

outdoor spaces for hire



Site Hire Application

Thank you for your enquiry into outdoor spaces for hire at Sydney Olympic Park.

Please return this completed form together with any other relevant documents (eg Public Liability Insurance Certificate of Currency, site layout/sketch maps, etc).

All applications are subject to approval by Sydney Olympic Park Authority.

Approved applications will be provided with written confirmation.

Blaxland Riverside Park can accommodate up to 750 guests.

Amusements, structures or amplified entertainment are not permitted at Wentworth Common.

To:	Customer Sales & Service	Fax:	02 9714 7135	Date:	
From:		Tel:		Fax:	
Subject:	Site Hire Application			No. of Pages:	
Mail	Customer Service & Sales - Community Sydney Olympic Park Authority, 7 Figtree Drive, Sydney Olympic Park NSW 2127				

Booking Checklist

- | | |
|---|---|
| <input type="checkbox"/> Fully completed relevant pages | <input type="checkbox"/> Attach Certificate of Currency for Suppliers |
| <input type="checkbox"/> Read and signed Terms and Conditions | <input type="checkbox"/> Attach Certificate of Currency for Hirer if registered business or charity |
| <input type="checkbox"/> Full details of any suppliers | <input type="checkbox"/> Make full payment with application |

Event Organiser 'The Hirer'

Name	
Position	
Organisation <i>Certificate of Currency to be supplied</i>	
Client <i>If the event is not for your own organisation or family</i>	
Street Address	
Mailing Address	
Telephone Business Hours	
Fax Number	
Telephone After Hours	
Email Address	
Contact Person and Telephone Contact on the Day	

For more information contact our Customer Sales & Service Coordinator
email sitehire@sopa.nsw.gov.au or phone 02 9714 7888, 10am-4pm weekdays

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Event Details

Event Day & Date	
Type of Event	<input type="checkbox"/> Commercial <input type="checkbox"/> Community <i>*Please refer to Price List</i>
Brief description of the proposed event & activities	
Preferred Event Site/s	
Hire period. Please state times requested. <i>Set up & pack up times are included in hire period</i>	Hire Start <input type="checkbox"/> Part Day Hire Finish <input type="checkbox"/> Full Day
Number of Guests <i>Note: Please notify numbers of guests seven days prior to event. Limit of 200 pax permitted on weekends.</i>	
Number and type of Bridal vehicles requested to have on site	
Estimated Number of Cars in Bicentennial Park Estimated Number of Buses in Bicentennial Park We recommend parking at a Parking Station	If so, which one?

Fees

Site Hire Fees	\$
Additional Structures (\$50 each)	\$
Additional Costs	\$
Late Fee. <i>If application is received with less than two weeks notification from event date.</i>	\$
Total Fee Payable	\$
<i>Checked and approved by (Authority use only)</i>	

Please tell us how you heard about Sydney Olympic Park Outdoor spaces for hire.

- Search Engine. If yes which one.
 - Sydney Olympic Park Website
 - Booked before
 - Family or friend
 - Magazine. If yes which one.
 - Expos. If yes which one.
 - Newspaper advertising
 - Onsite information
- Help us to improve our service to you, please provide any feedback or comment.

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Suppliers & Structures

I request to have the following structures, suppliers and activities. Please note no more than five structures are permitted at any event. If you make alterations or additions to your supplier's list, you must seek approval from Sydney Olympic Park Authority 14 days in advance of the event date. You must provide a copy of Public Liability for each supplier with your application.

