

## City of Fremantle – Events Package

### Introduction

This City of Fremantle events package is designed to assist you in the successful planning and implementation of your event.

For events up to and including 50 patrons, completed application forms must be submitted to the City's bookings officer along with any further required documentation a minimum of **four weeks** in advance of your event

For large scale events 500 patrons and above, your completed application form and additional documentation should be submitted a minimum of **three months** in advance of your event.

Any applications submitted outside of these times will only be processed at the discretion of the City.

Once an assessment of your application has been completed, the fees applicable for holding your event are determined and a City officer will issue an approval document or agreement outlining all fees, charges and terms and conditions of hire.

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This events package provides a guide outlining the requirements for staging an event within City of Fremantle. Following this guide will assist you in producing a successful event.

### **Application procedure**

As several parties and departments are involved in the events approval process, the first point of contact for event applications is the City's events officer, who is able to determine whether your proposed event falls within the City's policy guidelines and if the venue requested is suitable and available. Once this information has been determined then the event application form needs to be completed and returned to the events officer who will assess your application.

The event application form sets out all of the relevant questions required in order for the City to properly assess the application submitted and come to a decision on whether the event will be granted approval.

The application form included with this events package must be completed in full, ensuring all questions in the package are answered, or marking **not applicable** if necessary.

Depending on the requirements of your event, you may be required to liaise with other City departments as needed and where advised by the events officer.

For events above 500 patrons, or as otherwise required by the City, you may be invited to an operations meeting along with other relevant department representatives to ensure all requirements as set forth by each department of the City are understood and adhered to.

Please be aware that submitting an application does not guarantee that approval to stage your proposed event within City of Fremantle will be granted.

### **Your completed event application and all supporting documents are to be sent to:**

**Attn: Events Officer**

City of Fremantle

PO Box 807

Fremantle WA 6959

[events@fremantle.wa.gov.au](mailto:events@fremantle.wa.gov.au)

## **Booking of City of Fremantle reserves, public space and buildings**

You are responsible for booking the space required for your event allowing sufficient time for the application to be assessed and processed (as detailed in this event package).

Early bookings are essential to secure your requested date, as many locations in Fremantle are booked well in advance.

All bookings for the City's reserves are required to be of some benefit to Fremantle and its community and cannot be used solely as a marketing tool or branding of a particular product.

## **Public liability insurance**

You are required to have public liability insurance cover for an amount no less than \$10,000,000. This is in the best interests of both you as the organiser and the patrons who attend your event. A copy of your insurance certificate of currency must be included with your application.

## **Site plan**

You must include a site plan with your application.

## **Risk management plan**

You are required to submit a comprehensive risk management plan to the City when making your application to hold the event. The risk management plan should include a risk assessment matrix with a decision tree to identify management of potential risks that may occur during your event.

All event organisers must, without exception, submit a risk management plan at the time of making an application to hold an event in the City.

## **Evacuation diagrams/emergency management plans**

It is necessary for you to prepare and submit an evacuation diagram and/or emergency management plan in accordance with the Health (Public Building) Regulations 1992. All staff and security personnel must be briefed in evacuation procedures prior to the event and evacuation maps are to be placed in key staff areas.

## **Rubbish**

As the event organiser, you are responsible for all of the cleaning arrangements during and after your event. Paired and clearly labelled waste and recycling bins must be provided at all events and all sites are to be left completely free of rubbish and debris. Bins may be hired from the City's waste management services unit on 9432 9628.

## **Security**

Satisfactory security arrangements are to be made and enforced by you for large events. These security personnel are to be experienced crowd control officers and should be from a licensed security company. You are to ensure that at least some security personnel are female for appropriate access to female toilets, dressing areas and for venue access.

The following is a guide for the numbers of security personnel you may require for your event:

- low risk events – (without alcohol) supply at least one security personnel for every 150 patrons.
- low risk events – (with alcohol) supply at least one security personnel for every 100 patrons
- moderate or high risk events – increase security personnel in consultation with the Western Australian Police or at higher ratios as appropriate to the known risks.

**The City does not allow security dogs to be used under any circumstances.**

### **Music**

If any music is performed at your event and your event is for commercial purposes, you will need to apply to the Australasian Performing Rights Association (APRA) and Phonographic Performance Company of Australia (PPCA) for appropriate licenses. Contact APRA on (08) 9382 8299 and PPCA on (02) 9267 7877. In the event the music will be amplified, you may also be required to submit an application for a Regulation 18 non-complying event to the City's environmental health department. Further information follows in this event package.

