

Event Application Form

Please use this form if you would like to conduct an Event at White Bay Power Station. Please return this completed form with any supporting documents outlined in the Application Form via email: venuehire@property.nsw.gov.au

Applications should be received at least **3 months** prior to the event in order for Place Management NSW (PMNSW) to review your application. Please allow 2 weeks for your application to be reviewed.

Event advertising/promotion must not include White Bay Power Station until an Event License is issued. Place Management NSW TAKES NO RESPONSIBILITY FOR ANY THIRD-PARTY COMMITMENTS ENTERED INTO BY THE APPLICANT IF AN APPLICATION IS DECLINED.

Section 1: Applicant's Details

The Applicant must be in the name of the Event Organiser and they will be responsible party ("Licensee") under the Licence Agreement.

* = Required field

Company/Organisation name *	<input type="text"/>		
ABN *	<input type="text"/>		
First Name *	<input type="text"/>	Surname *	<input type="text"/>
Position *	<input type="text"/>		
Event Name *	<input type="text"/>		
Street Address *	<input type="text"/>		
Suburb *	<input type="text"/>	Postcode *	<input type="text"/>
Billing Address *	<input type="text"/>		
<input type="checkbox"/> Same as street address			
Suburb	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Mobile *	<input type="text"/>
Email *	<input type="text"/>		
How did you hear about us?	<input type="text"/>		



Section 2: Event Details

Event Type

Event Description

Event Set Up Style (Exhibition, Theatre, Cocktail Function, etc)

Target Audience

Expected Number Of Attendees (min to max range)

Event Objectives

Ticketing/Registration

Are you selling tickets or registering participants for the event?

Price range (please include all price categories, eg. early bird, student, etc)

Event History

Is this a new or existing event?

Previous date

Previous venue

Previous event reference name

Contact number

Email address

Is this expected to be a 'one off' or 'recurring' event?

Event Support

Event budget/Previous Spend

Do you have any sponsorship/partnerships for your event?

Yes

No

If yes, please specify:

Do you have any government support/grant funding for your event?

Yes

No

If yes, please specify:

Proposed Venue

If Other, please specify:



Bump In Date(s)	<input type="text"/>	Start time	<input type="text"/>	Finish time	<input type="text"/>
	<input type="text"/>	Start time	<input type="text"/>	Finish time	<input type="text"/>
	<input type="text"/>	Start time	<input type="text"/>	Finish time	<input type="text"/>
Event Date(s)	<input type="text"/>	Start time	<input type="text"/>	Finish time	<input type="text"/>
	<input type="text"/>	Start time	<input type="text"/>	Finish time	<input type="text"/>
	<input type="text"/>	Start time	<input type="text"/>	Finish time	<input type="text"/>
Bump Out Date(s)	<input type="text"/>	Start time	<input type="text"/>	Finish time	<input type="text"/>
	<input type="text"/>	Start time	<input type="text"/>	Finish time	<input type="text"/>
	<input type="text"/>	Start time	<input type="text"/>	Finish time	<input type="text"/>



Section 3: Event Infrastructure

Please note the venue does not provide any infrastructure. This will need to be provided by the event organiser. Information provided in this section can be indicative or based on previous events. This information is required to provide indicative cost estimates. Please provide a draft event site plan depicting proposed event infrastructure.

Stage	Size(s)	<input type="text"/>
	Purpose	<input type="text"/>
	Supplier	<input type="text"/>
Infrastructure	List	<i>Please supply details and/or supply relevant documentation on infrastructure build</i> <input type="text"/>
	Purpose	<input type="text"/>
	Supplier(s)	<input type="text"/>
Marquees/Stalls	Size(s)/Quantity	<input type="text"/>
	Purpose	<input type="text"/>
	Supplier	<input type="text"/>
PA/Sound Amplification <i>Dependent on location amplified sound may be limited or prohibited</i>	Equipment list	<input type="text"/>
	Purpose	<i>i.e. music, live band or PA system</i> <input type="text"/>
	Supplier	<input type="text"/>
Power	Do you require power?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are there any components of your event that require dedicated power supply?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Purpose	<i>incl. estimated amps required</i> <input type="text"/>



Section 4: Event Requirements

Food

Do you intend to serve or sell food?

Yes

No

Please provide details i.e. food stalls, food trucks, caterer and list suppliers

Alcohol

Do you intend to serve or sell alcohol at the event?

Yes

No

If yes, please state supplier:

Entertainment

Please provide a description of the types of entertainment, including live bands, professional entertainment and any games

Merchandising/Sampling

Please provide a description of the merchandise you wish to sell or the sampling you intend to provide



Section 5: Impact on the Venue

Please identify how your proposed event may impact the venue, and how you will avoid or mitigate these impacts.

Will the activity involve the emission of noise? If so, indicate noise emission times and anticipated decibel (dB) levels

How will attendees be traveling to/from the venue?

Is the activity likely to cause a fire risk or require the venue to go into fire isolation?
(e.g. fireworks, open flames, barbecues, haze, etc.)

Does the activity involve the use, storage, disposal or transport of hazardous substances?
(gas, liquid, solid wastes)

Will the activity involve attaching or affixing anything to the venue?



Section 6: Site Plan

Please include a site plan of the proposed event venue layout and design to show the relative size and position of all event infrastructure, including a legend, relevant to your event:

- Approximate area required
- Entry/Exit points
- Infrastructure
- Staging
- Audio visual
- Lighting/Power/Generators
- Food and beverage
- Stalls/Marquees
- Barricading/Fencing
- Emergency evacuation areas
- First aid
- Signage
- Toilets
- Rubbish and recycling bins
- Back of house operations

A site plan template of White Bay Power Station Can be found [here](#).

Section 7: Filming and Photography

You must disclose any commercial filming or photography activities at your event. If you are carrying out small scale filming and photography, this activity will be covered in the event licence. Commercial filming and photography may incur an additional cost and requires a separate application form. Use of drones for filming requires additional permits and approvals. Please select from the options below:

- No Filming or photography will be occurring**
- Small scale** -Filming or photography that involves a maximum of two camera operators and one assistant; requires only low level equipment use; does not use structures, film sets or professional talent; does not exclude any area from use by other users and has negligible potential impact.
- Commercial** -Filming or photography “for sale, hire or profit”. Commercial filming includes advertisements, feature films, news and current affairs on commercial networks, TV or internet drama, documentaries, educational films. Government sponsored filming and tourism promotions. Commercial photography includes images for magazines, postcards, commercial websites, promotional material, books and advertisements and the commercial photography of private events, including professional wedding photography.

Section 8: What next?

You will need to provide a copy of your public liability insurance for a minimum of \$20 million. Please ensure that Place Management NSW is noted as an interested party.

Please note any contractors that you have on site will be required to have adequate workers compensation and any other insurances required by law.

If you receive confirmation that your application has been approved, to secure your event you will be issued with a Licence Agreement for execution and invoice for initial deposit payment.

I declare that all of the above information is correct and true, to the best of my knowledge.*

Applicant's Name*

Applicant's Signature*

Date*

Section 9: Lodgement Details

Please return this completed form with any supporting documents outlined in the Application Form via email: pag.venuehire@property.nsw.gov.au

