





Conditions for Medium-sized Events in Kings Park and Botanic Garden

Please retain these Conditions for your records

Kings Park and Botanic Garden is an A-Class Reserve managed by the Botanic Gardens and Parks Authority (BGPA) and attracts around six million visitors per year. To ensure visitor safety, the protection of assets and to preserve the cultural and natural environment, function and event organisers are required to comply with the Conditions of Use and the Botanic Gardens and Parks Regulations 1999 (BGPA Regulations), which can be viewed on the BGPA's website www.bgpa.wa.gov.au.

Please ensure that you have read and agree to all of these conditions prior to submitting your application.

Holding a medium-sized event in Kings Park and Botanic Garden

Medium-sized events in Kings Park and Botanic Garden refers to events with total participation from 250 to 2,000 participants/attendees. Kings Park and Botanic Garden is not suitable for group bookings with greater than 2,000 participants. These Conditions should be read in conjunction with:

- the Guidelines for preparing Event and Risk Management Plans
- the Application for Medium-sized Events in Kings Park and Botanic Garden
- The Department of Health (Western Australia) <u>Guidelines for concerts, events and organised gatherings</u> (December 2009)

The BGPA will provide conditional approval for a function/event in Kings Park and Botanic Garden provided that event organisers:

- agree to abide by the Conditions for Medium-sized Events in Kings Park and Botanic Garden.
- comply with an approved Event Management Plan and Risk Management Plan and abide by the BGPA Regulations. Ensure that all participants, attendees and contractors obey any directions of the BGPA CEO or delegate in relation to safety, security, fire and emergency matters during the event period.
- provide a copy of their public liability insurance policy on Application. The BGPA is to be indemnified against any claim or action arising from an event. For private family events of up to 500 people, public liability insurance is not required.

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The BGPA will ensure that its staff act reasonably at all times.

Venue

- Kings Park and Botanic Garden is a public space, open 24 hours a day, seven days a week. The BGPA endeavours to ensure that the venue is kept in a suitable condition, nevertheless events or unscheduled works may occur that are outside of its control. The BGPA will make every reasonable effort to contact the organiser should the venue become unavailable however it is the organiser's responsibility to ensure suitability of the venue prior to the function/event.
- Venue availability is considered according to the size and type of the function/event.
 Venue restrictions may apply during the Kings Park Festival; the summer events season from October to April; special occasions such as ANZAC Day; school and public holidays; weekends; and during scheduled works.
- Venues suitable for Medium-sized Events are:
 - Exhibition Ground with a maximum capacity of 500 persons.
 - Saw Avenue Picnic Area, which has three separate venues Saw Avenue
 Amphitheatre, Saw Avenue Lawn and Saw Avenue East, each with maximum capacity of 500 people.
 - Hale Oval in the Lotterywest Family Area with a maximum capacity of 2,000 persons.
 - The Cinema Lawn in Synergy Parkland with a maximum capacity of 2,000 persons.
- It is recommended that event organisers visit the venue to ensure that it is suitable for their event before proceeding with a booking.

Making a Booking

- The event organiser may submit a request for a tentative booking up to one year before
 the proposed event date. A tentative booking request must be in writing to the BGPA
 Bookings Officer by email to bookings@bgpa.wa.gov.au and include a summary of the
 proposed event. The organiser will be notified if the proposed date is or is not available.
- Bookings can generally only be made for functions between 9 am and 6 pm for a
 maximum of four hours. Outside of these hours, organisers are required to submit their
 request with details for consideration when making a tentative booking. Kings Park is not
 suitable for night time events.
- At least eight weeks prior to the proposed date, the organiser must confirm the booking
 with the completed Application Form and pay the agreed venue hire and Bond amounts
 to secure the booking. Costs for events over 250 people in Kings Park are determined by
 BGPA on the type of event, its proposed location and number of guests/participants.
 Refer to the Venue Hire and Additional Costs section for more information on costs.