### **Filming**

Filming is permitted within Fremantle provided that fourteen days' notice is given and an appropriate application form submitted. Applications are not required for filming short segments (no longer than five minutes) for background or souvenir purposes, providing there is no disruption to staff, customers or the general public and the footage is for personal or student use.

Where filming requires the exclusive use of a City venue or reserve, an application to hire the required space should also be submitted, subject to the appropriate deadlines for submission as outlined in this event package being adhered to. Filming application forms can be supplied on request.

### **Traffic management**

If your event requires road closures within the City, then a traffic management plan needs to be submitted by an accredited traffic management company along with an application for a road closure. The plan will be assessed by the City and if it is approved a signed copy of the application for a road closure will be given back to you to submit to Western Australian Police.

If road closures do form part of your event, it is a requirement that no less than seven days prior to your event, you provide written notification to the residents and businesses affected by the road closures and place an advert in one of the local newspapers. The City's events officer can provide you with a database of addresses to mail this notification to.

Refer to the *Main Roads Traffic Management for Events Code of Practice* January 2010 section 7.1 for further clarification.

## Processions

If your event has less than fifty people and you wish to hold a procession through the streets of Fremantle, you will need to complete an application for a Permit to hold a Public Meeting and/or Procession- Section 7 of the *Public Order in Streets Act 1984*. This application is available from and should be submitted to Western Australian Police.

## Parking requirements

There are a number of car parks throughout the City. If your event requires reserved parking bays these may be hired through the City's customer service team on 9432 9999.

## Water events

If any part of your event is to be held on Navigable Waters, you may require approval from the Department of Transport – Navigational Safety [Navigational.Safety@transport.wa.gov.au](mailto:Navigational.Safety@transport.wa.gov.au).

## Permits and documents required

You are responsible for supplying all of the necessary documents and permits required so that an assessment of your event can be made. Below is a list of the documents, licenses and/or permits that may be required by the City prior to approval of your event being granted.

Document Type	Issued By
Public liability insurance certificate of currency	Your insurer
Risk management plan	You
Traffic management plan	A licensed traffic management company engaged by you.
Application for approval for a non-complying noise event (Reg 18)	City of Fremantle
Application to construct extend or alter a public building (Form 2)	City of Fremantle
Electrical compliance certificate (Form 5)	City of Fremantle
Application for a public building certificate	City of Fremantle
Certificate of structural compliance	City of Fremantle
Application for temporary food permit	City of Fremantle
Road closure approval	WAPOL
Procession permit	WAPOL
Laser operation	Radiation Health Branch, DOH
Pyrotechnics permit	Department of Mines & Petroleum
APRA/PPCA licenses	APRA/PPCA
Filming permit	City of Fremantle
Licenses to operate drones or RPVs	CASA

## **City of Fremantle Environmental Health Requirements**

### **Noise**

Under the Environmental Protection (Noise) Regulations 1997, if a proposed sporting, cultural or entertainment event should result in the emission of noise in contravention of the standard prescribed, an application for a non-complying event (regulation 18) is to be lodged to the Chief Executive Officer no later than 60 days before the event, accompanied by an application fee of \$1000 (late fees apply).

### **Tents, marquees, spectator stands and stages – compliance with the Health (Public Buildings) Regulations 1992**

Your event may be classed as a public building under the Health (Public Buildings) Regulations 1992. If this is the case, you will be required to submit an application to construct, alter or extend a public building (Form 2). Further applications may be required to certify any structures built at your event, such as an application for a public building certificate or certificate of structural compliance.

### **Electrical requirements**

Depending on the nature of your event and where it is to be held, electricity may be available. For large outdoor events, you are responsible for ensuring that an adequate electricity supply is available for your event, which may require supplying extra generators if necessary at your own cost.

All generators, electrical cabling, switches, fuses and the like are to be kept clear of patrons. Cabling should be relocated or covered to prevent tripping hazards and properly and safely secured. Silent generators should be used if necessary so as not to contribute unduly to noise and vibration levels of the event.

All electrical installations (including power leads) must be appropriately tagged to and comply with current electrical safety requirements.

You will be required to submit an application for a Certificate of electrical compliance for a Public Building (Form 5).

### **Food and drink stalls**

If you intend to provide or sell food or drink at your event you are required to obtain permission from the City's environmental health services unit. Fees apply for commercial operations unless the event is City run or sponsored.

A copy of the temporary food premises application can be made available to you on request. Trading in public places permits are no longer required and stalls may trade at an approved event without one. For more information contact the City's environmental health services team on 9432 9856 or email [health@fremantle.wa.gov.au](mailto:health@fremantle.wa.gov.au).