Sydney Olympic Park Authority does not provide power; **silenced generators must be used and provided by client or supplier.**

- Jumping Castle Marquee Entertainer/s Photography Decorations Other
 Signage Catering Mini Farms Amplified Sound Stage

Please provide details below;

Food and Beverage Supplier			
Contact Name	Phone	Fax	
Address			
Email			
Size of Structure	<input type="checkbox"/> Weighted	<input type="checkbox"/> Pegged	
Times	Arrival	Departure	
Details			
Will alcohol be served to guests?	<input type="checkbox"/> Yes Details	<input type="checkbox"/> No	
Will guests be using vouchers, passes etc to get their food?	<input type="checkbox"/> Yes Details	<input type="checkbox"/> No	
Certificate of Currency supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>Please provide ASAP</i>	

Marquee Supplier			
Contact Name	Phone	Fax	
Address			
Email			
Size of Structure	<input type="checkbox"/> Weighted	<input type="checkbox"/> Pegged	
Times	Arrival	Departure	
Details			
Certificate of Currency supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>Please provide ASAP</i>	

Structures greater than 3m x 3m require separate approval and must follow all guidelines and requirements set by Sydney Olympic Park. An structural engineer's certificate upon erection must be provided as per guidelines to Sydney Olympic Park staff. Structures up to 3mx 3m are required to provide an installation certificate upon erection to Sydney Olympic Park staff.

Jumping Castle Supplier			
Contact Name	Phone	Fax	
Address			
Email			
Size of Structure	<input type="checkbox"/> Weighted	<input type="checkbox"/> Pegged	
Times	Arrival	Departure	
Details			
Certificate of Currency supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>Please provide ASAP</i>	

Other Supplier			
Contact Name	Phone	Fax	
Address			
Email			
Size of Structure	<input type="checkbox"/> Weighted	<input type="checkbox"/> Pegged	
Times	Arrival	Departure	
Details			
Certificate of Currency supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>Please provide ASAP</i>	

Other Supplier			
Contact Name	Phone	Fax	
Address			
Email			
Size of Structure	<input type="checkbox"/> Weighted	<input type="checkbox"/> Pegged	
Times	Arrival	Departure	
Details			
Certificate of Currency supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>Please provide ASAP</i>	

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Terms and Conditions of Booking

