

IMPORTANT NOTES ABOUT THIS FORM



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](#).



Function proposal form

How to complete this form

1. Ensure that you have read the Centennial Parklands Regulations.
To read them now go to www.centennialparklands.com.au/regulations_specialevents
2. Fields on this form marked with an * are mandatory.
3. Once completed you can save this form as a separate document and submit via email to events@bgcp.nsw.gov.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: Applicant's Details

Given Name(s)*

Surname*

Job title*

Organisation Name

ABN*

Business Phone*

Business Email*

Business Mobile*

Website

Postal Address*

How did you hear about us?

Part 2: Function Proposal Details

Event Name*

Description of event*

Type of event* (please tick appropriate box)

Seated Lunch/Dinner

Cocktail Function

Celebration

Workshop

Team Building

Conference

Product/Media launch

Other

If Other (please specify)

Date(s) and Time(s)

Preferred event date(s)

Option 1*

Option 2*

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

Option 1*

Option 2*

Event start time*

Event end time*

Patron Information

If a one day event, total expected*

If multiple sessions, total expected

Expected attendance per session



Part 3: Venue/Location Details

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, indoor venue etc)

Are you planning to sell or provide food, alcohol and/or other products?* Yes No

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

Are you selling tickets for the event?* Yes No

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

Will you engage a private security company for your event?* Yes No

All fields marked with an asterisk () are required*

Part 4: Infrastructure Details

Structures

Do you propose to erect any structures?*

Yes No

If yes, please specify purpose, type and size.

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.

Amusements

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

Access

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

Yes No

If yes, please specify

All fields marked with an asterisk () are required*



Part 5: 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*

Part 6: Lodgement Details

Next Step?

Please save your proposal as a separate file and forward via email to events@bgcp.nsw.gov.au as an attachment along with any supporting documentation.

Once your proposal is received you will receive acknowledgement from the Trust within 5 working days.