



City of Perth

Hire Guide

Hosting Events at Northbridge Piazza





Contents

ABOUT THIS GUIDE	3
NORTHBRIDGE PIAZZA FACILITIES	3
NORTHBRIDGE PIAZZA OUTDOOR GRASSED EVENT AREA	6
NORTHBRIDGE PIAZZA SITE MAP	7
POWER	7
GUIDING PRINCIPLES	8
EVENT APPLICATION PROCESS	9
FEES AND CHARGES	10
APPROVAL OF YOUR EVENT	11
NORTHBRIDGE PIAZZA VEHICLE ACCESS	13
VEHICLE ACCESS NOT PERMITTED (PEDESTRIAN ACCESS AREAS ONLY)	15
VEHICLE ACCESS LOCATION	15
VEHICLE ACCESS	15
NOT PERMITTED	15
NORTHBRIDGE PIAZZA POWER	16
SCHEDULED MAINTENANCE	16
EVENT WASTE	16
REGULATIONS AND STATUTORY REQUIREMENTS CHECKLIST	18
CITY OF PERTH EVENT SPONSORSHIP & GRANTS	20
FOR FURTHER INFORMATION	21



About This Guide

Introduction

Northbridge Piazza has been designed with the intent that the area is to be used for small-scale cultural and community events. All events hosted at the site should be conducted using only the already existing infrastructure and resources, without addition or alteration to permanent fixtures.

The objectives of the Northbridge Piazza are to enhance the Northbridge experience as set out in the City's Northbridge Action Plan by way of:

- Third-party (external) hire of the Northbridge Piazza for events and activities;
- Hosting of City of Perth events and activities;
- Promote the area as an event site for existing events and activities.

The Northbridge Piazza is located at the corner of Lake Street and James Street, Northbridge. The Piazza boasts a versatile stage, an outdoor LED screen and an illuminated 8-metre-high feature 'Green Wall'.

The space has been flexibly designed to encourage community use for performances, exhibitions, festivals, sporting events and other cultural activities. Perth's first permanent LED screen is a major attraction, operating 24 hours a day and showcasing a variety of features such as films, creative presentations, sport and music. The boundary of the event site is the grassed area, with the inclusion of the in-built stage which is located directly beneath the Northbridge Super Screen.

Terms & Conditions of Hire

Current Terms & Conditions can be found here on the City's website:

<https://www.perth.wa.gov.au/forms-and-payments/Hire-and-Bookings/hire-the-northbridge-piazza>

Northbridge Piazza Facilities

APPLICANT NOTE: Please refer to the Northbridge Piazza site map below.

Parking

Parking is not permitted on the Piazza at any time. There are many parking locations near the Northbridge Piazza. **Hourly fees apply at all car parks.**

- Roe Street – undercover (68 Roe Street)
- State Library (15 Francis Street)
- Aberdeen Street – open air (115-121 Aberdeen St & 104 Francis Street)
- Milligan Street – open air (93 – 101 Milligan Street)
- Cultural Centre Car Park (2 Roe Street)
- Citiplace (corner Beaufort and Barrack Street)

Visit City of Perth Parking for more information. <https://www.cityofperthparking.com.au/>



APPLICANT NOTE: If event organisers require on-street parking bays, they must liaise direct with the assigned Activity Approvals Officer to the respective event.

Public Toilets

The closest unisex toilets are located within the Roe Street car park, directly opposite the Piazza. Listed below are the **accessible public toilets**. Please note open/close times may change on public holidays.

Unisex – accessible toilets (5am - 2am)

- James Street, Northbridge
- Cnr Milligan and James Streets, Northbridge
- Francis Street, Northbridge

Concourse Level Perth Railway Station.

- Male, female and unisex accessible toilets. Attended; small fee applies.
- Mon to Thu 7am – 10pm. Fri to Sat 7am – 12pm. Sun 7am – 9pm.

Cultural Centre car park - Roe Street.

- Male, female and unisex accessible toilets.
- 7 days a week, 7am to 7pm.

Detailed information and maps relating to accessible public toilets can be found here:

