**Perth Theatre Trust – Perth Cultural Centre**

**Event Application Pack**

Perth Cultural Centre

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# EVENT LICENSE APPLICATION STEPS

To receive an approval to hold your event in the PCC, you must follow this checklist:

|  |  |
| --- | --- |
|  | Submit event application and any draft documentation to the Perth Theatre Trust (PTT) Place Activation Officer:  Place Activation Team  Perth Theatre Trust  State Library of WA, 25 Francis Street, Perth WA 6000  T: (08) 9427 3365  E: [pccevents@ptt.wa.gov.au](mailto:pccevents@ptt.wa.gov.au) |
|  | If you are unfamiliar with the site it is highly recommended that you arrange a site visit prior to commencing your application. Site visits may be booked with the PTT Place Activation Officer. |
|  | Acquire all relevant insurances as outlined in the application form by the date specified. |
|  | Provide appropriate plans and procedures including site plans, risk management plans and event running sheets as outlined in the application form by the date specified. |
|  | Obtain any necessary third party approvals and licenses relevant to your event, including local government approvals. |
|  | Pay all relevant event hire fees and bonds to PTT on invoice prior to the event. |

# 

# FEES AND CHARGES

**Fees are subject to GST**

1. **Application Fees – to be paid on application via credit card**

**(complete form on page 10)**

|  |  |  |
| --- | --- | --- |
|  | **Not For Profit** | **Commercial** |
| Perth Cultural Centre | $50 | $200 |

1. **Event Hire Fees Daily rates**

|  |  |  |
| --- | --- | --- |
|  | **Not for Profit** | **Commercial** |
| James Street Amphitheatre | $450 | $900 |
| Central Square | $450 | $900 |
| Museum Plaza | $450 | $900 |
| Wetland | $300 | $600 |
| Urban Orchard | $600 | $1200 |

**Weekly rates**

|  |  |  |
| --- | --- | --- |
|  | **Not for Profit** | **Commercial** |
| James Street Amphitheatre | $2,250 | $4,500 |
| Central Square | $2,250 | $4,500 |
| Museum Plaza | $2,250 | $4,500 |
| Wetland | $1,500 | $3,000 |
| Urban Orchard | $3,000 | $6,000 |

***\* note weekly rate is 7 days***

***\*\* monthly rates and shorter term rates to be negotiated***

**3.0 Bond**

The PTT will charge the Event Holder a bond to cover any site repairs that are a result of the event.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Low Impact** | **Medium Impact** | **High Impact** |
| James Street Amphitheatre | $500 | $1000 | $2000 |
| Central Plaza | $500 | $1000 | $2000 |
| Museum Plaza | $500 | $1000 | $2000 |
| Wetlands | $500 | $1000 | $2000 |
| Urban Orchard | $500 | $2000 | $5000 |

|  |  |
| --- | --- |
|  | **Definition** |
| Low Impact Events/Activations | One day events/activation which has low impact on venue |
| Medium Impact Events/Activations | Two day events/activations which have significant impact on venue |
| High Impact Events/Activations | Longer term activations which have major impact on venue |

1. **PTT Staff Costs**

|  |  |
| --- | --- |
|  | **Cost** |
| Weekend and public holiday rate | $80 per hour |
| Weekday rate | $50 per hour |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Days (in/event/out)** | **Attendance** | **PTT Hours (estimate)** |
| Cat 1 | Same day | <1,000 | 2 hours |
| Cat 2 | 2 days | <2,000 | 6 hours (4/2) |
| Cat 3 | 2-3 days | <5,000 | 10 hours (4/4/2) |
| Cat 4 | 3-7 days | <10,000 | 15 hours (7/5/3) |
| Cat 5 | 7-10 days | >5,000 | 20 hours (8/8/4) |

The above cost is for the venue hire only. Event hirers must factor in additional cost items, (including but not limited to) road closures, event security, cleaning and waste removal, site power and water usage, site damage and repairs. An estimate for PTT onsite staffing costs will be provided prior to the event application being approved. Please note there will also be additional costs for City of Perth and any other marine or road approvals should the event application be granted.