Access	Hirers do not have unrestricted access to facilities such as barbeques, car parks, paths, playgrounds and toilets. Events and picnics must not interfere with the general use of the public facilities.
Advertising	Hirers must use the name "Sydney Olympic Park" in all references to the location and address of the event, including in any advertising or promotion of this event.
Alcohol	Any provision of alcohol must strictly observe the responsible service of alcohol practices. Alcohol must not be served to minors.
Bond	In certain circumstances a security bond will also be required when hiring a space or structure at Sydney Olympic Park. The need and/or amount of this security bond are dependent on the scale and potential impact of the activity associated with the hire. Peace Monument & Sundial bond rates are Community \$500 and Commercial \$1,000. More than two structures \$250. More than 500pax \$500. More than two structures and 500pax \$1,000.
Cancellation	Sydney Olympic Park Authority reserves the right to cancel any site hire if circumstances prior to or during the event may result in issues of safety or damage to property.
Wet Weather	In the case of a cancellation due to wet weather the Duty Ranger must be notified on Mobile: 0408 864 798 prior to 9am on the day of the event. A refund minus an administration fee of 10% of the site hire fee will be incurred. Operational costs are non-refundable. If no notification is given, no refund of the site hire fee or operational costs will be given for at least three years from the completion of the work being performed.
Customer Cancellation	100% refund of the site hire fee is given for two weeks or more notification of cancellation in writing. 50% refund of the site hire fee is given for one-week notification of cancellation in writing. No refund given for less than seven days notice of cancellation. Site hire fees can be transferred to an alternative event date with two weeks or more written notification. If event is not held on alternative date 50% refund of site hire fees will be given with two weeks or more notification in writing.
Cleaning & Signage	Any litter, signage or equipment caused by the site hire must be cleaned up/rectified at the conclusion of the event, this includes balloons, streamers and confetti. Rice and flower petals are not permitted at all.
Damage	Repair costs for any damage caused as a direct result of this event will be claimed by Sydney Olympic Park Authority. SOPA Park Rangers will conduct condition reports pre and post event.
Fires & BBQs	Wood-burning fires are not permitted. Portable barbeques are permitted (other than on total fire ban days). Charcoal or heat beads from portable barbeques must be disposed of in the marked bins. Disposal on lawn or garden beds is not permitted. If a Total Fire Ban is in place on the event day, only the electric bbqs can be used.
First Aid	Parklands Rangers and Visitor Centre staff can assist with first aid. Organisers of larger events should discuss first aid and similar risk management issues with the Customer Service & Sales Coordinator.
Flora and Fauna	Participants in any event or picnic must not interfere with flora or fauna; this includes the feeding of fish or birds and the picking or damage to plants. No birds, butterflies or other animals may be released. Ponds and areas of long (unmown) grass at Wentworth Common are wildlife protection areas and are not to be entered. No signs or other materials may be attached to black shade cloth frog fencing surrounding the site.
Indemnity	The hirer will indemnify and keep the Authority indemnified against any loss or damage to the property of the Authority (including existing property in, about or adjacent to the site) and against any legal liability for injury, death or damage to property of others arising from its occupation of the site or activities under the agreement except to the extent that same is caused by the wilful or negligent act of SOPA.
Late Fee	A \$20 late fee will apply for bookings received with less than two weeks notification.
Noise	Amplified noise must be kept to a minimum so as to not disturb other park users. The level of amplified noise must not exceed 5dBA above the ambient background noise, a legal requirement of the EPA.
Payment	It is the responsibility of the signatory of this application, to ensure that payments are forwarded to the Authority by the nominated due date(s). Authority staff may cancel event bookings if fees are not paid in full by the due date.
Public Liability	On acceptance of the booking, the hirer is to hold or take out and ensure that every contractor and subcontractor engaged to work at the site, holds or takes out (in respect of any workers working at the site) an insurance policy covering Workers' Compensation in the State of NSW. A Public Liability insurance policy, for an amount of no less than ten million dollars (\$10,000,000) or such other amount as may be specified by the Authority, for any single occurrence. The Liability insurance policy shall: <ul style="list-style-type: none"> Cover the hirer and the Authority for their respective rights and interests. Be affected with an insurer and in terms approved by the Authority, which approvals shall not be unreasonably withheld.
Indemnity	The hirer will indemnify and keep the Authority indemnified against any loss or damage to the property of the Authority (including existing property in, about or adjacent to the site) and against any legal liability for injury, death or damage to property of others arising from its occupation of the site or activities under the agreement except to the extent that same is caused by the wilful or negligent act of SOPA.
Rangers	As part of the site hire agreement, hirers and participants must comply with the reasonable directions of Sydney Olympic Park Authority staff or Rangers.

