



City of Perth

Applicant Guide

Hiring Event Sites in the City of Perth Mall Precincts





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About This Guide

This document is a guide for external organisations proposing to hold an event or activity in the City of Perth Mall Precincts, which comprise:

- **Murray Street Mall**
- **Hay Street Mall**
- **Forrest Place and Forrest Place Lounge**
- **Railway Concourse** - Padbury Walk (between Myer and the City central railway station), available for roving activities only.

APPLICANT TIMESAVER TIP: *Before you consider hosting an event in any of the Malls, give the City of Perth a call to find out what the process is: **it might have changed since your last event.***

Activities that can take place in the Malls

- **Events:** Community events, musical events, promotions, charitable organisation fundraising
- **Miscellaneous:** Sampling, flyer distributions, raffles, fund raising, trader spruiking (spruiking applies to bricks and mortar business in the malls only)
- **Marches:** Pedestrian management may be required

Activities that are not allowed to take place in the Malls

- **Rallies and Protests** (the designated site for these types of activities is in **Forrest Place only** – see section on Forrest Place).

Event Application Process

Your event will be assigned a Project Officer who will stay in contact with you to assist, provide guidance and ensure that the activity has met all City of Perth requirements. The City of Perth's team of professional Activity Approval Officers (AAOs) and Environmental Health Officers (EHOs) are keen to assist you with your event and guide you through the City of Perth policies and regulations (a list of which forms part of this guide).

APPLICANT NOTE: *This is your event and City of Perth staff are not employed to coordinate the event for you. As the event organiser, you have a responsibility to ensure that you inform yourself before considering your event and ensuring all participants comply with Local Laws, policies, regulations and adhere to direction from City of Perth staff.*

Lead Time

- **Minimum of six (6) to 12 months lead-time** is requested for all large sized events (15,000 plus) and activity applications due to the large number of requests received.
- **Minimum of eight (8) weeks lead-time** is requested for all medium (5,000 plus) sized event and activity applications due to the large number of requests received.
- **Minimum of four (4) weeks lead-time** is requested for all small sized events and activity applications due to the large number of requests received.
- **Minimum of one (1) week lead-time** is required for flyer distribution events due to the numbers of this type of event going on around the City.



Tentative Bookings

In order to check the availability of the site, please contact the Activity Approvals team on 9461 3333. An officer will be able to pencil book your request, prior to making an application. The booking will be held for 10 business days (from initial enquiry).

Applicants must complete an online application form to secure the booking. Links and details can be found in this guide.

Fees and Charges (2019/20 Financial Year)

Event Site Hire Fees

Event sites in the Malls Precinct including Forrest Place and Forrest Place Lounge have hire fees based on a per-day rate.

Event site hire fee/s are payable before the initial date of hire. A full list of current fees and charges can be found on the City of Perth website under the individual Mall links:

<https://www.perth.wa.gov.au/forms-and-payments/Hire-and-Bookings/hold-an-event-or-activity-in-the-citys-malls>

A cost estimate of the total costs for your event will be provided as part of the assessment process, followed by an invoice for the final amount. **All invoices must be paid in full prior to an event permit being issued.** A standard rate is gazetted in the annual City of Perth budget. Concessions are available to certain organisations – **please discuss with your assigned Activity Approvals Officer.**

Application Assessment and Fees

Please note the application fee is non-refundable, unless you are applying for a City of Perth Grant for sponsorship. Additional charges may be applicable for the provision of City of Perth services including, but not limited to:

- Public Building;
- Waste management;
- Cleaning;
- Noise approval/monitoring;
- 3-phase power and use of banner sites.

The following includes, but is not limited to, **fees that are not payable to the City of Perth; but may be required for the hire of Forrest Place/Mall sites to be approved:**

- Public Liability Insurance;
- Licences;
- Additional temporary power;
- Contracted security;
- Environmental Health regulations.