Event Management Plan and Risk Management Plan

- At least six to eight weeks before the event/function the organiser must submit a draft Event Management Plan (EMP) and Risk Management Plan (RMP) to BGPA for review; together with a copy of their Public Liability Insurance Policy.
- Minimum event management requirements are set out in this document and the Guidelines for Preparing Event and Risk Management Plans document is provided to help event organisers prepare their plans for submission to the BGPA.
- The final EMP must be approved by the BGPA CEO or delegate, four weeks prior to the event. The venue fee includes one hour of time to review the submitted document. Any additional time required will be charged to the event organiser.

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Site Meetings

- A site meeting is required to ensure event organisers have a full understanding of their responsibilities and fully comply with all aspects of their EMP. A site meeting must be organised by the event organiser with the BGPA at least six weeks before the event.
- One site meeting is included in the venue hire cost. If BGPA considers further site
 meetings are required to ensure compliance with the EMP, additional costs will apply.

Approval

- BGPA approval will only be granted if event organisers agree to abide by these conditions.
- A booking is not confirmed until you receive written notification from the BGPA.
- The BGPA will provide conditional approval and confirmation of the booking once payment is received and the Event and Risk Management Plans have been approved.

Venue Hire and Additional Costs

- Costs vary according to the type of event and the number of participants/guests.
- All costs include GST, except the Bond. Payment is not deemed as received until all
 monies are cleared.
- Payment of the venue hire and Bond must be forwarded with the Application at least eight weeks prior to the event. The event organiser is responsible for all costs and expenses associated with complying with the Conditions of Use and event management.
- Once the final EMP is approved, the organiser will be invoiced for additional event costs incurred such as additional site meetings or time required to review the EMP.
- The Bond will be returned within 30 days after the event, minus any costs incurred by BGPA for cleaning or repair as a result of the event. The organisers will be advised of any costs incurred.

Cancellation Policy

- The venue hire amount will not be refunded if the organiser cancels the event within two weeks of the event date or as a result of inclement weather on the day.
- If a refund is granted, please allow 10 working days for it to be processed. A non-refundable booking fee of 10% of the venue hire will apply.
- BGPA reserves the right to cancel a booking at any time. All amounts paid will be refunded.

Table 1 Venue Hire

Venue hire includes the cost of one site meeting with a BGPA Park Management Officer and one hour for the BGPA to review the Event and Risk Management Plans. Additional costs that may be applied are provided in Table 2 Additional Costs.

Number of	Type of Event				
Attendees	Corporate Events (inc GST)	Social/Community Events (inc GST)	Sporting Events (inc GST)		
251-500	\$2,000	\$1,000	\$1,000		
501-1,000	\$4,000	\$2,000	\$2,000		
1,001-2,000	\$8,000	\$4,000	\$4,000		

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Table 2 Additional Costs

Item	Cost (inc GST)	When monies are due to BGPA
Bond	25% of venue hire fee (GST does not apply)	To be paid with the venue fee, 8 weeks prior to event. The Bond will be returned in full, minus any costs incurred from the event, within 30 days after the event.
Site meetings	\$100/meeting (the first site meeting is included in venue hire fee)	BGPA to invoice event organisers 4 weeks prior to the event or once final EMP and RMP approved.
Review of plans	\$100/hour (the first hour is included in the venue hire fee)	BGPA to invoice event organisers 4 weeks prior to the event or once final EMP and RMP approved.
Additional cleaning, rubbish removal or repair	\$80/hour per staff member	If BGPA staff are required to clean or repair the premises after the event, costs for time spent will be deducted from the Bond
Plumber (if required)	Cost recovery	If a plumber is required to attend (to unblock toilets for example), the organiser will be charged for any costs incurred by the BGPA (for events of 500 or more attendees)

Summary of Due Dates - Booking, payments, site meetings and plans

The table below is provided to assist organisers with the event booking and to ensure all due dates are met. If organisers have any questions regarding the event booking, contact the BGPA Bookings Officer by email to bookings@bgpa.wa.gov.au or telephone +61 8 9480 3624.