<https://toiletmap.gov.au/find/Western%20Australia/Northbridge>

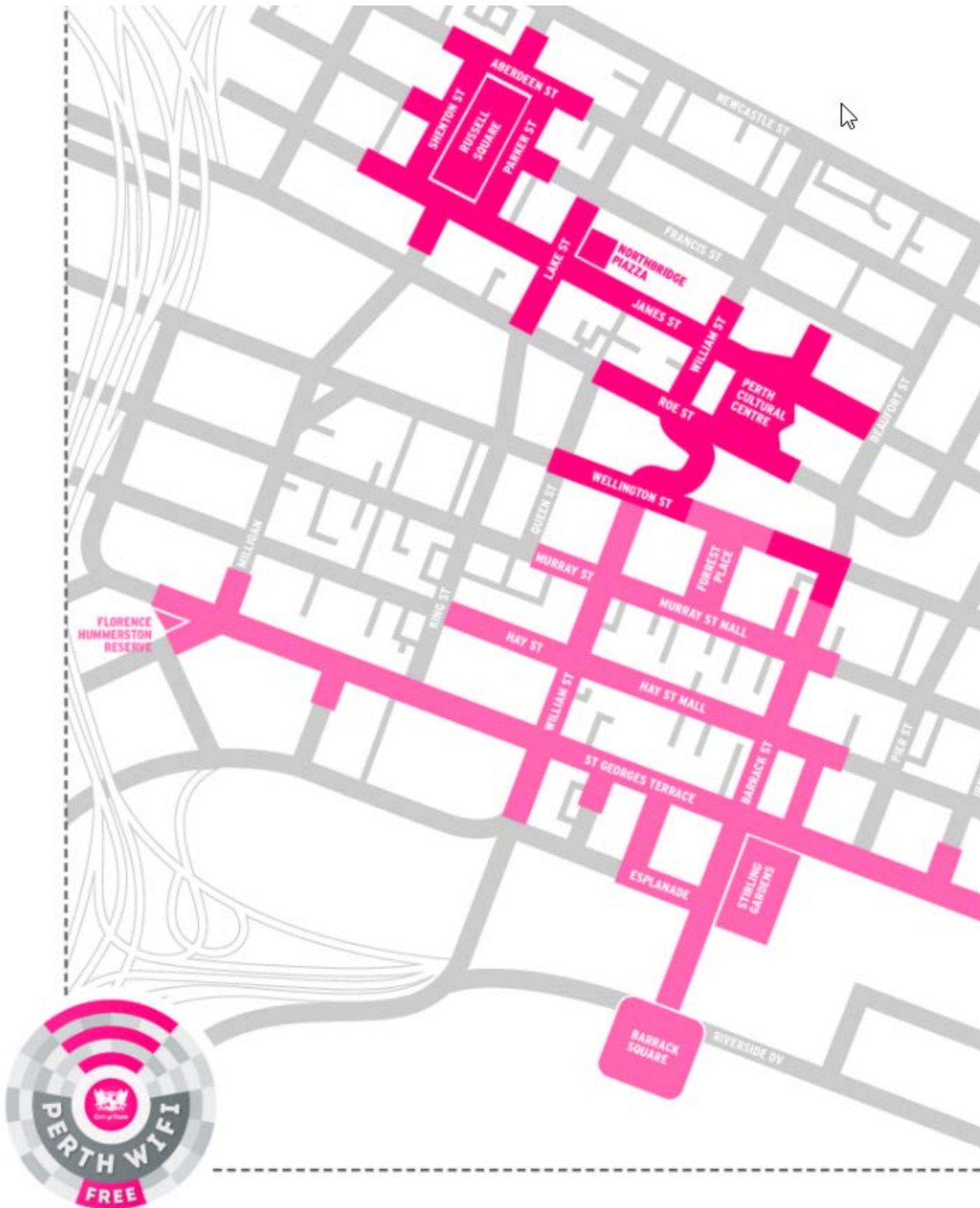


Water Access Points

Please talk to your assigned Activity Approvals Officer about available water facilities at Northbridge Piazza.

Wi-Fi

There is a free wi-fi service in Northbridge Piazza which is called 'Perth City'. Applicant is responsible for all costs associated with site meetings and connections to telephone access.





Northbridge Piazza Outdoor Grassed Event Area

The public open space in the Piazza is available for use by organisations wishing to bring cultural and creative performances to the precinct. The boundary of the event site is the grassed area, with the inclusion of the in-built stage which is located directly beneath the Northbridge Super Screen. The use of the Northbridge Piazza open-space does not include the following resources or components:

- Community Building (adjoins Northbridge Piazza open-space);
- Northbridge Super Screen;
- Road Closures;
- Banner sites (adjacent to Northbridge Piazza).

APPLICANT NOTE: *Separate applications and approvals must be sought for the each of the above components.*

Northbridge Piazza Super Screen

The Super Screen aims to celebrate artistic and creative spirit in Northbridge and act as a provider of artistic expression and provide entertainment, arts, cultural, community, sporting and educational based programming opportunities. The City of Perth will be commissioning, exhibiting, promoting and supporting artists' work and innovation in the fields of film, video and new media.

Lighting

Ambient and flood lighting is installed on the site and is activated on an automatic system which operates daily, from dusk to dawn; except for the Green Wall and Seating Pods. Flood lighting located on the light poles is activated on an automatic system which operates daily from dusk to dawn. If applicants require flood lighting to be turned off as part of their event; the request must be included in the event application form.

Additional lighting

Located on the light poles, beneath the flood lights, are four additional brackets that can be used for the installation of additional lighting. All associated costs regarding the use of this resource is payable by the application. The two light poles have four brackets with a total of eight single phase outlets, being two per bracket:

- Each outlet is a maximum of 10amps;
- Maximum load is 150kg per bracket;
- Additional lighting to be installed with a scissor-lift or cherry picker (16m)

Seating Pods

Lighting within the seating pods is blue in colour and is activated on an automatic system which operates Monday to Wednesday, dusk to 2am and Thursday to Sunday, dusk to dawn.

Green Wall

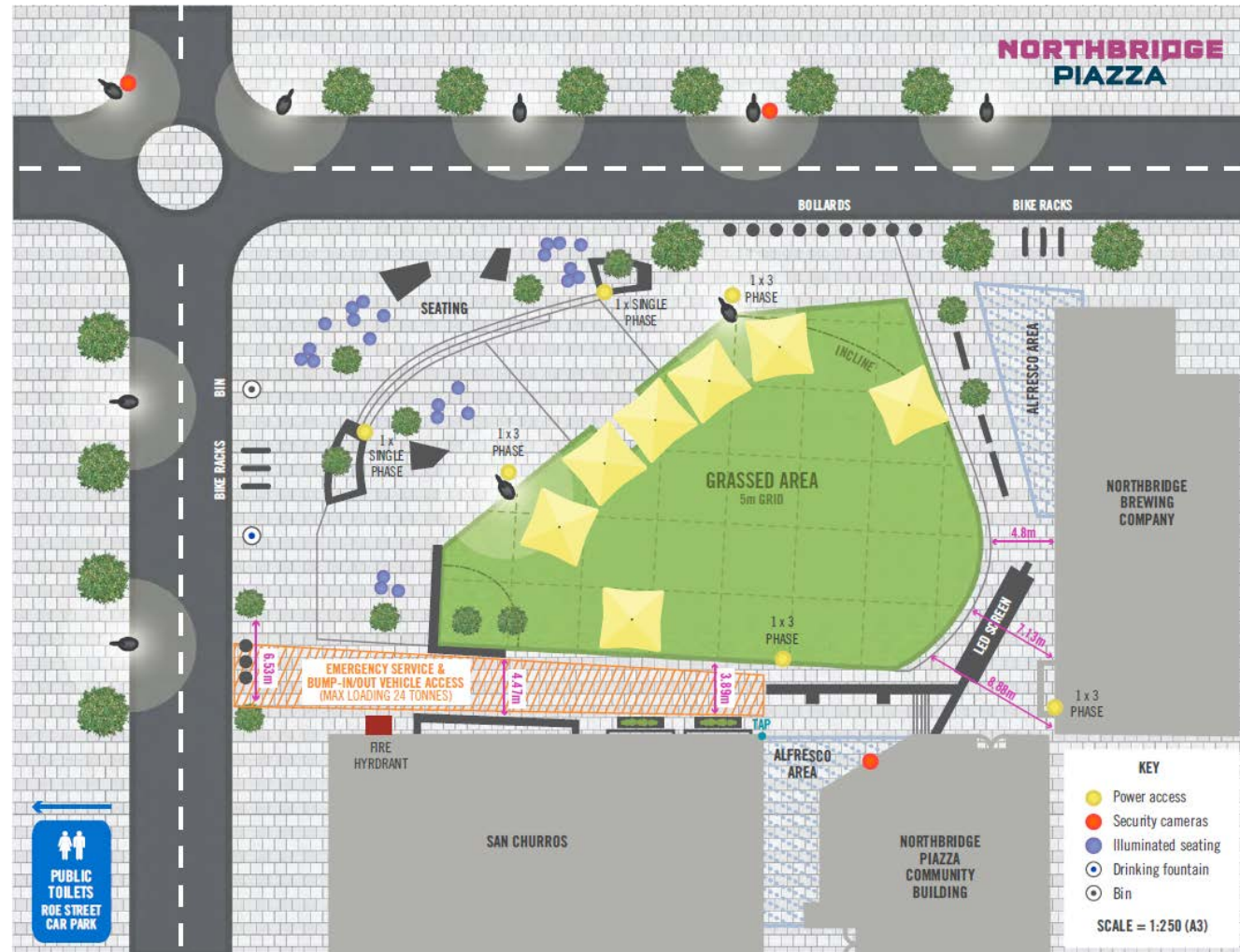
Lighting, consisting of eight up-lights, is positioned within the wall. The lights are presented in an alternating pattern of four lights in the first two levels of the wall. Standard filters (R1 Mini) on the lighting in the green wall are blue in colour. Lighting is activated on an automatic system which operates from Monday to Wednesday, dusk to 2am and Thursday to Sunday, dusk to dawn.