In addition, the Applicant may be required to provide a variety of documents depending on the event size. Typical documents for a **large event** (eg. Twilight Hawkers Markets), would include:



- Public Liability Insurance
- Noise Management Plan
- Risk Management Plan
- Crowd Management Plan
- List of Intended Food Vendors

APPLICANT NOTE: *It is recommended that event organisers contact the Activity Approvals Unit on (08) 9461 3333 to ascertain what likely documents will be required prior to submitting an online application form.*

Security Bond

A security bond may apply depending on the type of event and the risk factor associated with the event following the Environmental Health Officer (EHO) assessment of the application. This will be advised to you early in the process.

A Bond will be determined upon application for the use of Forrest Place. The refund of the bond will be determined upon pre-and post-event inspections of the site; assessing the condition of Forrest Place/the Water Labyrinth/Green Room and identification of any damage that may have occurred during the event (including bump-in and bump-out). **Bond is payable to the City at least fourteen (14) days prior to the event.** The full amount of the bond will be refunded if, in the City's opinion, the venue and facilities are:

- Vacated on time;
- Undamaged;
- In clean condition;
- Conditions as per Agreement for the Hire of Forrest Place have been met.

A refund will be posted in the name specified at time of hire. Allow up to 28 days post-event for processing. The City of Perth's preferred payment method can be found on the invoice supplied. Payment by cheque may be considered under special circumstances.

APPLICANT NOTE: *The Bond will be between \$250 and \$100,000 dependant on the size and nature of the event and the level of infrastructure being brought onto the site: the bond calculation is at the discretion of the City of Perth.*

Approval of the Event

If approved, you will be issued with an approval permit. The approval permit will outline the approved activities and any conditions associated with the approval. The approval permit should be available for inspection by an Officer of the City of Perth on the day of the event.

The minimum requirements of approval are:

- The event/activity cannot promote activities outside the City of Perth precinct. Generic organisations (e.g.: Cancer Foundation) will be looked upon favourably regardless of head office location.
- Organisers must hold a General Public Liability Insurance Policy with a limit of indemnity of \$10,000,000 noting the City of Perth as interested party. Evidence that the insurance is in place shall be forwarded to City of Perth Health and Activity Unit prior to the event.
- Event content is appropriate for a family audience (not obscene or offensive).



- The event complies with City of Perth Environmental Health Regulations (food, noise, safety etc).
- The event does not, without prior approval, impede pedestrian access.
- The event/activity does not take business from City traders (no street trading permitted).
- The event/activity does not impede access to store owners/operators, builders and cleaning staff for both their trading and after-hours operations.
- The event/activity adheres to all City of Perth Local Laws/Policies.

Cancelling or Rescheduling your Event

All cancellations or rescheduling requests must be provided to the City in writing. In all circumstances, the original application fee is not refundable. In instances where a cancellation fee is charged, the venue hire fee will not be charged. Cancellation of the event after written approval has been issued, **will incur a \$50 cancellation/administration fee** for the Malls precinct.

Notice of cancellation prior to written approval being issued, will incur no cost. In the case of inclement weather, you have the option to reschedule your event with no additional costs subject to the venue availability.

Should you need to reschedule your event for other reasons, written notice must be provided 4 weeks prior to the original event date. **The rescheduled event must occur within 6 months from the original event date or a cancellation fee of \$50 will be charged.**

APPLICANT NOTE: This must occur within 6 months of the original event date and must be the same event and location. Notice of rescheduling due to inclement weather must be received 48 hours before the event date or the cancellation fee of \$50 will be charged