Iter	n	Due date
1.	Organiser to make tentative booking	Up to one year in advance and not less than 8 weeks prior to the event
2.	Organiser to confirm the booking request by submitting the event Application, payment of the venue hire amount, payment of the Bond and providing a copy of Public Liability Insurance certificate.	Not less than 8 weeks prior to the event.
3.	Draft Event and Risk Management Plans must be submitted for BGPA review.	6-8 weeks prior to the event.
4.	A site meeting will be required to discuss event planning and logistics prior to approval.	6 weeks prior to the event.
5.	Organiser to submit the final Event and Risk Management Plans.	Not less than 4 weeks prior to the event
6.	The BGPA will provide approval for the final Event and Risk Management Plans.	Within one week of receiving the final documents.
7.	A further site meeting may be required to finalise event details and logistics.	2.4 weeks prior to the event
8.	The organiser will be invoiced for additional costs once the EMP and RMP are finalised and approved.	2.4 weeks prior to the event
9.	Once all required documentation has been submitted and payments received, the BGPA will approve the event.	Normally 2 4 weeks prior to the event

Event and Risk Management Plans

Event Management Plans (EMP) and Risk Management Plans (RMP) are required to ensure that organisers and participants can enjoy the event safely with minimal impact on the venue and other visitors.

The information set out in this section outlines the BGPA's minimum requirements for event management. The requirements are derived from the Botanic Gardens and Parks Regulations 1999 and the Department of Health (Western Australia) <u>Guidelines for concerts, events and organised gatherings</u> (December 2009), which provides event organisers with supporting legislation and useful tools when organising an event.

It is the responsibility of the organisers to ensure that the event complies with all relevant regulations and policies, in addition to the BGPA event Conditions. These include, but are not limited to, regulations or policies administered by the following agencies:

- Botanic Gardens and Parks Authority
- Department of Health Western Australia
- Department of Racing, Gaming and Liquor Western Australia
- Main Roads Western Australia
- Western Australian Police

Crowd Control

- Trained crowd controllers are required to monitor crowd safety and protect BGPA's assets, especially bushland areas surrounding the hire venue.
- For events of 250 participants or more, trained crowd control staff are required to provide a constant presence around the site during the event period. The required ratio is one crowd control officer for every 200 patrons.
- Crowd control personnel must remain polite and discrete during the event and have minimal interaction with visitors not related to the event and to remain pleasant and professional at all times.
- Casual spectators and members of the public cannot be excluded from surrounding areas. Organisers are expected to ensure that their event will not negatively impact on other park visitors or surrounding neighbours.

First Aid

- For events of 250-1,000 participants the organiser must nominate a person who is first aid trained and who will be a first responder in the case of an emergency. Appropriate first aid equipment must be readily available on-site should it be needed.
- For events with participants of 1,000 or more, professional first aid personnel are required to be in attendance. One professional First Aid Officer is required per 1,000 people.
- For events of 1,000 or more participants, one equipped first aid post is required and it should be easily identifiable to attendees.
- Copies of first aid certificates for the nominated first aid person must be included in the EMP, or confirmation that a professional first aid company has been engaged and the arrangements that are in place.

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Vehicles, parking and traffic management

- The event organiser is required to advise event contractors, delivery companies and
 participants how to get to the venue and where to park during the event, including for set
 up of the site and removal of equipment after the event. For more information about
 getting to Kings Park, parking and speed limits, refer to the Transport section of the
 BGPA website.
- The BGPA is unable to reserve any parking area. Vehicles must be parked in designated, marked parking bays or verge parking where permitted by sign.
- Parking is limited in Kings Park and Botanic Garden and the organiser should consider advising participants of alternative parking or transport options.
- Vehicles are not permitted to leave the road or parking areas or stop or park in No Parking or No Stopping zones, designated ACROD permit parking or on grassed areas. This includes cars, delivery vehicles, contractor vehicles, catering vans and security vehicles.
- When travelling and parking in Kings Park and Botanic Garden all signs and line markings must be obeyed. It is the driver's responsibility to ensure that they comply. If markings or signs are ignored, infringements will be issued by the BGPA's Park Management Officers.
- Following the site meeting, if it is determined traffic or parking management is required during the event, it should be in accordance with the Main Roads WA Code of Practice and documented in the Event and Risk Management Plans.