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School Picnics and Cross Country Events	A map will show the approved location for your marshalling area and cross-country route. Cross-country marshals must be positioned at the locations shown on the attached map (at a minimum). Marshals are responsible for policing participant behavior and minimizing conflicts with other park users. Participants must be fully supervised. The ratio of participants to teachers/carers must not exceed 20:1 (Preschool-Year 2) and 30:1 (Years 3-12).
Security	Equipment left unattended in the parklands is fully at the event organiser and/or equipment supplier's risk. No responsibility will be taken by Sydney Olympic Park Authority for any losses. Any security staff engaged for your event must hold an appropriate grading of NSW security license and their use on site must be approved by Sydney Olympic Park Authority. If you require site or over night static guards quotations can be provided from Sydney Olympic Park Authority's security contractors.
Structures	Structures greater than 3m x 3m require separate approval and must follow all guidelines and requirements set by Sydney Olympic Park. An engineer's certificate upon erection must be provided as per guidelines to Sydney Olympic Park staff. Structures up to 3mx 3m are required to provide an installation certificate upon erection to Sydney Olympic Park staff. Any structure that requires the penetration of the ground, such as pegs for marquees, requires prior consultation with the Customer Sales & Service Coordinator to ensure there is no damage to the irrigation system. The approved location for your structure is will be indicated with a map. The structure must not be moved from this location unless Authority staff has granted permission. Ground stabilisation pegs can cause damage to the irrigation system. Structures must not be erected without a Sydney Olympic Park Authority Park Ranger being present. The requirements to operate a jumping castle or any other powered amusement devices in the parklands are: <ul style="list-style-type: none"> • The device must be erected, operated and maintained in accordance with the 'Australian Standard AS3533-1997 Amusement Rides and Devices'. • The operator on site must have a copy of the Certificate issued by the engineer, during the device's annual registration examination. Sydney Olympic Park Authority staff may ask to see this certificate. • The device manufacturer's operational manual must be available with every device while it is on site. • The device's owner must ensure that a competent person has trained those operating or erecting the device. • The logbook referenced in the Australian Standard is kept with each device, along with records of the daily inspection and operation. This logbook must be produced for inspection by Authority staff on request. • Certificates of Currency also need to be supplied for all catering, event structure and amusement device suppliers for no less than \$10m (if applicable).
Team-based Sporting Activities	The hirer must ensure a buffer zone of 10 meters between your activity and other users for the protection of other park users. The hirer must comply with the direction of Sydney Olympic Park Authority Security or Rangers. Rangers will monitor the conduct of events to assess compliance with conditions of approval and impacts on other park users.
Trading Terms	Sydney Olympic Park Authority reserves the right to decline event applications, to adjust or vary terms and conditions of trade, and to apply bonds. Late applications and late notifications to parklands staff of significant changes to event logistics may incur additional fees or charges. Event fees and bonds are payable in advance. Fees are GST inclusive unless otherwise specified.
Vendors	No commercial mobile vendors are to be allowed on site without a separate and additional approval. This includes ice cream vans and coffee vendors.
Vehicle Access	Motorised vehicles are only permitted on public roads and car parks unless prior arrangements to access lawns or footpaths have been made as part of the site hire agreement. Permission will usually only be granted to vehicles carrying equipment for site setup. Vehicles approved to access the site along pathways, before, during or after an event, may only do so if escorted by Sydney Olympic Park Authority staff or Security Rangers and must display a Sydney Olympic Park Authority service vehicle permit if remaining on site. Vendors, caterers and vehicles carrying equipment for site set-up are to contact the Park Rangers on 0408 864 798 to arrange for a suitable meeting and escort no less than half an hour before arriving on site. Guest and service vehicles that are parked contrary to marked parking may incur infringement notices/penalties. Drivers of authorised vehicles accessing service pathways or mown grass must be accompanied by a Ranger, display a valid Sydney Olympic Park Authority service vehicle pass, travel at a speed suited to the conditions and level of public activity and below 10kph, use flashing hazard lights, give way to pedestrians and cyclists, park so as to not block pathways, not drive, park, damage or turn on areas of unmown grass; turf, landscaping or other park assets or lock gates and bollards.
Weddings <i>1. Northern Water Feature</i>	1. Activities are restricted to paved areas and Haslams Pier (map will be provided). Ponds, mown turf, areas of long (unmown) grass and reeds are wildlife protection areas and are not to be entered. No signs or other materials may be attached to black shade cloth frog fencing surrounding the site. Event size is restricted to 30 persons and may include the parking of vehicles in non-designated areas. Permission will usually only be granted to vehicles carrying equipment for site setup or vehicles carrying the bridal party. Amplified sound is not permitted, unless prior arrangements have been made as part of the site hire agreement. Generally any such approval will be restricted to low-level tape recordings or similar that does not exceed 5dba above the ambient background noise, to minimise disturbance to wildlife.

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2. <i>Bicentennial Park</i>	2. Numbers of participants is restricted to 20 persons for the Belvedere and 30 for the Jetty. Amplified sound is not permitted at the Jetty and Belvedere, unless prior approval has been sought from Sydney Olympic Park Authority and has been made part of the site hire agreement. Generally any such approval will be restricted to low-level tape recordings or similar that will minimize disturbance to wildlife. Site hire for weddings may include the parking of vehicles in non-designated areas. Permission will usually only be granted to vehicles carrying equipment for site setup or vehicles carrying the bridal party.
Wildlife	The hirer must avoid or minimise disturbance to other park visitors and damage or disturbance to vegetation, wildlife, and park assets.

Agreement

I hereby certify that the above information is correct, to the best of my knowledge. I undertake to advise Parklands staff should there be any alterations or additions to the information supplied.