Northbridge Piazza Site Map

Power

There is **single phase** and **3 phase** power on the Northbridge Piazza Site. Please see yellow dots on this





Guiding Principles

Use of the site is a strategic element in place to present Northbridge Piazza as a hub for the Arts, community projects and events. Effective management and programming of events is to be guided by the following principles:

- To provide a focal point for arts and cultural festivals, events and important civic commemorations;
- To attract local, national and international visitors to Northbridge Piazza;
- Promote Northbridge as the dynamic and exciting 'experience' that it is;
- Attract a large cross section of the greater Perth area to experience Northbridge;
- Create an experience that works in partnership with Northbridge attractions;
- Integrate and promote activities with the 'creative' industries which have located in Northbridge;
- Emphasis the uniqueness of Northbridge with its mix of cultures;
- Provide a link to the Northbridge Piazza Screen.

Criteria

Northbridge Piazza is designed to appeal to a wide audience, with an interest in creating a space suitable for families and visitors to Northbridge. During the event application and assessment process, events must meet the following criteria:

- Adhere to the Northbridge Piazza Booking Procedure;
- Have a broad popular appeal and community relevance;
- Nature of the content is primarily civic, cultural or artistic;
- Compliment the ongoing activities in the Northbridge precinct daily both during the day and night;
- Events presented are high quality in production, performance content and visual appeal;
- Enhance the visitor experience at Northbridge Piazza;
- Themes or topics are relevant to Northbridge Piazza guiding principles;
- Event content should assist/benefit Northbridge Piazza and its tenants where appropriate;
- Generate trade for Northbridge arts and business community.

The following event content will not be accepted nor permitted:

- Events that conflict or impede upon the trade and operations of Northbridge businesses and their activities;
- Poor event content, performances, equipment and infrastructure;
- Advertising and promotions not directly related to Northbridge Piazza business
- Rallies and Protests (the designated site for these types of activities is in **Forrest Place only**).

APPLICANT TIMESAVER TIP: Before you consider hosting an event at Northbridge Piazza, give the City of Perth a call to find out what the current process is.



Event Application Process

Tentative Bookings

In order to check the availability of the site, please contact the Activity Approvals team on 9461 3333. An officer will be able to pencil book your request, prior to making an application. The booking will be held for 10 business days (from initial enquiry).

Applicants must complete an online application form <https://www.perth.wa.gov.au/forms-and-payments/Hire-and-Bookings/hire-the-northbridge-piazza> to secure the booking.

APPLICANT NOTE: *Completion of the Application Form does not automatically imply approval.*

Upon receipt of the application fee, completed form and supporting documentation, the application will be assessed as per the guidelines and criteria.

Your event will be assigned to an Approvals Officer who will stay in contact with you to assist, provide guidance and ensure that the activity has met all City of Perth requirements.

The City of Perth's team of professional Activity Approval Officers (AAOs) and Environmental Health Officers (EHOs) are keen to assist you with your event and guide you through the City of Perth policies and regulations (a list of which forms part of this guide).

APPLICANT NOTE: *this is your event and City of Perth staff are not employed to coordinate the event for you. As the event organiser, you have a responsibility to ensure that you inform yourself before considering an event to ensure all participants comply with Local Laws, policies, regulations and adhere to direction from City of Perth staff.*

Liaison with Environmental Health Officers

Northbridge Piazza event programming is scheduled in liaison and in conjunction with Northbridge businesses, the Community Building Facilitator and Northbridge Super Screen Coordinator. Event approval is to include relevant health, safety and noise conditions, as set by City of Perth Compliance Services - Environmental Health Officer (Events).

Liaison with the Environmental Health Officer (Events) is essential to assess requirements and establish conditions. Approval for the use of the Piazza is subject to compliance with all relevant conditions that may be compulsory.

Lead Times

- **Minimum of six (6) to 12 months lead-time** is requested for all large sized events (15,000 plus) and activity applications due to the large number of requests received.
- **Minimum of eight (8) weeks lead-time** is requested for all medium (5,000 plus) sized event and activity applications due to the large number of requests received.
- **Minimum of four (4) weeks lead-time** is requested for all small sized events and activity applications due to the large number of requests received.
- **Minimum of one (1) week lead-time** is required for flyer distribution events due to the numbers of this type of event going on around the City.