Catering – Food and beverages

- BBQs in Kings Park are free and available to all park visitors. The booking of a venue
 does not include exclusive use of a BBQ and they cannot be reserved. The use of
 portable BBQs, ovens, spit roasts or bain-maries may be considered only if operated by a
 professional catering company. Organisers must have the BGPA's written permission for
 this prior to the event. Portable BBQs will only be considered in limited hard-surface
 locations for events at Hale Oval, Synergy Parkland and Saw Avenue Picnic Area.
- If professional caterers are to be engaged for an event at the Exhibition Ground, a written quote must first be obtained from Fraser's Restaurant. Organisers are not obliged to use Fraser's services if a more suitable alternative quote is received.
- Caterers must ensure that all equipment is certified and complies with the relevant food and health regulations.
- Caterers must park in accordance with road markings and signage. Parking bays cannot be reserved.ÁRefer to the Vehicles, parking and traffic management section (above).
- If alcohol will be brought to or supplied at the event organisers are required to obtain
 written permission from BGPA. Details about the amount and type of alcohol, being
 consumed and how it is being supplied must be provided before a BGPA alcohol permit is
 granted.
- Kings Park promotes responsible service of alcohol and patrons must abide by Kings Park's policy of two standard drinks per person in the first hour followed by one standard drink per person every hour thereafter.
- It is the organiser's responsibility to contact the Department of Racing, Gaming and Liquor to enquire as to whether an Occasional Liquor License is applicable to your event.

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 The BGPA promotes a smoke-free and glass-free environment. It is the organiser's responsibility to inform guests of BGPA's Glass-free Policy.

Glass-free Policy

- To ensure the safety of the event participants and park visitors, the event organiser must provide a statement in the EMP regarding how they will control the use of glass at the event.
- The organiser must advise participants and contractors what items can or cannot be brought to the event.
- The following items may not be used, or brought to the event:
 - Glass containers such as jars with food or sauces
 - Drinking glasses
 - Glass bottles. An exemption may be provided for wine bottles if the organiser has made a formal request and has declared the consumption of alcohol according to the Medium-sized event Conditions.
- Any approved glass bottles must be disposed of responsibly in the rubbish bins that have been arranged for use by the event organiser.

Equipment, furniture, and signage

- The use of portable chairs and tables is permitted provided they only remain in place for the duration of the event and they are carried to the event venue by hand (vehicles are not permitted on lawn areas – refer to Vehicles, parking and traffic management).
- The BGPA does not permit temporary structures such as shade cloths, market umbrellas, pop-up tents and gazebos without prior written permission.
- If a marquee greater than 9m² is requested, approval will only be considered for events at Hale Oval. Approved marquees must be weighted, not spiked, and a reputable marquee company used.
- Pre-approval must be sought from BGPA if any sponsor or directional signage is required at the event. The BGPA's CEO or delegate at their sole discretion will determine if the signage is approved.
- If approved, signage must be positioned within the booked venue area only and must be free-standing.
- No equipment, furniture or decorations can be staked into the ground, nailed, hung or attached to any structure or tree.
- Please do not bring into the park any soil matter or flowers/plants.
- Candles, lanterns and other open flames are not permitted.