Applications must be received not less than fourteen days prior to the event. If your event has several food stalls/vehicles it is requested that a food coordinator is designated and that all applications are submitted together to assist in processing the applications.

In accordance with the City's Sustainable Events Policy, food or drinks must not be served in polystyrene or Styrofoam containers and single-use plastic straws must not be sold or distributed. Paper or Australian-certified compostable straws are permitted.

### **Liquor consumption and sale of alcohol**

If approved by Council, the sale and consumption of alcohol is only permitted for certain enclosed events, and a license must be obtained from the Department of Racing, Gaming and Liquor. The department requires a letter of approval from the landowners (the City of Fremantle) to be submitted with your application.

Contact the City's Events Officer for more information. The department will seek comment from the City and the Western Australian Police, when determining granting of the license.

A liquor license application may be obtained from:

Department of Racing Gaming and Liquor

87 Adelaide Terrace

Perth WA 6000

T: 9425 1888

W: [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

Lodgment periods for an occasional liquor license application are:

- up to 500 people **14 days**
- between 501 and 5000 people **30 days**
- over 5000 **60 days.**

If a license to sell liquor has been approved then a copy of the license must be forwarded to the Events Officer before your event goes ahead. Persons must not bring their own alcohol to be consumed on any City of Fremantle property.

### **Tobacco Products**

Under the new laws commencing March 2019, no tobacco is permitted to be sold at events such as music festivals or other public events.

### **Toilet facilities**

You are responsible for the provision of toilets sufficient for the number of patrons attending your event. The following table is a guide to the number of toilet facilities that must be provided. Note that if alcohol is not available at the event then the number of toilets may be reduced by 50 per cent. Unisex disabled toilet facilities must also be provided.



Total attendance	WCs	Male Urinals	Hand basins	Female WCs	Hand basins
1 000	2	3	1	5	1
1 000–2 000	3	6	2	10	2
2 000–3 000	4	9	3	15	3
3 000–4 000	5	12	4	20	4
4 000–5 000	6	15	5	25	5
5 000–6 000	7	18	5	30	6
6 000–7 000	8	21	6	35	7
7 000–8 000	9	24	7	40	8
8 000–9 000	10	27	8	45	9
9 000–10 000	11	30	9	50	10

The provision of toilets and emergency exits are key factors in limiting patron numbers capacity at the event. The numbers of toilets may be adjusted if the event has unusual characteristics, that is, a large proportion of patrons leaving the venue for a considerable time span.

Adequate lighting is to be provided for toilets during the hours of darkness. Directional signage to toilets must be provided. It is mandatory that all exits on the site be illuminated, especially at the conclusion of the event.

Duration of the event	Percentage of the table values as above
More than 8 hours	100%
6–8 hours	80%
4–6 hours	75%
Less than 4 hours	70%

### First Aid

The number of first aid personnel and first aid posts required vary with the type of event but as a guide the figures below can be used.

Patrons	First aiders	First aid posts
500	2	1
1 000	4	1
2 000	6	1
5 000	8	2
10 000	12	2

## Marketing

The City of Fremantle delivers a significant destination marketing program under the brand THIS IS FREMANTLE. We encourage all event organisers to leverage and engage with this brand by incorporating the brand logo on marketing collateral and through social media. Please refer to the 'how to engage' document on the City's corporate website [www.fremantle.wa.gov.au/DMWG](http://www.fremantle.wa.gov.au/DMWG) for more information.

## Creating an accessible event

People with disability comprise over 20% of the Western Australian population which means approximately 1 in 5 people have a disability in Western Australia. Therefore the likelihood of people with disability attending your event is high. The Disability Services Commission have published guidelines, *Creating Accessible Events*, which can be found in full on their website [www.disability.wa.gov.au](http://www.disability.wa.gov.au). The City encourages compliance with the recommendations outlined in these guidelines.

As a minimum, the City suggests event organisers consider the following recommendations in planning events:

### *Promotional material*

- Have you used a plain font (such as Univers, Helvetica or Arial) that is a minimum of size 12 font in your communications?
- Does your promotional material state access options for the event, for example location of parking, public transport options, stairs access only, lift access or ramps available for wheelchair use?
- Have you encouraged patrons to make contact ahead of time if they have any access requirements?
- Does your promotional material advertise alternative formats being available?

### *Accessible parking bays*

- Does your event have access to an accessible parking bay close to the event entrance (less than 40m)?
- Is the accessible parking bay/s clearly identified?