I certify that I have read the event Terms and Conditions, Regulations & this application form and understand the components of these documents that apply to the event that I am organising.

I understand that any fees, charges or bonds that the Sydney Olympic Park Authority may charge for this event must be fully paid by the Authority's due date or the booking may be cancelled.

All applications are subject to approval by Sydney Olympic Park Authority.
Approved applications will be provided with written confirmation.

Signature of Event Applicant	
On behalf of (Name of applicant or organisation)	
Date	

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Payment Information

- Tax Invoices** If you require a tax invoice to make a payment, please complete the attached Customer Account Details Form and return this with your application. Payment will be due within seven days of receipt of the tax invoice, but no less than seven days in advance of your event date.
- By Credit Card** Please complete the attached Credit Card Authority Form and fax to 02 9714 7135 with your application. If your application is successful we will process your payment and we will send a payment receipt and confirmation letter to you within seven days.
- By Post** Bank cheques and money orders must be made payable to 'Sydney Olympic Park Authority' and posted to Accounts Receivable, Sydney Olympic Park Authority, Locked Bag 3, Sydney Olympic Park NSW 2127. All cheque payments must be received no later than seven days prior to your event. Do not post cash!
- By Direct Deposit** Account Name: Sydney Olympic Park Authority
 Bank: Westpac
 Branch: Sydney
 BSB No: 032 001
 Account No: 203 543
 A remittance must be forwarded to sitehire@sydneyolympicpark.com.au or faxed to 02 9714 7135.
- In Person** Payments of cash, bank cheque and money order can also be made in person Monday to Friday 8:45am to 5:15pm at: Sydney Olympic Park Authority Reception, 7 Figtree Drive, Sydney Olympic Park.

Credit Card Authority

Please note we accept MasterCard, Visa and Bankcard only. **We do not accept American Express or Diners Club.**

I, _____ (Cardholder Name)

of _____ (Company Name)

- Individual Credit Card
 Corporate Credit Card

authorise, Sydney Olympic Park Authority, to debit my Credit Card,

Amount to be Debited	
Credit Card Number	
Credit Card Type	
Expiry Date	
Signature	
Address	
Contact Numbers: Phone/Fax/Email	

A receipt of payment will be issued if no tax invoice is required.

Credit Card receipt only required.
 Is a tax invoice required

- YES NO
 YES NO

If yes, customer account details form must be filled out and returned.

Date of Hire	
Name of Hirer	
Name of Area Hired	

Office Use Only	
General Ledger	
Cost Centre	
Work Type	
Invoice Number	

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Customer Details Form

Only to be completed if a tax invoice is required.

Customer Name/Registered Entity _____
 Trading Name _____
 ABN/ACN _____
 Street Address _____
 City and Postcode _____
 P.O Box Number _____
 P.O Box City and Postcode _____
 Customer Contact Name _____
 Telephone Number 1 _____
 Fax Number _____
 Email Address _____
 Would you like your invoices emailed? Yes No

<p>All direct payments/deposits need to be made to the following account:</p> <p>Sydney Olympic Park Authority Westpac Bank BSB: 032001 Account: 203543</p>	<p>Alternatively, payments via cheque should continue to be directed to:</p> <p>Sydney Olympic Park Authority Accounts Receivable Locked Bag 3 Sydney Olympic Park NSW 2127</p>
<p>Confirmation facsimiles must be faxed to:</p> <p>Accounts receivable on 02 9714 7324 or emailed to sharon.bohlsen@sopa.nsw.gov.au</p>	<p>Please ensure that all cheques or direct deposit transactions are made payable to the issuing authority:</p> <p>Sydney Olympic Park Authority</p>

Payment Terms
EFT Details *To ensure prompt bond or other refunds please provide your bank account details as cheques are only processed at the end of each calendar month.*
 Bank Name _____
 Branch (must be supplied) _____
 BSB Number (must be supplied – 6 digits) _____
 Bank Account Number (must be supplied) _____

Authority Staff Name:	Date:	Signature:
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