Fees and Charges

Event Site Hire Fees

Hire fees apply for the use of Northbridge Piazza. Fees are based on a per-day rate. A full list of current fees and charges can be found on the City of Perth website:

<https://www.perth.wa.gov.au/forms-and-payments/Hire-and-Bookings/hire-the-northbridge-piazza>

A cost estimate of the total costs for your event will be provided as part of the assessment process, followed by an invoice for the final amount. **All invoices must be paid in full prior to an event permit being issued.**

A standard rate is gazetted in the annual City of Perth budget. Concessions are available to certain organisations – **please discuss with your assigned Activity Approvals Officer.**

Application Assessment Fee

Please note the application fee is non-refundable (unless you are applying for a City of Perth Grant for sponsorship).

Additional charges shall be applicable for the provision of City of Perth services including, but not limited to:

- Public Building;
- Waste management and Cleaning;
- Noise approval/monitoring;
- Power (single and 3-phase) and
- Use of banner sites.

APPLICANT NOTE: *The applicant is responsible for all fees payable relating to such services i.e. if waste and cleaning services are required from the City of Perth, information must be included on the Event Application Form (fees apply).*

Security Bond / Council Service Fee

A security bond may apply depending on the type of event and the risk factor associated with the event following the Environmental Health Officer (EHO) assessment of the application. This will be advised to you early in the process.

A Bond will be determined upon application and refund of the bond will be determined upon pre- and post-event inspections of the site; assessing the condition of Northbridge Piazza and identification of any damage that may have occurred during the event (including bump-in and bump-out). **Bond is payable to the City at least fourteen (14) days prior to the event.** The full amount of the bond will be refunded if, in the City's opinion, the venue and facilities are:

- Vacated on time;
- Undamaged;
- In clean condition;
- Conditions as per Agreement for the Hire of Northbridge Piazza have been met.

APPLICANT NOTE: *A refund will be posted to the applicant specified at time of hire. Allow up to 28 days post-event for processing.*



Approval of Your Event

If approved, you will be issued with an approval permit. The approval permit will outline the approved activities, hire charge and any conditions associated with the approval. The approval permit should be available for inspection by an Officer of the City of Perth on the day of the event.

The minimum requirements of approval are:

- The event/activity cannot promote activities outside the City of Perth precinct. Generic organisations (e.g.: Cancer Foundation) will be looked upon favourably regardless of head office location.
- Organisers must hold a General Liability Insurance Policy with a limit of indemnity of \$10,000,000 noting the City of Perth as interested party. Evidence that the insurance is in place shall be forwarded to City of Perth Health and Activity Unit prior to the event.
- Event content is appropriate for a family audience (not obscene or offensive).
- The event complies with City of Perth Environmental Health Regulations (food, noise, safety etc).
- The event does not, without prior approval, impede pedestrian access.
- The event/activity does not take business from City traders (no street trading permitted).
- The event/activity does not impede access to store owners/operators, builders and cleaning staff for both their trading and after-hours operations.
- The event/activity adheres to all City of Perth Local Laws/Policies.

Cancelling or Rescheduling Your Event

All cancellations or rescheduling requests must be provided to the City in writing. In all circumstances, the original application fee is not refundable. In instances where a cancellation fee is charged, the venue hire fee will not be charged.

Cancellation of the event after written approval has been issued, **will incur a \$50 cancellation/administration fee** for the Northbridge Piazza precinct. Notice of cancellation prior to written approval being issued, will incur no cost. In the case of inclement weather, you have the option to reschedule your event with no additional costs subject to the venue availability.

Should you need to reschedule your event for other reasons, written notice must be provided 4 weeks prior to the original event date. **The rescheduled event must occur within 6 months from the original event date or a cancellation fee of \$50 will be charged.**

APPLICANT NOTE: *This must occur within 6 months of the original event date and must be the same event and location. Notice of rescheduling due to inclement weather must be received 48 hours before the event date or the cancellation fee of \$50 will be charged.*



Flyer Distributions in Northbridge Piazza

You will need a flyer Distribution Permit

<https://www.perth.wa.gov.au/forms-and-payments/Hire-and-Bookings/flyer-distribution-permit-application>

Applicants for a **Flyer Distribution Permit**, will be asked to provide the following:

- **A copy of your proposed flyer and/or printed material** as well as an image of any intended samples to be distributed with the flyer (if applicable);
- **A Certificate of Currency for Public Liability Insurance (PLI)**, current at the date of application the distribution;
- **A copy of the associated NFP or Charitable Registration Certificate** if you are distributing flyers on behalf of a charity or not for profit (NFP) organisation. If you are unsure whether this applies to your activity, please contact the Department of Mines, Industry Regulation & Safety on (08) 9222 3333 for clarity;
- **Consent of the appropriate property owner** if you seek to distribute material on or within private property. A copy of that consent, in writing, will be required by the City.

Other important information

- No signage, tables, chairs or stock are permitted with a roving flyer distribution: if this is a requirement of the activity, the applicant must hire **Northbridge Piazza** as your event site;
- All activities must comply with the requirements of Worksafe WA Codes of Practice;
- When using footpaths to conduct your flyer distribution, pedestrian access and/or egress and access to stores or laneways cannot be blocked at any time during the distribution; Unless otherwise approved in writing by the City, a minimum clear width of 1.5 metres must be provided for pedestrian movement and must comply with the requirements of AS1428.1 Design for access and mobility;
- The Permit Holder is responsible for any costs incurred by the City for cleaning or repair of damage to the footpath, roadway or verge, resulting from activities undertaken or authorised to be undertaken by the Permit Holder;
- Staff and/or volunteers must be continuously roving and must not stop/stand in any one location, unless a specific site or sites have been pre-agreed. All locations where you intend to distribute (including specific CBD streets) must be noted on your application for consideration by the City. In addition, staff/volunteer numbers must be limited;
- Flyer distribution on non-City property is not permitted. It is the responsibility of the Applicant to ensure they know where their distributors are. Consent must be sought from private property owners prior to stepping onto that property.
- Any litter from your event that is found on the ground will be classified as littering and the organisation or person distributing may be infringed under the WA Litter Act 1979;
- Once the permit has been issued, a **hard copy** of the permit must always be in the possession of the Permit Holder or the Permit Holder's site representative. Electronic, mobile phone or similar images are not acceptable.