### *Continuous accessible paths of travel*

- Is there a continuous path of travel free of obstacles from the accessible parking bay and/or set-down area to the event entrance?
- Does your event have a continuous path of travel free of obstacles to services/activities within the event perimeter?
- Is the path a firm, non-slip surface?

### *Toilets*

- Does the event have a unisex accessible toilet?
- Does the accessible toilet have a clear space of 850mm in front of the toilet door?

### *Other*

- Does your event have clear, directional signage to key services such as toilets?

- Have you considered providing an Auslan interpreter for spoken portions of the event to include the deaf community?

To loan beach wheel chairs for events on City of Fremantle beaches please contact the following:

- South Beach – City of Fremantle Bookings Officer 9432 9712
- Bathers Beach – Shipwreck Galleries 9431 8469
- Leighton Beach – Fremantle Surf Life Saving Club 9335 4359

### Creating a sustainable event

Under the City's Sustainable Events Policy, the below provisions apply to all events that require formal approval of the City, including events supported by City grants ('approved events').

Approved events must:

- Exclude the provision, sale, distribution or use of:
  - *Single use plastic straws*. This does not include paper straws or straws made from bio-plastics that are certified as compostable according to Australian standards.
  - Balloons and confetti
  - Polystyrene and Styrofoam for distribution of food or drinks
- Minimise the use of printed promotional material

Small scale events are encouraged to adhere to below requirements. All large scale events (over 5000 attendees) are required to implement the below:

- Provide paired and clearly labelled waste and recycling
- Provide a free and easily accessible alternative to bottled water which enables patrons to refill empty drink bottles
- Promote walking, riding and public transport options
- Provide adequate bike parking

Approved events are encouraged to:

- Exclude provision, sale or distribution of single-use plastics at the event. This includes: cutlery, cups, coffee cups, bottles, plates, containers, bags and cling wrap. This does not include bottled water or bio-plastics made from 100% plant material that are certified as compostable according to Australian standards
- Restrict promotional material, decorations and supplies to those which can be reused, recycled, contain recycled content and/or be certified carbon offset.

## Frequently asked questions

### Is there a limit to how many people can attend an event?

The applicant is to specify the number of people they propose to attract to each day of the event so that the correct facilities can be planned for the event. However, if there are more than 5000 then you must comply with Health (Public Buildings) Regulations 1992.

### Is it necessary to obtain approval from the local authority to hold a public event?

Any event that is held on City of Fremantle land and involves the public must have approval from the City.

### What permits are necessary for the event to gain approval?

The events package outlines which permits may be necessary for your event to gain approval.

### What considerations are necessary in choosing the appropriate site for the event?

In choosing the appropriate site, consider:

- is the site readily accessible for vehicles on and off the site
- are overhead power lines likely to cause a problem
- are trees on the site likely to cause a problem
- is power and water readily available
- does the date of your event conflict with another
- time of year – will the weather impact on your event
- noise issues – if your event is close to residents and businesses

### Can we have animals at our event?

Animals, especially those with cloven hooves are not allowed on reserves in the City. However, an event may have an animal farm for children. Contact the City's environmental health services unit for petting zoo guidelines on 9432 9856 or email [health@fremantle.wa.gov.au](mailto:health@fremantle.wa.gov.au). Petting zoos must not be set up near food stalls or vehicles.

### Is a risk management plan necessary?

In order for you, the event organiser to fulfill your duty of care when holding your event, you must ensure that the safety of the public is covered and all necessary precautions taken. This is to be outlined in the risk management plan.

### In relation to insurance for events what do organisers need to consider?

Public liability insurance must be for at least ten million Australian dollars (\$10 000 000), which should cover any claims for injury arising. You should ask your insurers about liability for injuries, acts or omission and for financial obligations incurred in responding to major emergencies.

**Should consideration be given to meet the needs of health and emergency services to gain access as well as from the venue?**

When planning your event you must ensure that emergency services personnel have a site allocated to them and that there are no hazards, which would hinder their entrance or exit from the site.

**Attachments**

- Event application form
- Terms and conditions of reserve hire
- Schedule of fees and charges

## Event application form

This form is an application only and must be submitted at least four weeks prior to your event. For large events the City requires at **least three months' notice** and a meeting will be scheduled to discuss your event application and determine what further permits may be required.

This is an application form only. Bookings are not confirmed until written approval has been granted by City of Fremantle officers and payment of all fees and bonds have been received by the City. Advertising and promotion of your event must not commence until written approvals have been issued.