Electrical equipment and generators

- Limited power is available at each venue. Organisers should discuss requirements with the BGPA representative during the site meeting.
- Contractors are required to ensure electrical equipment is in good working order and use RCDs (Residual Current Device) to protect electrical outlets and equipment. An electrical plan for the venue can be provided on request.
- Contractors must certify that temporary electrical installations (where approved by the BGPA) comply with the *Health (Public Buildings) Regulations 1992*, by submitting a Form 5 to the Department of Health Western Australia.
- Permission from BGPA must be obtained for the use of generators. Generators are only considered on a case by case basis and restrictions apply according to time of year and the chosen location's proximity to bushland.

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Entertainment and activities

- Giant games, ball games, bongo drums and laser games are restricted to designated areas and require BGPA approval prior to the event.
- Activities such as bucking bulls, animal farms, bouncy castles, trackless trains, bubble
 machines, releasing of helium balloons or butterflies are prohibited and requests for these
 will not be approved.
- Recorded music or musical instruments require prior approval and must meet the requirements of the BGPA Noise Policy (below).

Noise

- The event organiser must ensure that noise levels at the event do not extend beyond the hired area in a manner that is likely to interfere with the enjoyment of other visitors.
- Musical instruments, battery powered amplifiers and digital music players may be operated, provided the event organiser has received written permission from the BGPA.

Waste and cleaning of the site

- The event organiser is required to provide one bin for every 50 event participants. During
 the site meeting BGPA will advise the most suitable location for these bins to be delivered
 and collected.
- The event organiser is to ensure all rubbish is removed or placed inside allocated rubbish bins provided by the event organiser. Leaving the rubbish next to a rubbish bin is considered to be littering.
- Cigarette butts should be extinguished before being disposed of in the rubbish bins.
- Hot water or ice must only be emptied onto mulched areas. Emptying them onto the lawn or plants will cause damage.
- For events of more than 500 participants, additional cleaning of the BGPA toilet facilities is required and must be arranged by the organisers at their expense.
- The site must be left in the same condition as it was prior to the event. The BGPA
 reserves the right to charge for extra cleaning, including rubbish removal and toilet
 cleaning. If there is damage resulting from the event, the organiser must reimburse the
 BGPA for all reasonable expenses incurred in repairing the damage and in making good
 the site.
- The organiser will be advised of any additional costs incurred for cleaning or repair and the amount will be deducted from the Bond.
- For events of 500 people or more, if the toilet facilities on site become blocked during the
 event, organisers are to contact a BGPA Park Management Officer immediately so that a
 plumber can attend. Expenses relating to the hire of a plumber will be charged to the
 event organiser.







Guidelines for Preparing Event and Risk Management Plans

Event organisers seeking to make a booking for a Medium-sized Event are required to provide plans to ensure the smooth running of the event and to ensure the safety of event participants and other visitors and the protection of Kings Park and Botanic Garden.

The following information is provided to assist organisers in developing plans that will give the BGPA the necessary information to ensure a safe and enjoyable event. This document should be read together with the Conditions for Medium-sized Events.

The following documents must be submitted prior to your event:

- 1. Event Management Plan
- 2. Risk Management Plan
- 3. A copy of your Public Liability Insurance Policy.

1. Event Management Plan

Six to eight weeks prior to the booked event, the organiser must submit a draft Event Management Plan (EMP) to BGPA for review and the final EMP must be submitted not less than four weeks prior to the event. The final EMP must be approved by the CEO prior to the event and will be provided within one week of submission of the final document.

Each of the items listed in these Guidelines outline the minimum required information to be included in the Event Management Plan.

A. Planning the Event

The nature of the event

Details regarding the event are to be provided and should include:

- An event program with proposed times for planned onsite activities.
- The number of expected participants and how this number has been estimated and will be controlled on the event day.

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- The name and contact details of the site manager during the event period.
- How the event organiser will ensure that any disruption to other park visitors is minimised and access is maintained.

