



VENUE USE GUIDELINES

A GUIDE FOR VENUE HIRERS AND EVENT ORGANISERS



INTRODUCTION

These guidelines are designed to assist applicants with the process required to host an event or activation on Harbour Trust land, from enquiry through to approval and delivery.

It is recommended these guidelines be read in conjunction with:

- [Harbour Trust Events and Venues WHS Guidelines](#)
- Venue Guides
 - [Cockatoo Island / Wareamah, Sydney Harbour](#)
 - [North Head Sanctuary, Manly](#)
 - [Sub Base Platypus, North Sydney](#)

Cover images

(clockwise from the top left) All Tomorrows Parties, Eastern Apron, Cockatoo Island; Torpedo Factory Precinct, Sub Base Platypus; Night at The Barracks, North Head Sanctuary (image courtesy of Second Sunday); Mosman RSL sub-Branch ANZAC Day Dawn Service, Georges Heights; Torpedo Factory Precinct, Sub Base Platypus; Sanctuary Lawn, North Head Sanctuary

(centre) Carmen on Cockatoo Island Media Launch (image courtesy of Opera Australia, photographer: Rhiannon Hopley)

APPLICATION AND APPROVAL PROCESS

APPLICATION

All event organisers are required to submit an application form to hold a temporary activity on any Harbour Trust site.

All applicants need to follow the following processes outlined below for approval:

1. Application form submitted
2. Submission and review of event documentation
3. Approval
4. Payment of fees and charges

Within 10 business days of lodging an application form, a Harbour Trust staff member will contact the applicant to discuss the proposed event.

ASSESSMENT

Once an application has been received, the activity will be assessed to determine the suitability, impact and availability of the venue.

Applications to host a temporary event will be assessed using the following criteria:

1. Availability and suitability of the location

Aspects such as the size of the activity and the availability of the venue will be considered. In some instances, the proposed use of the venue may be rejected.

The type of activity you are planning will also be reviewed against relevant planning instruments and policies, plans of management and other policies relating to the venue requested.

2. Impact on location and surrounds

Consideration will be given to the category of impact of the activity having regard to safety, the protection and risk management to the natural, built and social environments.

3. Additional permits required to obtain approval (if applicable)

This includes but is not limited to:

- Liquor permit
- Drone permit
- Development application (planning approval)
- Consent from relevant authorities

DEFINITIONS

Events

Events take place seasonally or annually and may include; festivals, concerts and performances, conferences, open days, pop-ups, temporary exhibitions and corporate events.

Activations

Activations are low impact and do not impede on public access. They can be daily, weekly or monthly and may include; tours, school groups, markets, permanent exhibitions, ceremonies, holiday programs, volunteer displays, workshops, talk series, residencies, and self-guided trails and itineraries.

VENUE HIRE CLASSIFICATION GUIDE AND APPLICATION FORMS

IMPACT CATEGORY	CRITERIA	EXAMPLES	APPLICATION FORM
Small activation/ event Less than 500 pax per day	<ul style="list-style-type: none"> • Held between 8am and 7pm • Minimal food and beverage service, a celebratory drink (liquor) permitted • Low level amplification (portable PA system) • Minimal infrastructure and minimal access to power or water required • Little to no additional supervision required • In publicly accessible spaces, non-exclusive use of space, including no road closures 	<ul style="list-style-type: none"> • Filming/photography shoot (including student projects) • Team building activities • Small activations • Community/charity events • Art exhibitions • Conferences/workshops • Wedding ceremony 	<ul style="list-style-type: none"> • Small Activation/Event Permit Form • Wedding Ceremony Application Form • Engagement and Wedding Photography Application Form
Medium event Up to 2,000 pax per event day	<ul style="list-style-type: none"> • Held between 6am and 10pm • Food and beverage sales and service, including liquor • Medium level amplification • Exclusive use of spaces • Duration of 3 days or less • Moderate temporary infrastructure required including marquees, staging, seating, AV equipment • Additional traffic generated to the area • Access to power and water required • Supervision required • Temporary signage required 	<ul style="list-style-type: none"> • Sporting events • Charity events • Film and television shoots • Photography shoots • Live music/gigs • Markets • Conferences • Public events 	<ul style="list-style-type: none"> • Venue Hire Application Form • Filming Licence Application Form
Large event Up to 6,000 pax per event day	<ul style="list-style-type: none"> • Held outside of 6am-10pm • Use of multiple venues or sites • Shut down of site to general public • Food and beverage sales and service, including liquor and multiple vendors • Duration of more than 3 days • Substantial temporary infrastructure required including complex set builds, AV equipment, multiple marquees, additional facilities, fencing • High level amplification (Noise Management Plan) • Substantial traffic generated to the area • Road closures, footpath occupation or traffic control required • Access to power, water and additional services required • Substantial signage, branding and advertising required 	<ul style="list-style-type: none"> • Public events • Concerts • Community and cultural festivals • Major sporting events • Film and television projects • Public exhibitions • Ticketed events • Tradeshows • VIP experiences 	<ul style="list-style-type: none"> • Venue Hire Application Form • Filming Licence Application Form

HOW TO APPLY

Applications can be lodged by completing the relevant application form via the above links.

FEES AND CHARGES

- Fees are charged at a full day hire rate. Rates represented are per day hire unless otherwise stated.
- Not for profit or community organisations may be eligible for a discount to advertised rates. Please contact the Harbour Trust for more information.
- Fees include GST and are subject to change without notice.

	SMALL ACTIVATION/ EVENT	MEDIUM EVENT	LARGE EVENT
Wedding ceremonies			
Cockatoo Island (Biloela Lawn)	\$1,000		
Headland Park (Georges Head Lookout, Harbour View Lawn)	\$1,000		
Headland Park Sun Dial	\$400		
Macquarie Lightstation Lawn	\$800		
Woolwich Dock (Goat Paddock)	\$300		
Woolwich Dock (Horse Paddock)	\$500		
Woolwich Dock Lookout	\$400		
North Head Sanctuary Lawn	\$800		
Engagement and wedding photography			
Photography	\$275		
Filming and Photography			
Student	n/a	n/a	n/a
Shoot days	\$400	\$1,210	\$4,840
Bump-in/out days	\$165	\$550	\$2,420
Venue hire			
Outdoor event days	\$550	\$3,300	POA
Outdoor bump-in/out days	\$220	\$1,100	POA
Indoor event days	\$1,100	\$6,600	POA
Indoor bump-in/out days	\$550	\$1,650	POA
Fitness class/group			
	Rate per annum		
Outdoor	Fixed fee \$1,500		

ADDITIONAL EXPENSES	
Additional staff costs	<p>Outside of 8am to 6pm Monday to Friday, attendance by Harbour Trust staff or rangers may be required to mitigate damage to Harbour Trust property, threats to public safety, unreasonable disturbance to neighbouring properties and access to licenced areas arising from the hirer's use.</p> <p>Cost = \$100/hr/staff member + GST.</p>
Additional cleaning and security costs	<p>If extra cleaning or security attendance is requested by the Harbour Trust the licensee will be notified in advance and afforded the opportunity to rectify any issues identified by the Harbour Trust. In the event that the licensee is unable to rectify the issue the Harbour Trust will notify the licensee in writing and provide staffing at the below rate at the licensee's cost.</p> <p>SECURITY</p> <ul style="list-style-type: none"> • Non-public holidays periods: \$54/hr/guard including GST • Public holidays: \$83.60/hr/guard including GST <p>NOTE: minimum shift of 4 hours</p> <p>CLEANING</p> <ul style="list-style-type: none"> • Weekdays: \$54/hr/cleaner including GST • Saturday: \$70/hr/cleaner including GST • Sunday: \$93/hr/cleaner including GST • Public holidays: \$116/hr/cleaner including GST <p>NOTE: minimum shift of 3 hours</p>
Drone Permit Fee	n/a
Liquor Permit Fee	\$500 to \$1,750

PERMIT AND LICENCE TYPES

Small activation/event permit

A small activation/event permit is required for all small activities held on Harbour Trust land. The permit is a contractual agreement which includes a standard set of terms and conditions between the event organiser and the Harbour Trust. It specifies the site/venue, access times, capacity and payment options.

Standard licence agreement

All medium events/activations require a standard licence agreement to hold an event on Harbour Trust land. The agreement is a contractual agreement which includes extended terms and conditions between the event organiser and Harbour Trust. It specifies the site/venue, access times, capacity, additional conditions and requires the submission of event documents listed in the reference schedule.

Custom licence agreement

All large events/activations require a custom licence agreement to hold an event on Harbour Trust land. The agreement is a contractual agreement which includes extended and event specific terms and conditions between the event organiser and Harbour Trust. It specifies the site/venue, access times, capacity, additional conditions and requires the submission of extensive event documents listed in the reference schedule. Additional consent requirements such as a development application may need to be submitted in conjunction with the event documents.

SMALL ACTIVATION/EVENT

APPLICATION PROCESS

The Harbour Trust requires minimum **10 business days** from application submission to stage any small activities. Any late applications may not be approved.