To complete this application, you should refer to the City's events package to ensure that all of the necessary documents and information are supplied with this application – without this information your event cannot not be assessed.

### Applicant details

Name of organisation		
Contact name		
Address		
ABN		
Telephone	(mob)	(wk)
Email		

### Event details

Event name	
Event contact and mobile <i>Contact must be available on the day of the event</i>	
Event date	Event start and finish time
Set up date	Set up time
Clean up date	Clean up time

**Venue requested**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Bathers Beach  | <input type="checkbox"/> Kings Square          | <input type="checkbox"/> Wilson Park       |
| <input type="checkbox"/> South Beach  | <input type="checkbox"/> Monument Hill Reserve | <input type="checkbox"/> Princess May Park |
| <input type="checkbox"/> Port Beach   | <input type="checkbox"/> Leighton Beach        | <input type="checkbox"/> Pioneer Park      |
| <input type="checkbox"/> Esplanade Reserve – sector A B C D E (please circle) |  |  |
| <input type="checkbox"/> Other: _____   |  |  |

**NOTE:** Toilets/change rooms/power/water are not available at all reserves. Contact the City's Bookings Officer on 9432 9712 for further information.

For enquiries in relation to booking **Fremantle Round House**, contact the Round House Guides on 9336 6897.

**Detailed description of event**

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**How many people do you anticipate will be at your event?**

Participants \_\_\_\_\_ Spectators \_\_\_\_\_

**Entertainment** (number of stalls/product/entertainment-bands/activities/rides)

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**Primary purpose of event** (fundraiser/commercial/non-commercial)

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**If your event is a fundraiser, please provide details of the charity being supported**

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If you are a not for profit organisation, please supply documentation to support this.

**What equipment are you bringing to the event?** A site map is required (showing placement of stages, marquees, stalls or other infrastructure)

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*Please refer to specific terms and conditions of hire in relation to placement of infrastructure.*

**If any part of your event is to be held on Navigable Waters, you may require approval from the Department of Transport – Navigational Safety**

**[Navigational.Safety@transport.wa.gov.au](mailto:Navigational.Safety@transport.wa.gov.au).** *You will be required to provide confirmation that permission has been granted.*

**Are you charging an entry fee for the event?** YES/NO

**Will food/soft drink be provided?** YES/NO

**If so will the food/soft drink be for sale?** YES/NO

*If yes, you are required to contact the City's Health Department on 9432 9856 or [health@fremantle.wa.gov.au](mailto:health@fremantle.wa.gov.au) to apply for a temporary food permit.*

**Will alcohol be sold or provided?** YES/NO

*Alcohol may not be sold or supplied on City of Fremantle reserves without prior approval from Council, or in any case without a liquor license.*

**Do you plan to fence off any areas for the event?** YES/NO

*Council approval may be required.*

**Will any music be performed or played at the event?** YES/NO

*Contact APRA on 9382 8299 to obtain a license.*

**Do you require toilets to be available?** YES/NO

*Not available at all reserves, you may be required to arrange toilets appropriate for the numbers of patrons attending your event.*

**Do you require power to be available?** YES/NO

*Not available at all reserves. You may be charged for consumption.*

**Do you require water to be available?** YES/NO

*Not available at all reserves. You may be charged for consumption.*

**Will you have free drinking water available (not bottled water)?** YES/NO

*An alternative to bottled water must be made available.*

**Do you require reticulation to be marked on the reserve?** YES/NO

*Fees will be charged. Please note the City does not mark out power.*



**Do you require vehicle access to drop off equipment during bump-in/ bump-out?** YES/NO

**If yes, how many vehicles?**

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*Only essential vehicles can be driven onsite and all care taken to prevent damage. Please refer to specific terms and conditions of hire in relation to vehicles on reserves.*

**Will your event feature amplified music?** YES/NO

*If yes, you may be required to apply to the City's environmental health team for a Regulation 18 non-complying event permit. If your event will require sound checks prior to the event commencing, please list the times: \_\_\_\_\_*

**Will you be using pyrotechnics at the event?** YES/NO

*If yes, you will be required to apply for a pyrotechnics permit from the Department of Mines and Petroleum. You will need to provide a copy of your permit to City officers before the event.*

**Will your event make use of laser lighting displays?** YES/NO

*If yes, the laser/s must comply with the provisions of Australian Standard AS 2211, 'Laser safety', and must be operated by a licensed Laser Safety Officer (LSO). For further information contact the Radiation Health Branch on 9346 2260 or [radiation.health@health.wa.gov.au](mailto:radiation.health@health.wa.gov.au). The City will require copies of all applicable licenses and laser registrations. Also refer to the Code of Practice for the safe use of lasers in the entertainment industry.*