**5.0 Site Services**

|  |  |  |
| --- | --- | --- |
|  | **Half Day Rate** | **Full Day Rate** |
| Power Access (3 Phase) | $25 | $50 |

**6.0 Multimedia Services**

|  |  |
| --- | --- |
|  | **Hourly Rate** |
| Screen Hire | Free |
| Event Announcement Slide (without sound)  *(16:9 landscape images, 1280 x 720 pixels (72 dpi) TIFF or JPEG files).* | Free |
| Screen Editing, Production and Formatting of Media Video *(mp4 format)*  Event Announcement Slide (without sound)  Onsite Screen Support for Events | On Quotation |

***\* all screen content is subject to screen curator review***

**7.0 Hire Items**

|  |  |  |
| --- | --- | --- |
|  | **Each** | |
| Outdoor bean bags | | $5.00 | |
| Marquees (supply only) | | $140.00 | |
| A-Frames | | $100.00 per day | |
| PA System | | $200.00 | |
| Chairs | | $5.00 | |
| Trestle tables | | $10.00 | |

**8.0 Onsite Advertising**

|  |  |
| --- | --- |
|  | **30 Day Period** |
| Wall Banner Site 1 – Urban Orchard Gabion (measurement)\*\* 900mm (h) x 2800mm (w) | $150 |
| Wall Banner Site 2 – Central Square Ramp Fence – 6 panels each 1000mm (h) x 2440mm (w)\*\* | $300 |
| Wall Banner Site 3 – James St Amphitheatre Entrance (Fiji wall) – 1400mm (h) x 4000mm (w) \*\* | $200 |
| 12 poles Hanging Banners (830mm x 3540mm [double sided] – printed with UV inks on 600gsm block-out outdoor banner vinyl. Finished with hemmed sides, 165mm open pocket top, 110mm open pocket bottom) \*\* | $500 |

**9.0 Payment Terms**

* The application fee will be processed on application.
* If the event is accepted to take place 50% of the event hire fees will be invoiced to the event applicant. Final event approval is conditional upon receiving all event documentation and approvals.
* The remaining 50% of event hire fees will be invoiced to the event applicant 6 weeks prior to the commencement of the event along with an Event License.
* An event bond will be due 2 weeks prior to the event.

**THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED**

The PTT requires applications to be submitted for:

* **Minor events, 6 weeks prior to the event; and**
* **All other events, 6 months prior to the event, unless advised otherwise.**

**Submission of this Event Application form does not automatically imply approval for your event.**

# CREDIT CARD PAYMENT AUTHORISATION – APPLICATION FEE

**Credit Card Payment Authorisation**

If you wish to pay be credit card, please complete the following:

Invoice / Reference Number (if known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mastercard **⬜** Visa **⬜**

Card Number **⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜ ⬜**

CVV Number **⬜ ⬜ ⬜**

Expiry Date **⬜ ⬜ / ⬜ ⬜**

Please circle & initial authorised amount:

$\_\_\_\_\_\_\_\_\_ ($........+ GST)

$\_\_\_\_\_\_\_\_\_ ($........+ GST)

Cardholder’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email receipt to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# EVENT DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organisation** |  | | | | |
| **Office Address** |  | | | | |
| **ABN** |  | **Contact Person** | |  | |
| **Phone No** |  | **Email** | |  | |
| **Event Name** |  | | | | |
| **Event Website** |  | | | | |
| **Event social media sites and handles** | **Facebook:**  **Twitter:**  **Instagram:** | | | | |
| **Event Enquiry Details**  (How will general public be able to reach you for event enquiries/ bookings) |  | | | | |
| **Bump in Date** |  | **Bump in Times** | |  | |
| **Event Date(s)** |  | **Event Hours** | |  | |
| **Bump out Date** |  | **Bump out Times** | |  | |
| **Proposed Locations** | **□** James St. Amphitheatre | | **□** Urban Orchard | |  |
| **□** Central Square  **□** Wetlands Stage | | **□** Museum Plaza | |  |
| **Event Description** |  | | | | |
| **Activities Planned** |  | | | | |
| **Est. Attendance**  **(Per day)** |  | | | | |
| **Ticketed or Free** |  | **Ticket Prices** | |  | |
| **Have you conducted this event before? If so please provide details** |  | | | | |
| **Is the event charitable or Non for Profit** | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide details including registered Non for Profit organisation number: | | | | |

|  |  |
| --- | --- |
| **Temporary Structures**  Will the event have temporary structures such as marquees, stages, scaffolding, seating, light towers, fencing, reefers or other structures? | **□** **YES**  **□** **NO** – continue to next question  If yes, please complete the following:  A scaled site plan is required and is attached 🞎  **Marquees / Staging**  Type of structures: ……………………………………………  Number of structures: …………………………….................  Total area covered (m²): …………………………................  Name of supplier: …………………………………………….  Phone number of supplier: ………………………................  **Lighting towers / generators above 20 KVA**  Type of structures: ……………………………………………  Number of structures: …………………………….................  Total area covered (m²): …………………………................  Name of supplier: …………………………………………….  Phone number of supplier: ………………………................  **Any other features and attractions, please provide details:**  …………………………………………………………………..  ………………………………………………………………….  \*Please attach additional information if required. |
| **Signage**  Will signage be utilised in the vicinity of the event, on temporary fencing or wall banners / hanging banners? | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide details: |
| **Mains Electrical Power**  Will the event require power to be drawn from the existing site mains power outlets?  (see Event Infrastructure Map, Appendix C)  **Please note**:  Electricity consumption will be charged at 100% of cost. | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide details of required power outlets: |
| **Water**  Will the event require water to be drawn from the existing water sources?  (see Event Infrastructure Map, Appendix C)  **Please note**:  Water consumption will be charged at 100% of cost. | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide details of required water outlets: |
| **Retail Outlets**  Will the event have any retail outlets? | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide details: |
| **Food Selling or Consumption**  Will the event include the selling or consuming of food?  **Note:** Food vans are to be coordinated and managed by the PTT. | **□** **YES**  **□** **NO** – continue to next question.  If yes, please note that if the event is food based you will need to contact the City Of Perth for a Special Event Food Permit Application for each trader.  **If the main purpose of the event is not food based but food outlets are required the PTT will in consultation with the event holder provide pre-approved food vendors.** |
| **Alcohol Selling or Consumption**  Will the event include the selling or consuming of alcohol? | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide details: |
| **Hazardous Substances & Dangerous Goods**  Will hazardous chemicals or dangerous goods be stored or utilised at the event? | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide details: |
| **Waste Management**  Will the event produce waste eg. General litter, food waste, waste water, toilet waste. | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide details: |
| **Security Contractors**  Will the event utilise the services of security contractors? | **□** **YES** – complete the following forms:  **□** **NO** – continue to next question.  If yes, please provide details of security company: |
| **Noise**  Will the event involve playing of live or recorded music, use of a PA system or other loud noises? | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide details of proposed PA System and supplier: |
| **Road Closures**  Will partial or complete road closures be required for the event? | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide details including removal of parking bays due to a road closure: |
| **Watering System**  Will you require the reticulation system to be turned off for the duration of your event? | **□** **YES**  **□** **NO** – continue to next question.  If yes, please provide times and dates including bump in and bump out: |
| **Weather**  Please detail your extreme weather contingency plan, includingcommunication methods in case of cancellation/delay of event. |  |
| **Parking**  Is vehicle access onto the sites required?  **Please note,**  There is limited parking in the PCC.  Additional fees for the Art Gallery of WA Security may apply for vehicles requiring access to the Urban Orchard outside Art Gallery business hours. | **□** **YES**  **□** **NO** – continue to next question  If yes, please provide details:  Dates:…………………………………………………………………..  Location:………………………………………………………………….. |
| **Other Associated Activities**  Please provide any other associated activities that have not been mentioned. |  |
| **Approved Event Calendar Marketing Blurb**  (Approx. 100 words, include short intro, event description, events dates and open/ closing times, links to booking page or other event info etc) |  |
| **Approved Social Media Marketing Blurb**  (Approx. 140 Characters) |  |
| **LED Screen**  Will the LED screen be required? | **□** **YES**  **□** **NO** – continue to next question  If yes, please provide details: |
| **Event Fees** | All relevant application and hire fees and bonds are payable to PTT on invoice within the time period specified.  Payment Terms   * The application fee will be processed on application. * If the event is accepted to take place 50% of the event hire fees will be invoiced to the event applicant. Final event approval is conditional upon receiving all event documentation and approvals. * The remaining 50% of event hire fees will be invoiced to the event applicant 6 weeks prior to the commencement of the event. * An event bond will be due 2 weeks prior to the event. |
| **Declaration** | I agree that the above information is true and correct. I agree to seek and provide all relevant approvals, licenses and insurances required under the PCC Event License. |
| **Signature** |  | |
| **Print Name** |  | |
| **Date** |  | |
| It is the responsibility of the event organiser that the event is to operate in accordance with the requirements of all legislation including (but not limited to): Health Act 1911; Environmental Protection (Noise) Regulations 1997; and Disability Discrimination Act 1992. Upon acceptance of the use, the applicant undertakes to hold PTT indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of, or arising out of the use of the venue, or the property of the State Government of WA, including adjacent roads or footpaths, during all periods when such venue is used. PTT will make every effort to avoid errors in event publicity but accepts no responsibility or liability for any errors, and requires that organisers check their event listing for errors as soon as they are released. Any errors may be edited by PTT on the advice of the organiser. PTT reserves the right to either reject or remove any event listing from its calendar for any reason whatsoever. PTT is not liable for any loss or damage incurred by an event organiser as a result of any failure or delay in listing an event. | | |

|  |  |
| --- | --- |
| **Online Advertising** | PTT may provide an event listing on [www.perthculturalcentre.com.au](http://www.perthculturalcentre.com.au) website.  PTT may provide event promotions via social media channels (Twitter, Instagram and Facebook). |
| **Please forward the following marketing materials to the PTT event consultant to assist in promoting your event.** | Multiple Website Images: 1200 pixels (w) x 720 pixels (h) (high resolution, landscape format, with no text overlay or logo inclusions).  Facebook Promo images: 400 x 400 pixels  For social media shares, please tag @PerthCulturalCentre #PerthCulturalCentre |

|  |  |
| --- | --- |
| **MANDATORY REQUIREMENTS** | **CHECKLIST** |
| Do you have a **Certificate of Currency for Public Liability** coverageof $20 million related to your Perth Cultural Centre event, with PTT named as an interested party? |  |
| Do you have **Workers Compensation insurance** if you will have staff working on this event? |  |
| Do you have **Professional Indemnity Insurance** coverage of $5 million (if appropriate) |  |
| Please attach your **Event Site Plan** (to scale) showing locations of built structures, toilets, signage, powered sites etc. |  |
| Please attach a detailed **event running sheet/production schedule** including bump in and bump out timing. |  |
| Please attach a **Risk Management Plan** produced in accordance with AS/NZS ISO 31000:2009 |  |

# PERTH CULTURAL CENTRE EVENT CONDITIONS

Events taking place in the PCC must comply with the following site rules below.

Acceptance of these conditions is mandatory for events wishing to receive an Event License for the PCC.

**Booking Conditions**

Complete this application form and submit to [pccevents@ptt.wa.gov.au](mailto:pccevents@ptt.wa.gov.au). Your application will then be evaluated. The PTT reserves the right to give or withhold approval for any events on its sites. The PTT takes no responsibility for any third party commitments entered into by the applicant if an application is declined. Final approval for any application is only granted upon issue of an Event License.

**License Agreement**

A legally binding License Agreement must be entered into by the applicant and returned to the PTT prior to the event taking place. Until the License has been signed by the PTT and the Event Holder, final approval for the event has not been granted.

**Access All Areas (AAA)**

The PTT representative/s and City of Perth Environmental Health Officer/s must receive AAA passes or equivalent approval to inspect all facets and areas of the event both during the event and set up/pack down times.

**Access and Obstructions**

Access to all workplaces and venues located in the PCC must be maintained throughout their opening hours. This includes entrance and exit areas and loading areas. If a road closure has been approved, alternative plans must be put into place.

Pedestrian and disability access through the site must be considered in relation to events, including bump-in and bump out. The tactile pathway through the PCC must be free of obstructions at all times.

Entry and exit areas from the event must be adequate for emergency exit and emergency vehicles. Emergency vehicle access via Beaufort and James Streets must be maintained.

Events must not create a pedestrian hazard. Event holders must ensure that all equipment associated with their event is made safe and does not pose a risk to members of the public, site workers and others.

Events must keep clear all public transport routes servicing or passing the PCC.

**Insurance**

Event applicants must provide evidence of the following:

* Public Liability Insurance coverage of $20 Million, listing PTT as an interested party.
* Workers Compensation insurance coverage for any employees involved in the event.

**Event Documentation**

The event holder must submit the following documentation in accordance with the schedule outlined below.

| **List of Actions** | | **Time Frame Prior to Event** |
| --- | --- | --- |
| Detailed Scaled  Site Plan  (showing all infrastructure; stages, entrances/exits, marquees, toilets, amusement rides and any other features or attractions) | Initial draft for small event | 1 month |
| Initial draft for large event | 6 months |
| Final draft to be marked ‘FINAL’ | 2 weeks |
| Event Management Plan (large scale events only) | | 2 months |
| Large events with crowds greater than 5000 persons may require a Transport Management Plan and/or a Pedestrian Management Plan | | 3 months |
| Structural specifications of marquees/tents, Stages, Scaffolding, Seating, Lighting Towers and any other infrastructure greater than 20m2 | | 4 weeks |
| Copy of Event Public Liability Insurance | | 3 months |
| Bump-in and out schedule and running schedule. | | 2 months |
| Final running schedule | | 2 weeks |
| Risk Management Plan in accordance with [AS/NZS ISO 31000:2009, Risk management - Principles and guidelines.](http://infostore.saiglobal.com/store/Details.aspx?ProductID=1378670) | | 2 months |
| Noise Management Plan  (Reg 18 events, must include noise modelling) | | 2 months |
| Parking Management Plan | | 2 weeks |
| Disability Access and Inclusion Plan (DAIP) | | 4 weeks |
| Notification Letter to affected Businesses and Residents | | 2 months |
| Key Personnel Contact List | | 2 months |
| Copy of Music Licences from APRA and PPCA | | 1 month |
| Waste Management Plan | | 2 months |
| Security Details and License Numbers | | 4 weeks |

**Third Party Approvals**

The License Holder is responsible for obtaining any necessary third party approvals and licenses relevant to your event, including approvals from the City of Perth.

**Vehicle Access and Parking**

All vehicles entering the site for bump in/bump out or to be used as part of the event must travel at a safe speed of no more than 5km/hour, with hazard lights on and have a person spotting to ensure safe movement around pedestrian areas.

**Event holders are to be aware and abide by the maps identifying the trafficable areas and weight loading restrictions.**

Vehicles must be removed from the site immediately after unloading equipment/bump in and parked offsite for the duration of the event.

Parking is not permitted in the PCC except by prior arrangement with an PTT Representative.

Vehicle access to the Urban Orchard is not permitted except by prior arrangement with an PTT representative. Additional fees from the Art Gallery of Western Australia security services may apply for vehicles requiring access to the Urban Orchard.

A maximum of three (3) light vehicles (2500kg each including loading) is permitted on the Urban Orchard at any one time, outside of event operation hours. No vehicle access is permitted during event operation hours.

No vehicles or heavy equipment including barrels, pallets or fencing are to be placed on or traverse the ‘stoneset’ pathways of the Urban Orchard or the ‘stoneset’ material in other areas of the PCC.

# APPENDIX A – PERTH CULTURAL CENTRE CIVIC AND CULTURAL CHARTER

**All events taking place in the PCC must contribute to the values of the Civic and Cultural Charter:**

1. To make the PCC one of the most visited destinations in Western Australia.

2. To provide a stimulating and comfortable environment where all Western Australians and visitors to Perth can meet, connect and be entertained through:

* Arts, culture and performance
* Discovery, learning and storytelling
* Technology, media and design
* History and nature
* Fashion, food and music
* Joining together as a community

3. To provide a focal point to celebrate Western Australia and to reflect cultural diversity in all overall operations and programming.

4. To provide leadership and explore new and bold ways to stimulate culture and creativity, and communicate Western Australia as an incubator of the arts and innovation.

5. To support and promote the activities of the Centre’s institutions and Northbridge’s creative economy.

6. To be a place that sustains excellence and makes Western Australians proud:

* A safe place to meet and spend time
* Vital and welcoming
* Attractive and clean
* Beautiful and relaxing
* Casual and accessible
* Family focused and intergenerational
* Celebrates heritage, our past, present and future
* Indigenous and multicultural
* Entrepreneurial and inspiring
* Participation and engagement
* Healthy and active
* Enlivened throughout the day and evening
* Regarded by both locals and visitors as a ‘must visit’ destination

# APPENDIX B – APPROVALS, LICENSES AND SERVICES

|  | **Act** | **Authority** | **Details** |
| --- | --- | --- | --- |
|  | Environmental Protection (Noise) Regulations 1997 | City of Perth  [www.cityofperth.wa.gov.au](http://www.cityofperth.wa.gov.au)  9461 3218 | The Environmental Protection (Noise) Regulations 1997 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.  Further information can be obtained from the City of Perth’s Environmental Health Officer. Separate fees may apply. |
|  | Food Act 2008 & Food Safety Standards | City of Perth  [www.cityofperth.wa.gov.au](http://www.cityofperth.wa.gov.au)  9461 3218 | If your event involves temporary food outlets, including vans, each individual food outlet is required to submit an Application for Special Events Permit.  The provision of food to patrons is to be carried out in accordance with the document:   * Environmental Health Guidelines – Food Stalls   Authorised persons may inspect each food outlet on the day of the event and upon a satisfactory inspection an approved Special Events Permit, will be issued. |
|  | Health (Public Building) Regulations 1992 | City of Perth  [www.cityofperth.wa.gov.au](http://www.cityofperth.wa.gov.au)  9461 3218 | All infrastructure greater than 20m2, requires certification by a competent person to ensure the structure has been erected in accordance with the manufacturers specifications and complies with relevant Australian standards. Approval is subject to independent engineer certification provided at the completion of construction, prior to the event. The City of Perth Approvals Unit must approve all such temporary structures. |
|  | Live or Recorded Music | APRA  [www.apra.com.au](http://www.apra.com.au)   08 9382 8299  PPCA  [www.ppca.com.au](http://www.ppca.com.au)  02 8569 1111 | 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 the organisations.  Final approval will not be issued until PTT sights licenses from PPCA and APRA, or some evidence from those organisations that the licenses are not required. |
|  | Liquor Licensing | PTT  Department of Racing, Gaming and Liquor  [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) | Events involving sale or service of liquor must discuss the intended service with the PCC Event Coordinator. A letter of support may be required from PTT in order to apply for a liquor license from the Department of Racing, Gaming and Liquor. Some smaller functions may be exempted from requiring a liquor license under new regulations. Event holders are obliged by the PTT to have event security in place if any alcohol is to be served during an event in the PCC. |
|  | Public Safety | WA Police | Dependent on the size of the event, you may be required to notify Emergency Services. |
|  | First Aid | St John’s Ambulance, Advanced Life Ambulance Service, Sports Medicine Australia, First Aid Services (Red Cross), Event Health Management | Adequate first aid provisions must be provided for every event. Certain events will require one or more first aid posts. Events on or near the water may also require a marine safety plan and life saving officers. All associated costs for providing first aid are payable by the applicant. |
|  | Occupational Health and Safety Act & Regulations |  | The event organiser will have the responsibility for occupational health and safety in regards to patrons, entertainment and production. This includes employees, sub-contractors, performers hired and infrastructure. |
|  | Disability Access and Inclusion Plan (DIAP) and  Disability Discrimination Act 1992 (DDA) |  | Event organisers must implement the City of Perth’s ‘Disability Access and Inclusion Plan’ prepared under the Disability Services Act 1993.  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. |
|  | Waste Management  (bin hire) | City of Perth  [www.cityofperth.wa.gov.au](http://www.cityofperth.wa.gov.au)  9461 3218 | The event organiser shall ensure that the requirements of the Litter Act 1979 are fulfilled. Event holders are to ensure that all waste and litter is collected and removed each day from Elizabeth Quay, and are responsible for all costs associated with the cleaning and the collection and removal of litter. Depending on the nature of the event, applicants may be required to organise hire and removal of additional bins. |
|  | Provision of Toilet Facilities | City of Perth  [www.cityofperth.wa.gov.au](http://www.cityofperth.wa.gov.au)  9461 3218 | Adequate toilet facilities are to be provided in accordance with the Public Health and Safety Event Approval issued by the City of Perth. Please refer to the City of Perth Health Unit for your event requirements. |
|  | Road Closures and Reserving Car Parking Bays | City of Perth  [www.cityofperth.wa.gov.au](http://www.cityofperth.wa.gov.au)  9461 3218  PTT  Main Roads WA  Public Transit Authority  WA Police | If you require road closures or reserved parking bays, event organisers must contact Main Roads WA, The City of Perth, Public Transport Authority, WA Police and also notify PTT.  Where the event requires full or partial road closures, the design, installation, road traffic devices, lighting and sign postings are to be undertaken by an accredited Traffic Management Company and must comply with AS:1742.3 and the Main Roads Code of Practice. The costs incurred for these works are to be met by the applicant. |

# APPENDIX C – PERTH CULTURAL CENTRE INFRASTRUCTURE MAP