Layout Plan

The Layout Plan should include:

- A proposed timetable detailing the bump-in and bump-out procedures for the Event. Note: This must be amended if reasonably required by the BGPA.
- The proposed layout of the site and/or route for the conduct of the event.
- The proposed location of all facilities, equipment and furniture to be used for the event.
 Organisers can use maps of Synergy Parkland (Cinema Site), Saw Avenue Picnic
 Area, Fraser Avenue (Exhibition Ground) and the Lotterywest Family Area (Hale Oval)
 available on the BGPA website, for this purpose.

Sponsorship and publicity

The BGPA requires information regarding event sponsors and promotion to ensure that the image and reputation of Kings Park and Botanic Garden is protected. The following details are required:

- All companies and products that will be promoted during the event.
- Any likely impact to or mention of Kings Park and Botanic Garden in these arrangements and/or products.
- Outline the nature of proposed media releases and any advertising or promotion of the Event.
- Detail any mention of Kings Park and Botanic Garden in the proposed publicity.

B. Event Management

Crowd control

- Outline how you propose to manage visitor safety during the event to ensure safe
 access to the site by all participants and other park visitors as well as protection of the
 park's assets.
- Include the relevant number of crowd control personnel in the EMP and how they will be briefed on the duties they are required to undertake.
- During the site meeting the BGPA will advise the event organiser the requirements regarding security and crowd control personnel, the locations where they are expected to patrol, and the behaviours they are expected to manage.

First Aid

- Include the nature and location of first aid facilities on the Layout Plan.
- Provide details of any first aid personnel to be in attendance at the event. Include the
 name of the nominated person who is first aid trained and will be a first responder in the
 case of an emergency, or details of the professional first aid supplier e.g. St John
 Ambulance.
- Include a copy of the first aid certificate of the nominated person.

Traffic Management Plan

- Outline how parking and access has been or will be communicated to all participants
 and contractors to ensure that vehicles are not driven on lawn areas, are only parked in
 designated parking bays and do not block roadways used by other park visitors.
- If traffic management is required for the event, provide details of the location of traffic control personnel, timings and number of trained staff and signage to be used.

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Catering and Alcohol

- It is the organiser's responsibility to ensure the event complies with the Western Australian Health Department's requirements and any other relevant statutory obligations. Please ensure that you have addressed this requirement and provide details.
- Provide catering plans for all proposed food and beverage available during the event.
- Identify the catering company engaged for the event and confirm that they will be advised of the relevant Medium-sized Event Conditions and the Botanic Gardens and Parks Regulations 1999.
- Specify plans for the consumption of alcohol during the event, including compliance with the Western Australian Health Department's requirements and the Department of Racing, Gaming and Liquor.
- Ensure that a BGPA alcohol permit for alcohol consumption during the event and details are provided.
- Outline how you will adhere to the BGPA Glass-free Policy.

Equipment and infrastructure

• Include a list of all, equipment, furniture and other infrastructure that will be onsite during the event and ensure it is included in the Layout Plan.

Entertainment/Activities

- Specify any music or performances proposed for the event and include in the proposed timetable in the Layout Plan.
- List all proposed activities or games in the Layout Plan.
- Confirm that your proposed activities fall within the approved BGPA event conditions.

Noise

- Provide details on how you will adhere to reasonable noise levels during your event.
- Outline how you will ensure noise emitted from the event will not interfere unreasonably with the enjoyment of other park visitors or neighbouring residents.

C. Maintaining and vacating the site

Waste and cleaning

- Include provisions to coordinate the removal of waste generated by the event participants from within and along the perimeter of the event area including road verges, lawn areas and garden beds and anywhere the event or its participants are likely to impact on another area of the park (within two hours of the completion of the event).
- The event organiser is responsible for organising bins at a ratio of one bin per 50 people. At the site meeting with the BGPA representative, locations for delivery and collection will be identified.
- If the event is for 500 people or more, arrange for the additional cleaning of toilets facilities, to take place at two hourly intervals. Should a plumber be required, the organiser must advise the BGPA Park Management Officer immediately. The cost of a plumber will be charged to the event organiser.