**Do you intend to film the event with the use of a drone or remotely piloted aircraft?** YES/NO

*If yes, you should be aware that the legislation regarding drones/RPAs has recently changed. Contact CASA to determine requirements and/or apply for appropriate licenses to operate a drone/RPA in a public space. The City will require copies of any licenses issued before any filming by drone can take place. Further information can be found [here](#).*

**Do you require the use of parking bays?** YES/NO

*Please contact Customer Service on 9432 9999 to book and pay for any bays required.*

**Will you require public roads to be closed?** YES/NO

*If yes, a Traffic Management Plan must be submitted with your event application. You will also need to provide evidence of your road closure approval from WAPOL.*

**Are you providing first aid for the event?** YES/NO

**Have you organised security guards?** YES/NO

**Have you organised extra waste and recycling bins if necessary?** YES/NO

Please contact Waste Management on 9432 9628 if you wish to hire bins from the City.

**Do you wish to request a program message or speech by the Mayor?**

YES/NO

*Any requests for program messages or speeches are to be directed to [mayor@fremantle.wa.gov.au](mailto:mayor@fremantle.wa.gov.au) (note this is subject to approval and availability). You will be required to submit requested key points for inclusion in any speech or program message at the time of making your request, which must be not less than 7 days prior to your deadline.*

Please supply any additional information or requirements for your event:

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**The following documentation is required to be submitted before any application will be assessed:**

Required for all events:

- Public liability insurance certificate of currency
- Risk management plan
- Event application form
- Site map

Depending on the nature of your event, the following additional documentation may be required:

- Temporary food permit
- Traffic management plan
- Road closure permit
- Procession permit
- Pyrotechnics permit
- Laser operation registrations and/or licenses
- Licenses issued by CASA for the filming of events by drone/RPV
- Or any other such documentation or permits as advised by City officers

**This is an application form only. Bookings are not confirmed until approval has been granted by City of Fremantle officers and payment of all fees has been received.**

I/We have read, understood and agree to abide by the conditions of hire included with this application form. I/We agree to indemnify City of Fremantle against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

On behalf of \_\_\_\_\_ Organisation

**Please ensure you have attached a copy of your public liability insurance certificate of currency and ensure your postal address is correct.**

**In the event of any dispute or difference arising as to the interpretations of these conditions the decision of the City's Chief Executive Officer is final and conclusive.**

**Signing to acknowledge understanding and agreeing to comply with these conditions on the application form is further acknowledgement of indemnifying the City.**

### Application form submission

***In person:***

Events officer  
Town Hall Centre  
8 William St  
FREMANTLE WA 6160

***By mail:***

Events officer  
City of Fremantle  
PO Box 807  
FREMANTLE WA 6959

***Via email:***

Events@fremantle.wa.gov.au

***Contact:***

Phone: 9432 9944  
Fax: 9430 4634

## Terms and Conditions of Reserve Hire

Read these conditions carefully before completing the application form. These conditions of hire shall form part of your approval, should approval be granted.

### General conditions

- All bookings are subject to the applicant being responsible for compliance with legislative requirements including City policies, local laws and regulations.
- No City managed public spaces or venues can be booked for public events more than 12 months in advance unless otherwise agreed to by contract with the City (a process that requires Council approval).
- City managed public spaces or venues may be tentatively booked for private functions up to 12 months in advance but confirmation of the booking will not be given until 4 months prior to the date of the event. For example, if your event is tentatively booked for Dec 1 you will not receive final confirmation of the booking until Aug 1. For the avoidance of doubt, private events are events where members of the general public are unable to purchase tickets or otherwise freely attend.
- The City reserves the right to decline an event application based on any of the following:
  - The event does not align with the City's strategic objectives
  - The event does not promote Fremantle in a progressive and/or positive light
  - The City reserves the right to refuse hire to any individual, group or organisation.
- Compliance with the City's hiring policy, schedule of fees and charges form part of these conditions.
- All bookings are subject to the City's local laws and regulations.
- The City reserves the right to refuse, cancel and/or withhold the hiring of any park, reserve or associated building should special circumstances warrant such action. Should a confirmed booking be cancelled all monies paid to the City will be refunded in such instances. A minimum period of three weeks' notice shall be provided where this is necessary.
- The right to refuse the hiring of any park, reserve or associated building extends to the City's interpretation of what is deemed appropriate or otherwise in each circumstance. For example, any activity which may cause anti-social behaviour or complaint from properties in the vicinity would not be supported.
- Hire times are to incorporate any time required for pre-event deliveries and/or set up arrangements and must be indicated on the application form.
- A risk management plan is required for all events, which should be compiled in accordance with the principles and practices of the international standard in risk management – ISO 31000:2009.

## Fees and Payments

- The applicable hire fees are payable to the City as per the terms listed on any tax invoice supplied by the City or in any case, not later than 14 days prior to the event commencing bump-in.
- A bond will be charged, part or all of which may be used for repair or restoration work to City assets (such as reticulation, fences and turf) necessitated by the applicant's activities or to cover the cost of extra services, which City officers may have to supply.
- For applicants who book the Esplanade Reserve, a non-refundable ground restoration fee may be charged. This entire amount will be used to restore the grounds after heavy usage.
- All fees and charges for reserve bookings are inclusive of a 10% GST (except bonds which are GST exempt), unless legislation provides otherwise, and will be detailed on a Tax Invoice, where this is requested.
- All bond refunds are returned via cheque, subject to submission of a bond refund form.
- **Allow 4 weeks following submission of your bond refund form for your bond refund to be processed.**
- Credit card payments incur a 0.5% surcharge
- All bookings which fall outside of the current financial year are charged at the rates as approved by the City in that financial year schedule of fees and charges – not at the rates at time of booking.

## Subsidised use

- Subsidised use is available to organisers of events that are either organised by or sponsored through the City of Fremantle. Organisations can apply for subsidised hire fees which may result in a reduction of hire fees providing they meet the eligibility criteria.
- To be considered for waiver or reduction of the hire fees, all requests must be lodged in writing at the time of the booking. Only hire fees can be waived.
- Full terms and conditions for subsidised use are available in the City's subsidised use application form.

## Cancellation

- Cancellation of a confirmed booking is required to be submitted in writing to the City's bookings officer.
- Booking fees are not refundable.

- Cancellation within seven days of the event date will result in forfeiture of the total hire fees paid.

### **Care of the Reserve**

- Vehicles are not to be driven on reserves under any circumstances without prior approval from City officers. Access to the reserve should be restricted to essential delivery vehicles or approved Event vehicles only.
- No parking is permitted at any time on the Venue and under no circumstances underneath the canopy of any trees.
- Traffic movements on the reserve are to be kept to a minimum and must adhere to agreed paths of travel. Under no circumstances should vehicles be driven underneath the canopy of any trees.
- Any permission granted for vehicle access may be revoked in adverse weather conditions where turf or ground conditions are likely to be compromised.
- Nothing can be tied to or attached to any part of a tree on any City reserve.
- No tree or plant is to be pruned, cut or modified in any way on any City reserve.
- No structures are to be erected underneath the canopy of any trees.
- Any infrastructure installed on the reserve must be weighted and not staked. Staking is not permitted on City of Fremantle reserves. Should any damage be caused to the City's reticulation system or tree roots, repair costs shall be deducted from the bond paid. Reticulation can be marked out at an additional cost.
- No cooking oils, fats, hot water or ice are permitted to be discarded on any turf, beach or garden bed areas on any City reserve. Any such oils, fats, water or ice must be discarded off site.
- No fires are permitted on any City reserve.
- No balloons, confetti, bean bags or any other items comprised of polystyrene or Styrofoam are permitted to be used for any purpose or handed out at the Event.
- The applicant is liable for all damages to the reserve.

### **Damage**

- Any person found to be damaging any equipment or part of any reserve will be requested to vacate the reserve.
- All breakages, for example glass, must be cleaned up immediately. If necessary, the event should cease until broken glass is removed (this is for the safety of the public).

- Any damage caused due to the applicant's use of any reserve shall be deducted from the bond paid at the City's absolute discretion.
- Any faults or damage to the reserve or equipment should be reported to the bookings officer (Mon to Fri between 9.00 am to 5.00 pm) on 9432 9712 prior to or after usage.

### **Preparation for the event**

- All litter is the responsibility of the applicant; removal of litter undertaken by City officers shall be deducted from the bond paid. Permanent bins on the reserve are for pedestrian rubbish only. If the bins are used for commercial rubbish, the applicant is liable to a penalty. Extra waste and recycling bins can be hired from the City at additional cost. Contact the City's waste management supervisor on 9432 9628 to make arrangements for supply of additional bins.
- Any event wishing to use amplified music on a reserve must contact the City's environmental health services team for approval at least three months before the event. This may require approval from Council.
- City reserves are all public open space and no applicant shall erect a fence around an event or charge an admission fee unless authorised by City officers or Council as required. Permission needs to be sought from the City at least three months prior to the event.
- If you plan to sell food you must apply to the City's environmental health services team on 9432 9856 or [health@fremantle.wa.gov.au](mailto:health@fremantle.wa.gov.au) for a temporary food permit no less than fourteen working days before the event.
- Depending on the number of patrons attending your event, you may be required to provide additional toilet facilities. City officers will advise of requirements in advance of your event.