1. Completed permit form submitted
2. Activity assessed
3. Submission of any additional event documents
4. Approval
5. Payment of any fees and charges

The activation must proceed in accordance with compliance requirements contained in the Permit Form.

SUPPORTING DOCUMENTATION

The following listed items must be prepared and submitted before any permit will be issued.

These include:

- Public liability insurance (Certificate of Currency – AUD\$20 million minimum coverage noting the 'Sydney Harbour Federation Trust' as an interested party).
- Site induction form (forwarded as a separate document prior to the activity start/bump-in date)
- Site plan (if required)
- Risk assessment (if required)
- Event schedule (if required)

Note: Additional documentation may be requested depending on the nature of the event.

MEDIUM EVENT

APPLICATION PROCESS

The Harbour Trust requires **minimum 12 weeks** from approval of the licence to stage any medium event/activation. Any late applications may not be approved.

1. ENQUIRY

Contact Harbour Trust Events at licensing@harbourtrust.gov.au to discuss availability

2. EVENT APPLICATION

- Application form submitted and site inspection conducted
- Additional supporting documentation for approval received (if applicable)

3. APPROVAL

- Application assessed
- Standard Licence Agreement issued, payment of venue hire deposit and security bond

SUPPORTING DOCUMENTATION

The final approval for a medium event/activation to proceed remains subject to satisfactory development, submission and approval of the event documents.

These documents include, but are not limited to:

1. Public liability insurance
2. Site plans
3. Production schedule including transport
4. Food and beverage plan
5. Security plan and emergency response plan
6. Waste and cleaning plan
7. Noise management plan
8. Risk assessment management plan
9. Site induction form/s
10. Copies of any permits or certifications

For further information on the requirements of the event documents please refer to:

- [Harbour Trust Events and Venues WHS Guidelines](#)

ADDITIONAL APPROVALS

Depending on the nature of an activation, additional permits or consultation may be required prior to final approval. It is the responsibility of the event organiser to submit all relevant forms and documentation.

These additional approvals include:

1. Liquor permit
2. Drone permit
3. Consultation with NSW Food Authority

LARGE EVENT

APPLICATION PROCESS

The Harbour Trust requires **minimum 12 weeks** from approval of licence to stage any large event. Any late applications may not be approved.

1. ENQUIRY

Contact Harbour Trust Events at licensing@harbourtrust.gov.au to discuss availability

2. EVENT APPLICATION

- Application form submitted, site inspection conducted and quote provided
- Additional supporting documentation for approval received (if applicable)

3. APPROVAL

- Application assessed
- Custom Licence Agreement issued, payment of venue hire deposit and security bond

SUPPORTING DOCUMENTATION

The final approval for a large event / activation to proceed remains subject to satisfactory development, submission and approval of the event documents.

These documents include, but are not limited to:

1. Public liability insurance
2. Site plans
3. Production schedule
4. Food and beverage plan
5. Transport management plan
6. Security plan
7. Waste, cleaning and environmental management plan
8. Noise management plan
9. Risk assessment management plan
10. Emergency evacuation plan
11. Marketing and communications plan
12. Community letter notification
13. Site induction form/s
14. Copies of any permits or certifications

For further information on the requirements of the event documents please refer to:

- [Harbour Trust Events and Venues WHS Guidelines](#)

ADDITIONAL APPROVALS

Due to the high impact nature of the activation, additional permits and consultation will be required prior to final approval. It is the responsibility of the event organiser to submit all relevant forms and documentation. These additional approvals may include:

1. Liquor permit
2. Drone permit
3. Development application (planning approval)
4. Internal consultation with Members of the Trust
5. Consultation with relevant councils or authorities
6. *Musical Festivals Act 2019/ILGA* music festival early notification

EVENT DEVELOPMENT, DELIVERY AND COMPLETION

The table below details the phases of development, delivery and completion with corresponding indicative timeframes.

1. EVENT DEVELOPMENT	TIMEFRAME
Licence agreement signed and deposit paid	12 weeks prior
Draft event documents submitted	8 weeks prior
Progress meetings organised with Harbour Trust Events Team	As agreed
Final venue hire fees paid	Prior bump-in
Event documents lodged for approval	4 weeks prior
All event documents finalised and approved	1 week prior

2. EVENT DELIVERY	
Site isolation	24 hours prior
Bump-in commences	
Event compliance walk-through and sign-off	12 hours prior
Event day – continual monitoring and compliance	Ongoing
Bump-out commences	
Removal of all event infrastructure, cleaning and damage repairs	
Site inspection once bump-out complete	Within 24 hours

3. COMPLETION	
Settlement of any additional costs	Within 2 weeks
Post-event debrief	Within 4 weeks
Security bond returned	Within 6 weeks

