consumed at the Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If approved, name the party holding the Liquor License: [Sydney Harbour Foreshore Authority requires a copy of the license]	
Will food be <u>sold or consumed</u> at the Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a City of Sydney Vending License?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need to hire Sydney Harbour Foreshore Authority Food Vending Stalls at the Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

DETAILED EVENT PLAN & PRODUCTION SCHEDULE

Applicants will be asked to submit a detailed running schedule (incl. Bump-in and bump-out schedules) of their Event to Sydney Harbour Foreshore Authority at least 7 business days prior to the Event starting. This Event schedule should outline the following - all bump-in and bump-out times, a schedule of equipment delivery and vehicle access requirements, operation hours of the Event, a list and contact details for key staff and personnel associated with the Event, catering and merchandise proposals, utilities requirements etc

Any changes after approval to the Event Plan will need to be discussed with and communicated in writing to Sydney Harbour Foreshore Authority for separate approval no less than 24 HOURS prior to the Event. If changes occur outside business hours, you will be required to make telephone contact and fax your Event Coordinator as a priority. Please note that approved changes to the Event Plan may incur extra fees.

TELEPHONE AND INTERNET CONNECTION

All cost associated with the installation and metering of telephone or internet supply to your Event will be at the Event organiser's expense.

Do you intend to install additional phone lines for the Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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BOND

A bond will be required by Sydney Harbour Foreshore Authority for the Event and will be calculated after assessment of the Event requirements. The bond held by Sydney Harbour Foreshore Authority is against damage and non-adherence to the agreed conditions. The applicant is to meet the cost of any property damage caused as a result of activities of the applicant or their contractors, for the duration of occupation of the site. These costs will be deducted from the bond unless other arrangements are made and adhered to. If the repair costs for the damage incurred are greater than the bond, then the full cost must be paid and the applicant is required to pay any balance outstanding as liquidated damages. A sum may be deducted from the bond for any breaches of this agreement. Sydney Harbour Foreshore Authority will provide approximate hire charges and bond amount upon assessment of this proposal.

FEES AND CHARGES

All fees & charges imposed by Sydney Harbour Foreshore Authority in connection with the Event are to be received by Sydney Harbour Foreshore Authority not less than 10 business days prior to the Event, unless prior alternate arrangements have been agreed. Failure to make payment by this deadline will forfeit the applicants right to for the Event to be held. Sydney Harbour Foreshore Authority will not commit to the provision of any services until payment for services is received so that for items with lead times in excess of 5 working days Sydney Harbour Foreshore Authority will accordingly require earlier remittance.

The Licensee is obliged to make good any damage to the Event site caused during the hire period. Following the required post-Event site inspection with the Sydney Harbour Foreshore Authority Event Coordinator the Bond refund amount will be determined. A portion of the bond may be used to cover the cost of rectification of damages or other recoverable expenses incurred by Sydney Harbour Foreshore Authority on your behalf unless alternative arrangements for payment are agreed. Sydney Harbour Foreshore Authority will document charges recoverable in the form of a tax invoice whether deducted from the bond or received separately.

Event Cancellation
Cancelled Events incur the following fees (less administration charges):
30 Days prior Full Refund
14 Days prior 50% refund
7 Days prior No refund payable

No venue hire fees will be charged should the Event be cancelled from the effects of inclement weather. However, all on-costs (i.e. labor, equipment, security etc) will still be charged to the hirer. Cancellation days are counted as calendar days.

DISCLOSURE

<p>Sydney Harbour Foreshore Authority issues a Weekly Event Notification List to its precinct stakeholders. This notification communicates event dates, times and a basic description. Event organiser's details are NOT included in this notification. This notification is not associated with any marketing collateral or public announcements.</p>	
<p>Do you object to being included in the Sydney Harbour Foreshore Authority stakeholder Weekly Event Notification</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>(No response means you have no objection)</i></p>

SYDNEY HARBOUR FORESHORE AUTHORITY 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 given upon completion of the appropriate license agreement. A license agreement will only be issued if the application meets all of Sydney Harbour Foreshore Authority's requirements.

Applications are assessed against the criteria set out in the Sydney Harbour Foreshore Authority *Policy for Outdoor Events* and the information supplied by the Applicant. Sydney Harbour Foreshore Authority's Events Manager approves event proposals.

Permission will not be granted to hold the event until the Applicant meets all conditions imposed by Sydney Harbour Foreshore Authority. A breach of any condition by the organiser will give Sydney Harbour Foreshore Authority, the right to immediately revoke permission, where granted, for the Event to be held.

I hereby certify that the foregoing information is complete and correct to the best of my knowledge. I understand and agree that unless I advise Sydney Harbour Foreshore Authority of any alternatives or additions to the information so far supplied above, in the manner requested herein, or information supplied is not found to be the case, approval to the Event may be not be given or revoked if already given.

..... (Signature of Applicant) FOR & ON BEHALF OF (Position)
..... (Name of Organisation)	Date.....

APPLICANT CHECKLIST SUMMARY OF PRE EVENT REQUIREMETNS

<p><input type="checkbox"/> All sections of this form have been completed & the authorised delegate on behalf of the applicant has signed the form.</p> <p><input type="checkbox"/> Attached Certificates of Currency for insurances & confirmed insurances of any third party suppliers.</p> <p><input type="checkbox"/> Attached Risk Management plan & Security Assessment.</p> <p><input type="checkbox"/> Inspection request identified to evaluate cleaning, power, water or security issues if applicable.</p> <p><input type="checkbox"/> Attached copy of liquor license. (If applicable)</p> <p><input type="checkbox"/> Attached detailed Event Plan & Production Schedule.</p>
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Please return this completed form with any supporting documents outlined in the Application Form. Upon receipt of this information your application will be assessed.

Again Note: It is the responsibility of the signatory for this application, to ensure the Sydney Harbour Foreshore Authority receives payment in the appropriate number of business days prior to the commencement of the Event.