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2. Risk Management Plan

Six to eight weeks prior to the event, the organiser must submit a draft Risk Management Plan (RMP) for review by the BGPA. The final RMP must be submitted not less than four weeks prior to the event and will be approved by the CEO or delegate within one week of receiving the final document. The checklist for a complete RMP is as follows:

- 1. The RMP must include the process by which the organiser will ensure that employees, contractors and patrons of the event do not damage the site or trees, plant life and park facilities; behave in an orderly manner and do not cause inconvenience to other visitors to Kings Park including noise, rubbish and parking obstruction.
- The RMP should undertake a risk assessment and include a Risk Register detailing all
 potential risks, an analysis of likelihood and consequence and appropriate mitigation
 strategies. A sample Risk Register is provided in Appendix 1.
- 3. The RMP should include the procedures that the organiser will follow in case of an emergency during the event. Examples of emergencies include, but are not limited to, drowning, missing person, lost children, inclement weather conditions, electrical failure, civil disturbance, armed and dangerous intruders, explosion response, fire lighting, medical emergency response, vehicle accident and structural damage.
- 4. The RMP should include emergency contact lists.
- 5. The RMP must detail emergency response arrangements, including assembly and muster points, incident logs, emergency access, prevention and mitigation strategies, responsibilities and ingress and egress information. (Please note BGPA provides all event organisers with an Evacuation Plan for the relevant precinct at the time of booking and this must be included in the RMP.)

3. Public Liability Insurance Policy

Please provide with your application, a copy of your public liability insurance policy with a minimum level cover of not less than \$20,000,000.

Private family gatherings of up to 500 people do not require public liability insurance.

Checklist

Have you included all the event information in the Event Management Plan in line with the Conditions for Medium-sized Events?
Have you informed your external contractors (e.g., caterers, entertainers, security personnel) of their responsibilities in accordance with the BGPA Conditions and the Event Management Plan?
Have you contacted the Department of Racing, Gaming and Liquor and determined if you require an Occasional Liquor License?
Have you completed a risk assessment and included this in the Risk Management Plan?
Have you included all relevant information in your Risk Management Plan?

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Appendix A.

Sample Risk Register

Risk	Probability	Consequences	Responsibility	Mitigation / Solution	Action by date	Outcome
Litter	Likely	Minor	Event Organiser	Collect litter at the venue. Provide rubbish bags and place bins in key locations.	During event and prior to site departure on the day.	No rubbish remaining at venue following event.
Dehydration	Moderate	Moderate	Event Organiser	 Provide free potable water onsite First aid officer onsite First aid location clearly marked on site Encourage participants to bring water bottle 	Prior to event, during event.	Participants remain hydrated, seek medical attention as required.
<2 casualties						
2-10 casualties						
Insects/snake bites						
Broken glass/syringes						
Falling tree limbs or fruits						
Overcrowding - venue general						
Contractors no-show						
Key personnel no-show						
Structural collapse of						
temporary infrastructure						
Electrical storm						
Inclement weather						
Inadequate parking						

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Risk	Probability	Consequences	Responsibility	Mitigation / Solution	Action by date	Outcome
Illegal parking/obstructing						
Emergency service access						
Toilet failure						
Power failure						
Lack of toilet facilities						
Disorderly conduct						
Fire						

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Key:

Consequence				
Insignificant	Minor	Moderate	Major	Catastrophic
Probability				
Rare	Unlikely	Moderate	Likely	Certain



Event Information

Location/venue

Venues for 250-500 persons -

Venues for up to 2,000 persons -

□ Cinema lawn, Synergy Parkland

☐ Saw Ave Amphitheatre





Application for Medium-sized Events in Kings Park and Botanic Garden

To ensure your function runs smoothly, please provide as many details about the event as possible. The Botanic Gardens and Parks Authority (BGPA) will examine each request and will approve or discuss any concerns as required.