Complying with City Authorised Officers, City Rangers or Police

The Permit Holder must comply with any reasonable direction of a City Authorised Officer, City Rangers or WA Police. Anyone found to be distributing material without a valid permit may receive an infringement and be asked to move on. Flyer Sampling or Roving Conditions

Type	Example	Conditions
Sampling	Distribution of free sample size products (usually food/drink) to members of the public. Sampling activities will only be approved on the footpath. A minimum of eight weeks lead-time is required for all sampling applications.	<ul style="list-style-type: none">• Approval is dependent on date, availability of space and sighting of product.• Sample products must meet all Environmental Health Standards.• Items must be of sample size only and cannot be purchased in a retail outlet.• Drink products to be distributed in 35ml sample cups.• Sample cups must be single use drinking vessels.• Waste containers must be on site.• Items must be in sealed packaging or distributed in a hygienic manner (e.g. toothpicks).• Organisations cannot distribute outside the store of a direct competitor.• Event organiser is responsible for the removal of all rubbish.• Promotional staff to be wearing identifiable t-shirts and/or name badges.
Roving	<p>Roving is any activity that is not situated at a designated event site. A roving activity requires approval from the City of Perth if the activity includes components over and above flyer distribution and/or the activity is to take place in an area that could obstruct pedestrian traffic flow.</p> <p>There is no fee for roving activities.</p>	<ul style="list-style-type: none">• Roving is not permitted in the following locations:<ul style="list-style-type: none">- Padbury Walk (between Myer and Perth train station),- Shopping arcades- Padbury Walk and Transperth properties (stations either inside or outside) without written permission from the Perth Transport Authority (PTA).• Equipment (e.g. tables and chairs) are not permitted.• Stock is not to be left in public areas and must be transported from a storage location as it is needed.• Any sound systems, signage, performers, costumes, props and equipment used must be approved by the City of Perth.

Northbridge Piazza Vehicle Access

Event organiser and supplier vehicle access information *Parking Local Law 1999*

- Vehicle access to the Northbridge Piazza is limited to vehicles requiring essential vehicle access for bump-in/out activities only; parking is not permitted at any time.
- There is one access location for vehicles on the Piazza due to maximum weight loads for paved areas. Vehicle access can only be granted via the nominated location, as outlined in **yellow** on the map below.
- Vehicle access is gained by the removal of the bollards at the entry on James Street only. No vehicle access is permitted from Lake Street. The City will arrange the removal of the bollards to enable vehicle access for bump-in/out activities only. The event organiser is responsible for the coordination of bump-in/out and must provide all details to the Northbridge Piazza Venue Manager as part of the event run sheet.

- For all vehicles requiring access, a hard-copy vehicle access permit must be issued. The event organiser is to complete and return the 'Vehicle Access Request Form' attached, at least two (2) weeks prior to the event, enabling hard-copy permits to be forwarded prior to the event.

Conditions of Use

- Vehicle access can only be gained via the bollards on James Street.
- Permits can only be issued for bump-in/out.
- Vehicle permits must be clearly displayed on the vehicle dashboard always.
- Once bump-in/out activities are completed, vehicles must be removed from the area immediately.
- Failure to adhere to the Conditions of Use, or the times specified on the permit, may result in infringements being issued. All associated fees and charges are payable by the event organiser.

APPLICATION NOTE: Bump-in/out permits relate only to the area marked on the map and are not valid for parking in car parks or on-street bays. **Parking is not permitted on the Northbridge Piazza at any time.**



Weight Load Capacity

Trafficable Area

The only location on the site that has been designed to accommodate traffic is the Emergency Service Vehicle Access area. Refer to site map to confirm location. Maximum loading capacity for this area is 24 tonnes.

Grassed Area (Turf)

Turf area cannot accommodate anything heavier than a vehicle with a GVM of 4.5 tonnes. Truck mats must be used for all vehicles on the turf.

Paved Pedestrian Access Areas

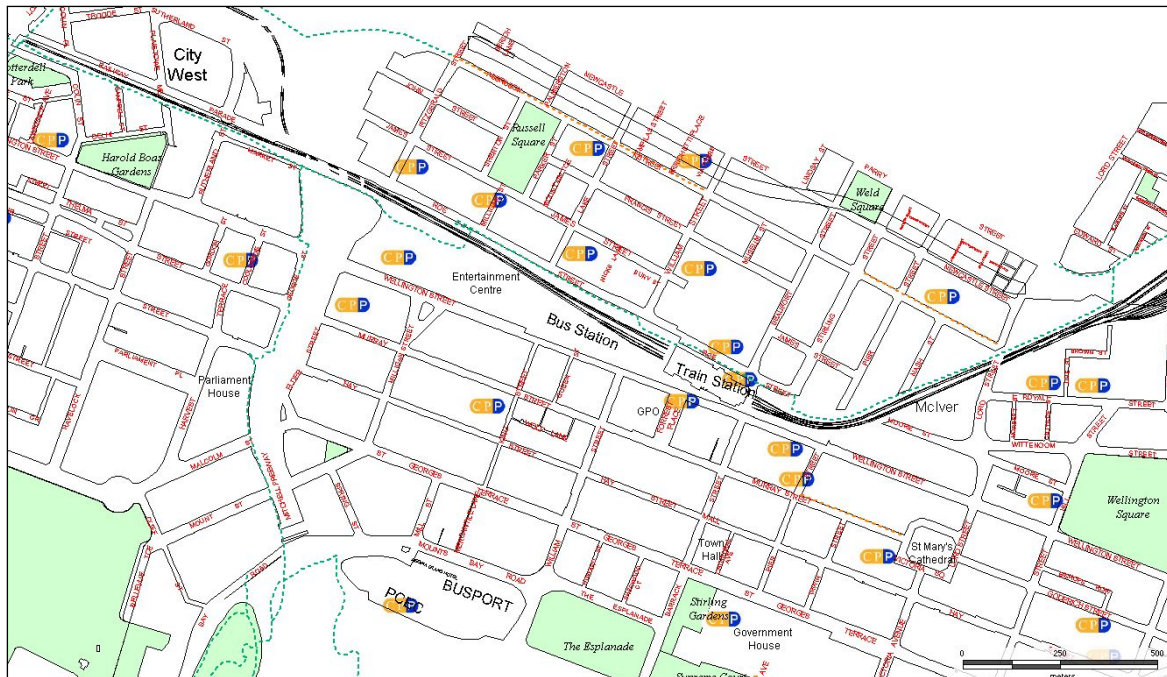
All paved and pedestrian access areas are a maximum loading capacity of 5 tonnes; however paved pedestrian access areas have not been designed to take traffic.



Parking Locations

There are a number of parking locations near the Northbridge Piazza. Hourly fees apply at all car parks.

- **Cultural Centre Car Park** (2 Roe Street)
- **Roe Street** – undercover (68 Roe Street)
- **State Library** (15 Francis Street)
- **Aberdeen Street** – open air (115-121 Aberdeen St & 104 Francis Street)
- **Milligan Street** – open air (93 – 101 Milligan Street)
- **Citiplace** (corner Beaufort and Barrack Street)



APPLICANT NOTE: Visit the City of Perth website for more parking details:
<https://www.perth.wa.gov.au/our-city/parking-city>

Enquiries

Event organiser and supplier enquiries relating to these matters should be directed to the Health and Activity Approvals Unit, phone; 9461 3333, or by email; info.city@cityofperth.wa.gov.au



Northbridge Piazza Power

All electrical leads, junction boxes and equipment provided by the Applicant must be checked and tagged by an electrician prior to the event. A qualified electrician can perform this service for a small fee. **Thereafter the Applicant must provide gaffer tape or cable traps to ensure that all electrical leads are secured to avoid trip hazards.**

Should the power trip or the system overload due to the operations of the Applicants event, an electrician will be engaged by the City of Perth and all associated costs including, but not limited to, call-out and repair, will be payable by the applicant.

APPLICANT NOTE: Please speak to your assigned Activity Approval Officers about your power requirements or refer to the site map above which identifies the power sources available.

Scheduled Maintenance

Reticulation

Turf consists of 19 individual stations that are activated Sunday, Tuesday, Thursday and Saturday, from 2am to 8am (6 hours).

It is proposed that this schedule will operate until the turf is established, at which time it is proposed that turf reticulation will operate Monday and Thursday starting at 2am and will complete the cycle at 6.45am (4.45 hours).

Reticulation located in the Green Wall will activate twice daily and will have no impact on events scheduled in the facility.

Cleaning

Contact Events Coordinator for confirmed scheduled cleaning.


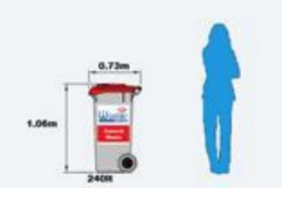




Event Waste

The Applicant is to establish if existing waste facilities are sufficient to service event requirements. If additional services are necessary, the applicant must specify exact requirements on Event Application Form.

The Applicant is to ensure that all waste and litter is to be collected and removed each day from the Northbridge Piazza by either the applicant or their associated event staff. The applicant is also responsible for all costs associated with the cleaning and the collection and removal of the litter from the Northbridge Piazza.

- Two street bins are located within the facility and are emptied twice daily; once in the morning and one in the evening. **However, these bins are not to be used for event waste.**
- It is the responsibility of the event organiser to gauge the number of bins required for their event and order a sufficient number from the City or a private waste contractor. All associated fees are payable by the applicant.
- **Any event litter overflowing from public bins or bins not ordered by the event organiser will incur a fee for emptying.**

Please check the City of Perth website for current fees.

Bin Type	Image	Suitability & Purpose
240 Litre Wheelie Bin 		Available for both landfill/general waste or recycling (Size is comparable to the average household bin)
660 Litre Wheelie Bin 		Available for both landfill/general waste or recycling
1100 Litre Wheelie Bin 		Available for both landfill/general waste or recycling Not suitable for heavy items such as glass or large volumes of food waste

If bins are required by event organisers, the Waste and Cleansing Unit (WAC) will leave the bins in front of the City Arts Space studio for the event organiser to collect and distribute around the event as required. Larger bins (660L or 1100L) can also be placed in this location to empty the 240L bin liners into.

APPLICANT NOTE: At the end of the event, the event organiser should return the full bins to the same collection point for servicing and removal by WAC.

Additional City of Perth Waste and Cleaning Services

Event organisers should organise in advance with their AA Officer for additional emptying of the bins specifying approximate times. The WAC Unit may not be able to empty the bins immediately if not prearranged.

In urgent situations, waste services can sometimes be provided within 1 hour.

APPLICANT NOTE: The event organisers are responsible for ensuring waste is not overflowing and that any windblown waste is collected from the event site and surrounds by the event organiser or their associated event staff. All event bins should only be full to the rim, but allow the bin lid to fully close. Applicant is responsible for all costs associated with the City having to clean, collect or remove overflow/windblown litter from Northbridge Piazza.



Regulations and Statutory Requirements Checklist

APPLICANT NOTE: It is recommended that event organisers contact the Activity Approvals Unit on (08) 9461 3333 to ascertain what likely documents will be required prior to submitting an online application form.

The following includes, but is not limited to, fees that are not payable to the City of Perth but may be required as a condition of approval to hiring Northbridge Piazza. The safety and well-being of the public and event staff is paramount to City of Perth. **All production personnel and suppliers must comply with relevant legislation, regulations and Australian Standards always.** These include, but are not limited to:

Public Indemnity Insurance	
Your organisation shall indemnify, and keep indemnified prior to, during and following the event, the City against all loss or damage to the property of the City, and from and against any claim, demand, action or proceeding that may be brought by any person against the City or the employees, professional consultants or agents of the City in respect of personal injury to, or the death of any person whomsoever, or loss or damage to any property whatsoever arising out of the organiser's reckless or negligent use of the facility, and also from any cost and expense that may be incurred in connection with such claim, demand, action or proceeding. A valid Public Indemnity Certificate covering a minimum of \$10 million covering the entire period of your event will be requested.	
Public Safety	
During bump-in (set-up) of infrastructure the event area must be secured to ensure that members of the public do not enter the area during construction, installation and bump-out (pack-down). The area is to be secured used 'Danger Tape' or similar product. The event organiser is also responsible for the event bump-in and bump-out, and ensuring that the site and any other area you have utilised are left as they were found. Any areas used by your organisation must be left cleaned and undamaged or a charge will be applied.	
Occupational Health and Safety Act Regulations	<p>The event organiser will have the responsibility for occupation health and safety regarding entertainment and production. This includes but is not limited to employees, sub-contractors, performers hired and infrastructure. The event organiser will have the responsibility for occupation health and safety regarding entertainment and production. This includes but is not limited to employees, sub-contractors, performers hired and infrastructure. The event organiser must be aware of site specific hazards including:</p> <p>Pit Lids: when not in use, pit lids are required to be kept closed always. When in use and open, each pit lid must be either supervised always, or made adequately visible by the use of witch's hats or similar. This is the responsibility of the booker to provide.</p> <p>Sharps: Sharps or syringes must be disposed of using the sharps container by the first aid box in the kitchen.</p> <ul style="list-style-type: none"> • Upon finding needles or syringes, the following actions should be taken: • The worker must put on protective gloves or any form of rubber or leather gloves that protect the employee from any fluid or needle prick. If there are no protective gloves available, the worker must not pick up the needle/syringe, but contact a colleague to obtain the appropriate protective gloves. • Ensure the syringe is accessible, if it is under bushes, shrubs or in long grass, move the syringe into a clearly accessible area using a rake or stick etc. • Once the worker has the protective gloves on and the syringe is accessible, they are to pick up the syringe by the barrel or handle (blunt end), away from the point of the needle Do not touch any sharp point with your fingers or hands. • Do not attempt to replace cover over the needle, if it has been left exposed. • Place the syringe into a sharps container point first and secure the lid. • When performing the removal procedure always ensure this process is done slowly and carefully. • If a sharps container is not available please isolate sharp to a safe environment using appropriate tools and PPE until a sharps container can be sourced. Once the sharp has been found and disposed of, the incident is to be reported directly to the supervisor and a City of Perth staff member. • The event organiser will have the responsibility for occupation health and safety regarding entertainment and production. This includes but is not limited to employees, sub-contractors, performers hired and infrastructure. The event organiser will also have the responsibility for occupation health and safety regarding entertainment and production. This includes but is not limited to employees, sub-contractors, performers hired and infrastructure.
First Aid, accidents and incidents	Depending on the scale of your event, you may be required to engage a trained/accredited first aider(s) on-site for the duration of your event. Costs to be borne by the Event Organiser.
WorkSafe	<p>Prior to the commencement of any works or activities, the site must be secured in accordance with WorkSafe requirements. During set-up of infrastructure the event area must be secured to ensure that members of the public do not enter the area during construction, installation and pack-down. The area is to be secured used 'Danger Tape' or similar product.</p> <p>Visit the following website for detailed information: https://www.commerce.wa.gov.au/worksafe</p>
Pedestrian Access	The event must not at any time (including bump-in/out) impede pedestrian access, create a pedestrian hazard or block access to store entrances. Entry and exit areas from the event must be adequate for emergency exit and emergency vehicles.
Health Act 1911	
The applicant must undertake to observe the relevant sections of the Health Act and Regulations, including, but not limited to the following. Further information can be obtained from the City's Environment Health Officer and separate fees may apply.	
Food and/or Catering (List of Intended Food Vendors)	<p>If you propose to provide catering at your event appropriate approvals must be sought from the City of Perth Environmental Health. Conditions include, but are not limited to:</p> <ul style="list-style-type: none"> • approval must be sought from City of Perth Marketing and Environmental Health Officer (Events). Conditions include, but are not limited to: • the City of Perth has a responsibility to traders in the area; therefore catering (food and drink) cannot be distributed to members of the public at any time. • catering can only be provided for invited guests and served within an area that must be secured (fencing, post and chain, or similar product). • a city-based catering company must be used.



Health Act 1911

The applicant must undertake to observe the relevant sections of the Health Act and Regulations, including, but not limited to the following. Further information can be obtained from the City's Environment Health Officer and separate fees may apply.

Marquee Anchorage	<ul style="list-style-type: none"> 3m x 3m marquee must have a side and a minimum of 60kg weights, either water filled barriers or cement, on each leg of the marquee; For marquees greater than 3m x 3m, the supplier must supply specifications for their marquees which must include adequate anchorage weights for different wind loads.
Public Building	If required an Application to Construct, Extend or Alter a Public Building form is to be completed by the applicant and forwarded to City of Perth Compliance Services. Under the Health Act 1911, if installing a 'Public Building', an evacuation plan will be required as part of the application process. A template can be provided upon request.
Risk Management	Depending on the type, size and impact of the event, the City may require the applicant to prepare a Risk Management Plan. The Plan must be produced in accordance with AS/NZS 4360:2004.

Environmental Protection Act

The event organiser shall ensure that the requirements of the Environmental Protection Act and relevant Regulations are fulfilled; specifically, the *Environmental Protection (Noise) Regulations 1997*.

Noise/Sound Restrictions	<p>Noise Management Plan Noise regulations specify 'assigned' levels of noise that may be received by any premises. Should any part of your event, including bump-in and bump-out, be likely to exceed the assigned levels separate approval may be required.</p> <ul style="list-style-type: none"> Further information can be obtained from the City's Environment Health Officer. Separate fees may apply. Noise emission shall not exceed the limits and requirements of the Environmental Protection (Noise Abatement Regulations) 1997. must be adhered to otherwise approval for the event may be revoked. The maximum permitted sound level in Northbridge Piazza is 80dB. Noise emission shall not exceed the limits and requirements of the Environmental Protection (Noise Abatement Regulations) 1997. Amplification in Northbridge Piazza is not permitted. Please refer to the City of Perth Policy 14.7 <i>Sound Control Guidelines</i> for further information.
---------------------------------	---

Waste Management

Litter Act 1979	The event organiser shall ensure that the requirements of the Litter Act 1979 are fulfilled: https://www.slp.wa.gov.au/statutes/swans.nsf/(DownloadFiles)/Litter+Act+1979.pdf/\$file/Litter+Act+1979.pdf
------------------------	---

Disability Access & Inclusion

Disability Access and Inclusion Plan (DAIP)	Event organisers must, to the extent practicable, implement the City of Perth 'Disability Access and Inclusion Plan' prepared under the Disability Services Act 1993. For further information on the City of Perth DAIP please refer to the following: https://www.perth.wa.gov.au/live-and-work/community-services-and-facilities/access-and-inclusion
Disability Discrimination Act 1992 (DDA)	It is the responsibility of the applicant to ensure that the event complies with the DDA. Further information may be obtained from the Disability Services Commission. For further information on the Disability Services Act and Guidelines please refer to the Disability Services Commission 'Guide to Creating Accessible Events' www.disability.wa.gov.au . While City of Perth staff may offer advice, it is the successful applicant's responsibility to obtain any required approvals for an event: please consult and cooperate with the City to ensure all risk management areas are covered, including providing the City of Perth with any documentation that may be required.

Licenses

Copies of all licences and are required as part of the application process. Include licences with your application. Approval will not be issued, or will be revoked if applicant fails to provide copies of relevant licences prior to the event (hire) date.

APRA and PPCA Licenses	Any public event involving the use of music may require licenses from the Australian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia (PPCA). Details can be obtained directly from these organisations. Final approval will not be issued until the City sights licenses from PPCA and APRA, or evidence from those organisations that the licenses are not required. <ul style="list-style-type: none"> APRA – 08 9382 8299 – www.apra.com.au PPCA – 02 8569 1111 – www.pcca.com.au
Liquor	The serving of alcohol to members of the public is prohibited in the Northbridge Piazza Precinct. If you propose to serve alcohol at your event; in a secured area for invited guests or VIPs only, you must seek approval from the Department of Racing, Gaming and Liquor. A copy of the approved liquor licence must be provided to City of Perth Activity Approvals Team at least fourteen (14) days prior to the event.
Security Services	If you engage security services for your event it is mandatory that City of Perth Compliance is advised. The following documentation is required to be provided to City of Perth Health and Activity Unit at least one week prior to the event date: <ul style="list-style-type: none"> Security company name, 24-hour contact person and mobile phone number; Security schedule (roster/times); Names and licence numbers of all officers are to be listed on the schedule.

Event Promotion

<https://www.visitperth.com.au/> is a dedicated website that promotes events, restaurants, bars, cafes, attractions and shops within the City of Perth. **The Visit Perth City is a free service provided by the City of Perth to maximise promotional opportunities for all our stakeholders.** The information you provide for this site will also be used for the printed Get to Know Me publication which is the City's monthly event newsletter. Monthly promo events need to be entered onto the website six weeks prior the event date to ensure the information is included in the print version of the Get to Know Me newsletter. **Email a short promotional description of your event and an image (sized between 1mb and 2mb) to info@cityofperth.wa.gov.au for inclusion on the site.**



City of Perth Event Sponsorship & Grants

The City of Perth Event Grants and Sponsorship program **supports organisations holding events in the City**. These events should have a direct positive impact on the city, the community and businesses operating within the area.

The City of Perth recognises the importance of events in contributing to the vitality of the City, the activation of spaces, the sense of community and well-being, and increased economic benefit.

The Event Grants and Sponsorship Program supports events which celebrate, develop and engage the City's community, and activate City precincts.

All events must meet the eligibility requirements contained in the relevant guideline document, and should comply with the City's access and inclusion plan. <https://www.perth.wa.gov.au/live-and-work/community-services-and-facilities/access-and-inclusion>

Event Grants and Sponsorship

The Event Sponsorship Program is designed for events which deliver tangible benefits to the City of Perth in the form of brand recognition, economic benefit, increased visitation and alignment with the City's core target markets.

Event Grants and Sponsorship categories are as follows:

1. Event Grants (two rounds annually) (under \$15,000 and \$15,001 - \$40,000)
2. Event Sponsorship (one round annually) (\$40,001+)
3. Strategic Event Sponsorship (applications invited on consultation with Sponsorship Officer)

Interested applicants must read the Event Sponsorship Guidelines to determine their eligibility, assessment criteria and information on how to apply.

Visit this page to access all our grants information:

<https://www.perth.wa.gov.au/live-and-work/grants-and-sponsorship>

Major Events and Festivals Sponsorship

Major Events and Festival sponsorship is available for organisations delivering large scale annual events of national significance. The Program is designed to support events which enhance Perth's local, national and international reputation as a major events destination.

A Major Event or Festival is an event which generates significant economic, social and community benefits for Perth city.

How to apply

Before submitting a proposal, applicants should be familiar with the Event Grants and Sponsorship Guidelines, Strategic Community Objectives, Assessment Criteria and Eligibility Requirements relevant to the category in which you are applying.

All applicants are strongly advised to discuss their application with the Sponsorship Officer prior to submission.



SmartyGrants

The City of Perth uses an online grant application service powered by **SmartyGrants**.

For queries about the guidelines, deadlines, or questions in the application form, please contact the Sponsorship team on (08) 9461 3333 and quote your application number.

If you need more help using the application form, download the **Help Guide for Applicants** or check out **Applicant Frequently Asked Questions (FAQ's)**.

Please be advised that applications from ineligible applicants or late applicants will not be assessed. It is highly recommended that applicants attend an information session prior to applying form.

To apply online visit **perth.smartygrants.com.au** to register an account and commence your application.

Contact Us

For further information, please contact the Sponsorship team on (08) 9461 3139 or **sponsorship@cityofperth.wa.gov.au**

For further Information

Contact the City of Perth Health & Activity Approvals Unit:

Phone us: 08 9461 3333

Email us: activity.approvals@cityofperth.wa.gov.au

City of Perth Website: <https://www.perth.wa.gov.au/live-and-work/hire-and-bookings>

Snail Mail or In Person: 27 St George Terrace, Perth WA 6000 | GPO Box C120, Perth WA 3839
www.perth.wa.gov.au