

IMPORTANT NOTES ABOUT THIS FORM



Centennial
Parklands

1. Download this form to your computer BEFORE filling it out.

Please do not fill out this form in your internet browser.

2. This form should ONLY be filled out using Adobe Acrobat.

If different PDF viewing software is used to fill out and save this form, the form fields may not be visible or print.

To download the **FREE Adobe Acrobat software**, [click here](#).



special event proposal form

How to complete this form

1. Ensure that you have read the Centennial Parklands Special Event Proposal Conditions and Disclosures.
To read them now go to www.centennialparklands.com.au/conditionsanddisclosures
2. Ensure that you have read the Centennial Parklands Regulations.
To read them now go to www.centennialparklands.com.au/regulations_specialevents
3. Fields on this form marked with an * are mandatory.
4. Once completed you can save this form as a separate document and submit via email to info@centennialparklands.com.au with the necessary attachments.

Note: this application is subject to approval by the Centennial Park and Moore Park Trust, and does not constitute a booking

Part 1: Applicants Details

Given Name(s) * _____ Surname* _____

Job title* _____ Organisation Name _____

ABN* _____ Business Phone * _____

Business Email * _____ Business Mobile * _____

Website * _____ Postal Address * _____

Have you managed this event previously * Yes No

If yes, please give details

Have you managed other events in an outdoor setting * Yes No

If yes, please give details

Event Organiser references

Please provide two professional references:

Name (1) * _____

Company * _____

Contact number * _____

Email address * _____

Name (2) * _____

Company * _____

Contact number * _____

Email address * _____

Part 2: Special Event Proposal Details

Event Name * _____

Description of event * _____

Type of event * (please tick appropriate box)*

- Arts Music concert/festival Sporting/recreational
- Community Fundraise Commercial
- Other

If Other (please specify) _____

Date(s) and Time(s)

Preferred date(s) - option 1 * _____

Preferred date(s) - option 2 * _____

Dates of proposed site occupation (including bump in and out) _____

Event opening time * _____

Event opening time * _____

If multiple sessions, please itemise* _____

Patron Information

If a one day event, total expected * _____

If multiple sessions, total expected _____ Expected attendance per session _____

Audience

What is the demographic of your audience (age range etc) *

Part 3: Venue/Location

Proposed location(s)

Option 1 *

Proposed location(s)

Option 2 *

Type of location - if you do not have a specific location in mind, please indicate the type of area you are seeking (e.g. large open space, secluded area, near lakes, near cycle track, amphitheatre etc) *

For sporting events (if applicable)

please specify event

course location

If you have a proposed access

route for patrons in mind,

please specify *

Food and Beverage

Are you planning to sell or provide food? *

Yes No

If yes, please specify
e.g. bars, tasting, VIP etc

Are you planning to sell or provide alcohol? *

Yes No

If yes, please specify
e.g. bars, tasting, VIP etc

Are you planning to sell or provide non alcohol beverage? *

Yes No

If yes, please specify
e.g. bars, tasting, VIP etc

Promotion and Ticketing

Are you selling tickets for the event? *

Yes No

if yes, approximate ticket
price range *

Sound

Will your event have amplified sound? *

Yes No

If yes, please specify times and
other requirements (eg. stages,
within marquees, site
announcements, screens etc)

Will you require rehearsals and/or sound checks? *

Yes No

Security

Will you engage a private security company for your event? *

Yes No

If yes, please specify

Does your event require marshals? *

Yes No

If yes, please specify

Will you be using any volunteers for your event? *

Yes No

If yes, please specify roles

Part 4: Infrastructure

Structures

Do you propose to erect any structures? *

Yes No

If yes, please specify purpose

Power

Do you require generators for your event

Yes No

Lighting

If your event is at night, specify the lighting you will provide for patron ingress/egress and event site operations (no lighting is available on site).

Amusements

If you are planning to include any amusement rides, including inflatables, please specify:

Part 5: Access

Road Closures

Do you require any internal or external road closures for your event? *

Yes No

If yes, please specify

Gate Closures

Do you require any gate closures for your event? *

Yes No

If yes, please specify

Shared access

Is your event likely to affect any of the following: *

Yes No

- the cycle lane (around Grand Drive)
- the horse track (around Grand Drive)
- sports fields
- existing businesses in the Parklands (eg. Centennial Parklands Dining)
- flora or fauna

If yes, please specify

Will you have trucks over 3 tonnes, 3.5 metres in height or 10-19 metres in length?

Yes No

If yes, please specify

Part 6: Services on Site

Alterations to park infrastructure

Will your event require temporary removal of any existing park infrastructure such as *

Yes No

- fencing - irrigation
- bollards - speed humps

If yes, please specify

Line marking

Will your event require line marking? *

Yes No

Part 7: Special Event Proposal Conditions and Disclosures

All special events in Centennial Parklands are required to comply with the Special Event Proposal Conditions and Disclosures. If your proposal is successful, further conditions may be applied in the Agreement at the Trust's discretion. Go to www.centennialparklands.com.au/conditionsanddisclosures to read the conditions and disclosures.

I have read and understand the Special Event Proposal Conditions and Disclosures. *

Proposals are also bound by the Centennial Park and Moore Park Trust Regulations 2009. Go to www.centennialparklands.com.au/regulations_specialevents to read these regulations.

Part 8: Fees and Charges

Go to www.centennialparklands.com.au/ratecard to view relevant rate card..

Part 9: Supporting Documentation Checklist

Please check which items you will be submitting with your proposal form. Submitting these promptly will assist us in processing your proposal in a timely manner.

Go to www.centennialparklands.com.au/certificate to view the Guidelines for Providing a Public and Product Liability Certificate of Currency.

*Please note some items are mandatory as indicated by *.*

Public Liability Insurance \$20M *

Site Plan *

Additional event proposal related information (eg. bands, artists, feedback from previous events).

Part 10: Lodgement and Payment Details

Lodgement

Please save your proposal as a separate file and forward to the email address above as an attachment along with any supporting documentation.

You can lodge the completed application by email to info@centennialparklands.com.au

Next Step?

Once your proposal is received you will receive acknowledgment from the Trust and will be advised of the expected processing time of your proposal.

Go to www.centennialparklands.com.au/proposalprocess to view the Special Event Proposal process.

For further information regarding your proposal please contact the Parklands Office on (02) 9339 6699.