

Event Application

Darwin Waterfront Corporation
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DARWINWATERFRONT
CORPORATION

The Darwin Waterfront is a premier event location with many unique opportunities to make your next event like no other. Thank you for considering us in your planning.

This Event Application must be completed in reference to and comply with the Darwin Waterfront Corporation's *Event Planning Guide* and *Outdoor Events Policy*.

Please complete all sections of the following application and forward onto the Darwin Waterfront Corporation for consideration.

If an application is declined the Darwin Waterfront Corporation takes no responsibility for any loss incurred by the applicant for entering into any third party agreements.

Event checklist

- | | |
|--|---|
| <input type="checkbox"/> Event application | <input type="checkbox"/> Traffic Management Plan (if appropriate) |
| <input type="checkbox"/> Public Liability Insurance | <input type="checkbox"/> Waste Management Plan (if appropriate) |
| <input type="checkbox"/> Risk Management Plan | <input type="checkbox"/> Food vendor information (if appropriate) |
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Liquor license (if appropriate) |
| <input type="checkbox"/> Vehicle access | <input type="checkbox"/> Run sheet (including bump in and out) |
| <input type="checkbox"/> Water and power access list | <input type="checkbox"/> Stakeholder engagement |

Section 1 | Event Details

Application date		
Event name		
Organisation/group name		
Website		
Are you a non-profit organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact person		
Postal address		
Phone		Mobile
Email		
Event description		
Event date	Time from	Time until
Bump in date	Time from	Time until
Bump out date	Time from	Time until
Anticipated attendance		Target Audience
Please specify which category your event fits into:		
<input type="checkbox"/>	Free event (free event for the public)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Ticketed (event that charges admission to the general public) If yes, provide details of cost per ticket	<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____
<input type="checkbox"/>	Private event (event for invited members or guests only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Other, please specify:	

Select	Event type	Scope of event	Example	Notice period
<input type="checkbox"/>	Low scale	0-499 people / one day event / no road closures / no more than two marquees / no more than two food vans / no portable toilets or trailers	Community gatherings Small sporting groups	5 business days
<input type="checkbox"/>	Minor	500-999 people / food vendors or licensed areas / up to 5 x items of infrastructure (marquees, food vans, portable toilets, inflatables, stages) / minor road closures or public transport disruptions	Organised walks Activation events Community celebrations	2 weeks
<input type="checkbox"/>	Medium	1,000-6,999 people / food vendors or licensed areas / minor road closures or public transport disruptions / up to 10 items of infrastructure (marquees, food vans, portable toilets, inflatables, stages)	Fun runs Markets Small festivals	1 month
<input type="checkbox"/>	Major	Over 7,000 people / food vendors or licensed areas / multiple event sites / large infrastructure builds	Large festival Military events Music festivals	3 months

Section 2 | Outdoor Event Sites

There are fees and charges associated with venue hire. These can be found in the Darwin Waterfront *Event Planning Guide*.

Requested area of hire		
<input type="checkbox"/> Palm Grove	<input type="checkbox"/> Amphitheatre	<input type="checkbox"/> Fort Hill Parkland
<input type="checkbox"/> Rec Lagoon Lawn	<input type="checkbox"/> Wharf One Deck	<input type="checkbox"/> Jervois Park A
<input type="checkbox"/> Peninsula Lawns	<input type="checkbox"/> Stokes Hill Wharf	<input type="checkbox"/> Jervois Park B
<input type="checkbox"/> Precinct Lawn	<input type="checkbox"/> Goyder Park	<input type="checkbox"/> Other:

The Darwin Waterfront offers event sponsorship and in-kind support to eligible applicants who are looking to host an event at the Waterfront. Event sponsorship applications open and close in September for events occurring in the next calendar year. Out of round applications may be considered.

Section 3 | Insurance

For all Medium & Major Category Events public liability insurance (minimum \$20 million) is required.

The Darwin Waterfront Corporation reserves the right to see copies of actual insurance policies required.

Weddings, birthdays and family events may be required to provide public liability insurance. The Darwin Waterfront Corporation will confirm in writing the action required for requests related to liability cover.

Do you acknowledge that your Public Liability Insurance Certificate of Currency must be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are unable to attach at this time please provide an estimate date	/ /

Section 4 | Safety & Security

The safety and security requirements of your event will be established in consultation with the Darwin Waterfront Corporation. The cost of these services will be at the applicant's expense.

Do you acknowledge that you must provide a Risk Management Plan with this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are unable to attach at this time please provide an estimate date	/ /
What level of security/how many security officers do you propose for your event?	
What do you require security for?	<input type="checkbox"/> Static guard <input type="checkbox"/> Entry checks

	<input type="checkbox"/> Roaming <input type="checkbox"/> Crowd management <input type="checkbox"/> Licenced area <input type="checkbox"/> Artist/dignitary protection <input type="checkbox"/> Back stage protection <input type="checkbox"/> Other:
Will you be having a licenced bar at your event? How many bars?	<input type="checkbox"/> Yes <input type="checkbox"/> No Qty ____
If security is required before and after your event, please list all dates & times	
Do you require lifeguards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What time do you require lifeguards? <small>Lifeguards are available until 6pm. Though dependant on the nature of your event, additional lifeguards may need to be employed.</small>	
What is the reason for needing lifeguards at your event?	
Will you be engaging the services of St Johns Ambulance for event first aid? If no, please outline the reasons why	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need to have a Traffic Management Plan for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are unable to attach at this time please provide an estimate date	/ /
Who is the qualified company operating and managing the TMP?	
Please specify a preferred date for your pre-event site briefing	/ /

Section 5 | Site Plan

Do you acknowledge that you must provide a site plan and layout with this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are unable to attach at this time please provide an estimate date	/ /

Section 6 | Vehicle Access

The Darwin Waterfront is a public precinct with many people enjoying the space each day. Management of vehicle access and movements in the space is a priority focus of safety for the Darwin Waterfront Corporation.