### **At the event**

- The use of confetti, balloons and polystyrene or Styrofoam products are prohibited on all City of Fremantle reserves.
- Single-use plastic straws must not be provided, distributed or sold. Paper straws or Australian-certified compostable straws may be used as an alternative.
- City staff have the authority to act on the City's behalf during a function and are to be permitted access at any time.
- If a City officer is required to attend to any matter outside of normal working hours the applicant will be charged the cost of the call out (minimum four hours). Staff are only on call for emergency building maintenance issues.

- Authorisation to hold an event on the reserve does not give the applicant exclusive use of, or the right to restrict public access to any reserve unless specifically authorised by the City.
- The operation of lasers will require the laser/s to comply with the provisions of Australian Standard AS 2211, 'Laser safety', and must be operated by a licensed Laser Safety Officer (LSO). The City will require copies of all applicable licenses and laser registrations.
- The operation of drones or RPAs (remotely piloted aircraft) for filming purposes must be done with appropriate licenses issued by CASA. The City will require copies of any licenses issued before any filming by drone can take place.
- Under the new laws commencing March 2019, no tobacco is permitted to be sold at events such as music festivals or other public events.

### Security

- The City does not provide a duty caretaker or security officer. If a security presence is required, it is the responsibility of the applicant to make appropriate arrangements and cover all associated costs. Security is a condition of hire for all large events. A copy of your booking confirmation outlining security services must be forwarded to the City's bookings officer prior to the event.

### Protection of people and property

- To comply with the requirements of the hire conditions, the applicant is to:
  - take all measures necessary to protect people and property;
  - prevent nuisance and unreasonable noise and disturbance.
- The applicant is to take out and maintain insurance cover for:
  - public liability to the value of at least **\$10,000,000.00**. If an applicant does not have public liability insurance cover it may be available through WA's Community Groups Insurance Facility. Forms can be found on the Local Community Insurance Services (LCIS) website [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)
  - workers' compensation to the full extent of liability under the Workers' Compensation Act (if applicable).
- A copy of your insurance certificates of currency (for the specific event and indemnifying the City as listed below) must be provided to the City's bookings officer prior to your event.
- The applicant shall indemnify the City against:
  - loss of or damage to property of the City, including existing property



- claims by any person against the City in respect of personal injury or death or loss of or damage to any property arising out of or as a consequence of the actions of the applicant.

### **Copyright and public performance of music**

- The applicant is responsible for any infringement of copyright in connection with the performance of any musical, literary or dramatic works on any City reserve.
- If performances will take place on the reserve, you may be required to obtain an Australasian Performing Rights Association (APRA) and Phonographic Performance Company of Australia (PPCA) live performance licenses. Contact APRA (08) 9382 8299 and PPCA on (02) 9267 7877.

## Reserve hire schedule of fees and charges 2018/2019

<b>Reserve Hire</b>			
Non-refundable booking fee		\$101.50	
<b>Reserve light use – charges per sector</b>			
<b>Non-commercial</b>		<b>Commercial</b>	
Per hour	\$46.70	Per hour	\$97.50
Half day	\$97.50	Half day	\$263.90
Full day	\$187.80	Full day	\$527.80
Ground restoration		Charges may be incurred post event dependent on condition of grounds and need for turf replacement	
Bonds		\$500.00 to \$25,000.00 dependent on scale of event, use and environmental sensitivity	
<b>Reserve high impact use – charges per sector</b>			
Half day		\$974.40	
Full day		\$1,811.80	
Ground restoration		Ground restoration fees apply to all high-impact events. Minimum upfront charge of \$3,000.00 to \$20,000.00 applies depending on scale and expected impact of event. Additional charges may be incurred post event dependent on condition of grounds.	
Bonds		\$500 to \$50,000 dependent on scale of event, use and environmental sensitivity	
<b>Other</b>			
Officer call-out fee		\$101.50 per hour, minimum 3 hours	
Noise Application & Monitoring Fees (no later than 60 days before event)		\$1,000.00 (late fees apply)	