Please refer to the Medium-sized Event Conditions prior to making a booking. If you have any questions, please discuss your application with the Bookings Officer on +61 8 9480 3624.

This application should be completed after reading the following documents:

- 1. Conditions for Medium-sized Events in Kings Park and Botanic Garden
- 2. Guidelines for pr^] : a * Event and Risk Management Plans

Please complete the form below:			
Event organiser:			
Organisation:			
Postal address:		Postcode:	
Daytime telephone number:	Mobile:		
Email:	Fax:		
Day and date of function:	Time: from:	to:	
Number of participants expected – Adults: _	Children:	Total:	
Type of event			
Please specify the type of event:			
☐ Community group ☐ Social	\square Sporting event	☐ Other	
Please describe the nature of the event:			

☐ Saw Ave Lawn ☐ Saw Ave East ☐ Exhibition Ground

☐ Hale Oval, Lotterywest Family Area

Function details

Organisers of Medium-sized Events are required to submit detailed Event and Risk Management Plans specific to their event. The following details are required so the BGPA has enough information to consider the event booking prior to management plans being submitted.

Please ensure you have read the Conditions for Medium-sized Events in Kings Park and Botanic Garden.

Catering and Alcohol

Do you plan to have professional catering? For events at the Exhibition Ground, please ensure you obtain a written quote from Fraser's restaurant.
□ No □ Yes, please provide details:
Do you plan to serve alcohol, or is it likely that guests will bring alcohol to the event?
□ No □ Yes, please provide details:
Equipment and infrastructure
Do you plan to bring furniture, free standing structures or decorations?
\square No \square Yes, please give a brief description:
Do you require power? \square No \square Yes, what sort of electrical equipment will you have?
Entertainment and Activities
Do you plan to have a PA system, any music or musical instruments? \Box No \Box Yes,
please provide details:
Do you plan to have any other activities or games? \square No \square Yes, please provide details
Other information
Please include any other information relevant to your event:

bookings@bgpa.wa.gov.au

Website: www.bgpa.wa.gov.au

Checklist

	ase use the checklist below to ensure that you understand and will commit to the booking cess for the event. If you have any questions contact the BGPA Booking Officer.
	BGPA approval will only be granted if event organisers agree to abide by these conditions.
	Have you made a tentative booking with Kings Park and Botanic Garden for your preferred venue?
	If not, please contact the Bookings Officer on +61 8 9480 3624 prior to submitting this application.
	Have you read and do you agree to BGPA's Conditions for Medium-sized Events?
	Have you read BGPA's Guidelines for preparing Event and Risk Management Plans?
	In addition to this Application, do you agree to submit all of the following within the required time frames?
	 Event Management Plan Risk Management Plan Copy of Public Liability Insurance Certificate (to be included with this Application).
	Do you understand that all costs incurred by the BGPA for event management will be met by the organisers as per the costs outlined in the Conditions of Use for Medium-sized Events in Kings Park and Botanic Garden?
	Do you understand that your Event and Risk Management Plans must be approved by BGPA before the event?
	If your final Event and Risk Management Plans are submitted on time, BGPA approval will be available within a week of submission.
	Do you agree to notify all external contractors (e.g. caterers, crowd controllers, traffic management or other suppliers) of the Conditions for the event and their responsibilities?
	Have you completed all relevant information in this Application?
	Have you attached a copy of your Public Liability Insurance Certificate?
	Have you enclosed your Venue Hire amount and Bond payment with this booking (refer to the costs outlined in the Conditions for Medium-sized Events)?
Reg	submitting this application, the undersigned accepts the Botanic Gardens and Parks gulations 1999, the Conditions for Medium-sized Events in Kings Park and Botanic Garden any other relevant law. Any breaches may result in the event being cancelled immediately by authorised BGPA staff member or a Police Officer.
Thi	s Agreement is not transferable.
Nar	me (Block Letters):
Sig	ned: Dated:
	ce use only
Dat	e navment cleared: Receipt number: