

Event Application for the Central Coast Regional Sporting & Recreation Complex (CCRSRC)

The following application is to be completed by Event Organisers (including Sporting Associations and Organisations) wishing to apply for the use of one or more of the sports fields and/or amenities situated at the CCRSRC, 20 Lake Road, Tuggerah. Events may include, but are not limited to:

- Carnivals
- Community Celebrations
- Circuses
- Concerts
- Festivals
- Gala Days
- Markets
- Tournaments
- Etc.

This application outlines the required information and documentation that pertains to any scheduled event taking place at CCRSRC. There may be some questions in the application that are not applicable to your event. If so, please insert the words 'Not Applicable' rather than leaving the space blank.

Submitting your Application

Prior to submitting an Application, Event Organisers are encouraged to contact Council's CCRSRC Officer on 4350 5352 to determine sites and date availability. Completed applications can be forwarded to:

Karen.Lightfoot@centralcoast.nsw.gov.au

OR

Attn: Karen Lightfoot
Open Space & Recreation
Central Coast Council
2 Hely Street, Wyong NSW 2259

After successful assessment of your application, an Event Approval Letter, outlining any additional conditions as well as the hire fee and security deposit, will be sent to the Event Organiser. By accepting your application, Council and the Event Organiser automatically become bound by the terms and conditions of the Event Approval Letter and the requirements outlined in the CCRSRC Event & Venue Guidelines.

Fees and Charges

Final fees and charges will be determined by the size, location and length of the event. All additional services such as power, floodlighting, field markings / preparation, amenities, etc., will incur costs and such costs will appear on the respective invoice.

Security Deposit

A security deposit may be charged to Event Organisers depending on the nature of the event. The security deposit is refundable in whole or in part, following an inspection after the event by authorised Council staff to determine compliance with Council's conditions. Any cost of reinstatement or repair for damage to any areas, as a direct result of the event, will be taken from this bond.

Late Application Fees

The application must be received within the notification timeframe as outlined in the CCRSRC Event & Venue Guidelines to avoid late application Fees.

Cancellation of Event

Cancellation of an Event might incur cancellation fees. Please refer to the Terms and Conditions of Hire.

For all enquiries, please contact Council's CCRSRC Officer on 4350 5352.

CCRSRC Event Application

Name of Event: _____

Date(s) of Event: _____

Time Required: From: _____ To: _____

(including Bump-In / Set Up and Bump-Out / Strike)

Categorisation of Event: Tier 1 _____ Tier 2 _____ Tier 3 _____ *(refer below)*



Space Required: Please tick off the areas to be secured for this event.

ALL ☐ *Mark this block should you wish to book the entire complex*

SF 1	Sports Field 1	<input type="checkbox"/>
SF 2	Sports Field 2	<input type="checkbox"/>
SF 3	Sports Field 3	<input type="checkbox"/>
SF 4	Sports Field 4	<input type="checkbox"/>
SF 5	Sports Field 5	<input type="checkbox"/>
SF 6	Sports Field 6	<input type="checkbox"/>
SF 7	Sports Field 7	<input type="checkbox"/>
SF 8	Sports Field 8	<input type="checkbox"/>

SF 9	Sports Field 9	<input type="checkbox"/>
SF 12	Sports Fields 1 and 2 combined = 12 (cricket / AFL / similar)	<input type="checkbox"/>
SF 34	Sports Fields 3 and 4 combined = 34 (cricket / AFL / similar)	<input type="checkbox"/>
SF 67	Sports Fields 6 and 7 combined = 67 (cricket / AFL / similar)	<input type="checkbox"/>
CNT	Central Park (site of future indoor centre)	<input type="checkbox"/>
KSK	Kiosk	<input type="checkbox"/>
SHED 1	Dressing Sheds 1 (Home / Away)	<input type="checkbox"/>
SHED 2	Dressing Sheds 2 (Home / Away)	<input type="checkbox"/>
BLV 1	Western strip servicing fields 1,2,3,4	<input type="checkbox"/>
BLV 2	Central strip servicing car park and central park	<input type="checkbox"/>
BLV 3	Eastern strip serving fields 5,6,7,8	<input type="checkbox"/>
P 1	Western car park	<input type="checkbox"/>
P 2	Eastern car park	<input type="checkbox"/>

Type of Event: _____

Provide a description of the event, including the overall aims and objectives:

Expected Attendance:

a) Expected number of participants: _____

b) Expected number of spectators: _____

Name of Event Organiser: _____

On Behalf Of: _____

Postal Address: _____

Suburb: _____ **Postcode:** _____

Email: _____

Phone:

Mobile: _____

Business: _____

Contact Number For Use During Event Hours:

NB. This number will be provided to Council Staff and external agencies e.g. NSW Police and RMS.

Third Party Operator, if applicable. Please provide details:

1. Event Classification

Are you a Commercial Organisation or Operator **YES / NO**

Are you a recognised Charity? **YES / NO**

If so, please complete section (1A).

Are you a Community or Not For Profit Event? **YES / NO**

If so, please complete section (1B).

Section (1A) Charity Events

a) Provide your Charity No. _____

b) Are you raising funds for a specific charity? YES/NO

*If yes, then a letter of endorsement from the charity must be supplied
quoting their charity number and the estimated donation value.*

c) Has the Event Organiser arranged sponsorship for the event? YES/NO

d) Will additional sponsorship be secured? YES/NO

Please provide details of all sponsorship, including Value In Kind:

e) Do you plan to sell or give away products (other than food)? YES/NO

If yes, provide details of items for sale / give-away:

f) Are you charging participants an entry fee for this event? YES/NO

g) Are you charging spectators an entry fee for this event? YES/NO

If yes, to (f) or (g), please indicate how much you are charging \$ _____

Section (1B) Community / Not For Profit Event

(a) Please provide a Certificate of Incorporation as an Association showing that your body is a not for profit organisation.

b) Has the Event Organiser arranged sponsorship for the event? YES/NO

c) Will additional sponsorship be secured? YES/NO

Please provide details of all sponsorship, including Value In Kind:

e) Do you plan to sell or give away products (other than food)? YES/NO

If yes, provide details of items for sale / give-away:

f) Are you charging participants an entry fee for this event? YES/NO

g) Are you charging spectators an entry fee for this event? YES/NO

If yes, to (f) or (g), please indicate how much you are charging \$_____

2. Access by Machinery and/or Vehicles

a) If access to the area is required, describe the nature, size and number of vehicles, number of vehicle movements and the purpose of access:

3. Structures

(Stalls, tents, marquees, chairs, flags, etc)

a) Do you propose to erect structures? YES/NO

If yes, please provide details including number and dimensions:

4. Scaffolding, Grandstands, Camera Stands and Stages

a) Do you propose to erect any scaffolding, viewing stands or stages? YES/NO

b) Please provide details of size and type of structure/s to be erected:

5. Amusements (including Jumping Castles and similar)

a) Do you propose to have amusements?

YES/NO

If yes, please complete the following:

Type of Amusement	Name of Supplier	Contact No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Temporary Signage

a) Will outdoor signage be erected for the event?

YES/NO

If yes, please provide details of signage (e.g. dimensions, location):

7. Road and Carpark Closures

(Part 8 Division 4 Roads Act 1993)

a) Do you require full or partial temporary road closures?

YES/NO

If yes, a copy of your approved Traffic Management Plan must be submitted at least 30 days prior to the Event Date/s.

8. Parking

a) Have any transport services been arranged, e.g. shuttle service or buses?

YES/NO

If yes, please outline pick up and drop off area/s:

9. Sale of Food

a) Do you propose to sell food or non-alcohol beverages?

YES/NO

b) Do you propose to give away food or non-alcohol beverages?

YES/NO

If yes, please provide details and note that you will be required to submit a copy of the respective food licences for all operators:

10. Alcohol

a) Will alcohol be sold or supplied at the event? YES/NO

b) Has a Temporary Functions On-Licence being issued by (OLGR)? YES/NO

Please include a copy with the Application.

11. Public Address Systems and Entertainment

a) Will there be a public address (PA) system used? YES/NO

If yes, please provide details including starting times and duration:

b) Will there be musical performances or entertainment at the event? YES/NO

If yes, please provide details of performances / entertainment including time and duration:

c) State the number of speaker/sound power level (e.g. 240-watt speakers):

d) Do you have a PPCA (Phonographic Performance Company of Australia)
or APRA (Australian Performing Right Association) Licence?