A detailed schedule of vehicle access requirements for your event (including delivery and collection of equipment) needs to be included in your **Event Run Sheet** (section 11) and **Risk Management Plan** (section 4).

Once approved, any changes to this schedule must be communicated with the Darwin Waterfront Corporation for approval.

Vehicle access required for bump in	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle access required for bump out	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you acknowledge that you must provide further details about the vehicles with this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are unable to attach at this time please provide an estimate date	/ /
Do you acknowledge the following conditions of entry apply when a vehicle enters public parklands: A speed limit of 5 km p/h (walking pace) is enforced at all times All vehicles must have their hazard lights on and a walking escort when in motion Keys must be removed from ignition when parked on site Vehicles are not permitted on the grass unless prior approval is given All vehicles must be removed once bump in/out is completed	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 7 | Noise

The nature of any proposed events must take into account the context of the Darwin Waterfront which is also a family friendly environment which includes a number of residential buildings. This includes addressing noise emanating from the event including ambient noise and music, noise associated with bump in and out activities and noise caused by anti-social behaviour by event patrons. If permission is granted, Darwin Waterfront Corporation reserves the right to determine the noise levels and any equipment used on site.

All noise must cease by no later than midnight on weekends and 10pm weekdays. This includes bump in and out. Due to these noise restrictions bump in cannot commence until 7am on weekdays and 8am on weekends.

Do you propose to use a PA system or other amplified equipment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify type			
Reason for use			
What audio will you have (e.g live music, playlist)?			
Who is the Audio Company operating and managing?			
Sound check date and time		Rehearsal date and time	
Do you propose to use a screen or multiple screens?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify type			
Reason for use			
What will you play on the screen (e.g movie, live broadcast, sport)?			
Who is the Audio Visual Company operating and managing?			
Sound check date and time		Rehearsal date and time	

Section 8 | Power & Water

Depending on the specific event requirements, the event permit/hire fee includes the use of power and water supplies, where existing. Modifications made to the power and water supplies will be at the hirer's expense and requires prior authorisation from Darwin Waterfront Corporation. You also need prior approval if you intend on using a generator.

Do you require power for your event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, for what purpose			
Do you require connection to the water supply for your event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, for what purpose			
Will you be using a generator?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, for what purpose			

Section 9 | Environment, Cleaning & Waste

The applicant will be responsible for the cleaning of the venue during and after the event. Pre and post event site inspections will be arranged to ensure that the venues are returned to Darwin Waterfront Corporation in a clean and tidy state. Excessive waste generated as a result of the event will involve the use of a Darwin Waterfront Corporation cleaning provider. All costs associated with waste removal will be billed directly to the applicant or deducted from the bond if applicable.

Are you aiming to have a sustainable event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how	
Do you wish to engage Darwin Waterfront Corporation cleaners?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, for what purpose	
Do you acknowledge that a Waste Management Plan must be provided with this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are unable to attach at this time please provide an estimate date	/ /

Please note confetti of any kind is not permitted.

Section 10 | Food & Beverage

Will food be available at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many food stalls will be at the event?	Qty__
Do you intend to use a Darwin Waterfront food vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is your reason?	
Will you be having cool rooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No Qty__
Have you notified Environmental Health of your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No Ref No. _____
Will you be serving any alcohol at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do you acknowledge that you will need to provide a copy of your liquor licence 10 days prior to your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are unable to attach at this time please provide an estimate date	/ /

Section 11 | Detailed Run Sheet

Do you acknowledge that you will need to provide a detailed run sheet prior to your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are unable to attach at this time please provide an estimate date	/ /

Acknowledgement

A bond may be required by the Darwin Waterfront Corporation for the event and will be calculated after assessment of the event requirements and risks. The bond held by the Darwin Waterfront Corporation is against damage and non-adherence to agreed conditions. The applicant is to meet the cost of any property damage caused as a result of the activities of the applicant or their contractors or guests, or in any other way in connection with the event, for the duration of occupation of the site. The costs will be deducted from the bond unless other arrangements are 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. The Darwin Waterfront Corporation will provide approximate hire charges and bond amount upon assessment of this proposal.

The event organiser is obliged to repair any damage to the event site caused as a result of the event. Following the required post-event site inspection with the Darwin Waterfront Corporation, the bond refund amount will be determined. A portion of the bond may be used to cover the cost of rectification of damages and/or other recoverable expenses incurred by the Darwin Waterfront Corporation on your behalf unless alternative arrangements for payment are agreed. Darwin Waterfront Corporation will document charges recoverable in the form of a tax invoice.

I have examined and understand the conditions of hire and agree to the terms and conditions set by the Darwin Waterfront Corporation.

Name of applicant			
Signature		Date	/ /

Please return completed application and supporting documents to:

Darwin Waterfront Corporation – Senior Events and Marketing Coordinator
GPO Box 1449, Darwin, NT 0801
Email: dwc.events@nt.gov.au