YES/NO

If yes, please provide licence no./s

12. Power Requirements and Floodlighting

a) Do you require the use of Council's power supply? YES/NO

If yes, please circle the power required for the event:

Single phase 10 amp 15 amp *3 phase* 4 pin 5 pin

b) Will a generator or other power source be used? YES/NO

c) Do you require Floodlighting? YES/NO

d) Please indicate Field #'s and times required for floodlights (From ... To):

13. Water

a) Does the event require access to water supply? YES/NO

If yes, please indicate the extent and purpose of such a supply:

14. Waste Management

a) Please describe what waste management requirements your event is likely to have and what action you might be implementing to provide for additional management requirements (e.g. additional event bins to be hired, volunteers to manage litter, recycling stations to be set up, post event cleaning strategy, etc.)

15. Amenities

a) Will the event require portable amenities? YES/NO

If yes, please provide details regarding the number of portable amenities to be placed on-site, your proposed location and the name of the provider of the service:

16. Sporting Events

a) Do you require Line-Marking for the areas booked? YES/NO

If yes, you will be asked to provide the technical details (where applicable) and a marked up site plan of the relevant areas / fields.

b) Do you require setting up of goal posts / nets / other? YES/NO

If yes, please provide details of sportsground requirements:

17. Filming and Photography

a) Is photography proposed? YES/NO

b) Is filming proposed? YES/NO

If yes, please provide details:

18. Fireworks

a) Do you propose to have a fireworks display? YES/NO

If yes, please provide details of time, location and duration:

Please note a certificate copy of Workcover NSW Pyrotechnician Licence or Fireworks (Single Use) Licence must be included with the Application.

b) Have you advised the local fire service of the event? YES/NO

c) Will a local fire control officer be present? YES/NO

19. Security

a) Have you engaged security for your event?

If yes, please provide details of security team (duration, number of security guards etc):

b) Have you advised your local police service of the event? YES/NO
NB It is the responsibility of the Event Organiser to notify all relevant authorities of the event.

Supporting documentation required :

Refer to the Event & Venue Guidelines to view templates and examples.

Please be advised that your application will not be assessed without Documents A – D below:

- Site Plan/s
- Risk Management Plan
- Environmental Risk Assessment
- Public Liability Insurance

Document A : Site Plan

a) Have you attached a site plan of the event? YES/NO

NB. This should include location of all structures, stalls, amusements, portable amenities, first aid station, parking, details of road closures, PA systems, sound and lighting towers, access paths, signage, displays, emergency vehicle access etc.

Document B : Public Liability Insurance

a) Have you attached a copy of your Certificate of Currency for Public Liability Insurance with a minimum cover of \$20 million?

YES/NO

As the Event Organiser, you are responsible to ensure that all parties involved in the organisation of the event and/or providing equipment, structures or the like have suitable insurance cover, or otherwise set up at own risk of the owner of the equipment, structures or the like. Council does not provide any cover for equipment, structures or the like assembled by other parties and Council will not be held liable for any loss, damage or injury as a result of the failure of these equipment, structures or the like.

Document C : Risk Management Plan

a) Have you attached your Risk Management Plan for the event?

YES/NO

Document D : Environmental Risk Assessment

a) Have you attached your Environmental Risk Assessment for the event?

YES/NO

Special Event Application Declaration

The following declaration is to be signed by the Event Organiser.

I _____ on behalf of _____ declare that the information provided within the CCRSRC Event Application is accurate and correct and I have read and understood the Policy, Procedures and Guidelines associated with conducting an Event on Open Space Areas owned by Council of which Council is the Trust Manager or under the care, control and management of Central Coast Council.

I accept and understand that as the Event Organiser I am responsible for the implementation and monitoring of actions detailed in the Event Application, Risk Management Plan, Environmental Risk Assessment and Traffic and Parking Strategy and Traffic Management Plan and will abide by the conditions outlined in the Event Approval.

Name: _____

(please print)

Organisation: _____

(please print)

Position: _____

(please print)

Signature: _____

Date: _____