Event Definitions

Type	Example	Conditions	Other Need to Know
Sampling	Distribution of free sample size products (usually food/drink) to members of the public. Sampling activities will only be approved for designated event sites in the Malls Precinct. A minimum of eight weeks lead-time is required for all sampling applications.	<ul style="list-style-type: none"> Approval is dependent on date, availability of space and sighting of product. Sample products must meet all Environmental Health Standards. Items must be of sample size only and cannot be purchased in a retail outlet. Drink products to be distributed in 35ml sample cups. Sample cups must be single use drinking vessels. Waste containers must be on site. Items must be in sealed packaging or distributed in a hygienic manner (e.g. toothpicks). Organisations cannot distribute outside the store of a direct competitor. Event organiser is responsible for the removal of all rubbish. Promotional staff to be wearing identifiable t-shirts and/or name badges. 	<p>Sampling applications with a food component must be reviewed by City of Perth Environmental Health Officers (EHOs).</p> <p>An image of the intended sample needs to be provided with a copy of the intended flyer content</p>
Roving / Street Collections	Roving and Street Collections is any activity that is not situated at a designated event site i.e. street collection (fund raising) and / or flyer distributions. A roving activity requires approval from the City of Perth if the activity includes components over and above flyer distribution and/or the activity is to take place in an area that could obstruct pedestrian traffic flow. There is no fee for roving activities.	<ul style="list-style-type: none"> Roving is not permitted in the following locations: <ul style="list-style-type: none"> Padbury Walk (between Myer and Perth train station), Shopping arcades Padbury Walk and Transperth properties (stations either inside or outside) without written permission from the Perth Transport Authority (PTA). Equipment (e.g. tables and chairs) are not permitted. Stock is not to be left in public areas and must be transported from a storage location as it is needed. Any sound systems, signage, performers, costumes, props and equipment used must be approved by the City of Perth. 	<p>Refer to the Department of Mines, Industry Regulations and Safety for the necessary guidelines for street collections.</p> <p>LINK: https://www.commerce.wa.gov.au/consumer-protection/street-collections</p>
Raffles There is no fee for hire of the raffle site.	<p>A raffle is a lottery with an object as the prize, especially as a method of raising money for a charity. The City of Perth has one designated site for raffles, located in Murray Street Mall on the corner of the Commonwealth Bank and entrance to Forrest Place at the bottom of the steps from City Beach.</p> 	<ul style="list-style-type: none"> The organisation/charity must have an Office of Racing, Gaming and Liquor permit number. Organisations are only permitted a maximum of one week (7 days) per year to sell raffle tickets. This can be in a block or a period of dates throughout the year. Any equipment or prize to be displayed must be positioned hard against and parallel to the wall. No signs are to be displayed other than on prizes. There will be a maximum of two trestle tables and two chairs permitted. Amplified loudspeakers are not to be used. Any damage that may arise to the footpath, kerbing or the building will be the sole responsibility of the organisation conducting the raffle. The area is to be left in a clean and tidy condition. The City is not to be held responsible for any claims that may arise from the positioning of equipment used. The approval permit should be available for inspection by an officer of the City of Perth or the Commonwealth Bank on the day of the raffle. Promotional staff to be wearing identifiable t-shirts and/or name badges. Stock is not permitted to be stored at any location, and must be transported as required. Staff are not permitted to impede upon pedestrian access or block egress and access to city based retailers. Staff are not permitted to rove and sell tickets. 	
Spruiking	Spruiking is defined as 'to speak in public, especially as a showman' or to 'promote by speaking in public'. Spruiking gives retailers based in the Murray Street Mall and Hay Street Mall areas only, the opportunity to speak about their products and sales for a designated time. There is no fee for spruiking.	<ul style="list-style-type: none"> Spruiking is only permitted in the Hay Street Mall and Murray Street Malls by City retailers and is only permitted for two hours on designated days. Applicants may apply to spruik in addition to the above times, between 6pm to 8pm on Friday evenings, allowing for the extended trading hours. Applications may be declined if a spruiker interferes with a scheduled City of Perth event, or, if stores near have an approved spruiking permit. A copy of the spruiking approval is to be available for inspection by a City of Perth Officer during the spruiking period. The City of Perth requires that the applicant complies with the conditions stipulated on the approval. Applications must be received at least ten working days prior to the proposed spruiking dates. 	<p>Please request a separate Spruiking Application form to complete.</p> <p>There is no fee for a spruiking permit.</p> <ul style="list-style-type: none"> The maximum permitted number of days per application is 14 days (inclusive). Any speakers must be positioned inside the store and not directed towards the mall. Pre-recorded messages are not permitted.



Flyer Distributions in the Malls or CBD

You will need a flyer Distribution Permit

<https://www.perth.wa.gov.au/forms-and-payments/Hire-and-Bookings/flyer-distribution-permit-application>

Applicants for a **Flyer Distribution Permit**, will be asked to provide the following:

- **A copy of your proposed flyer and/or printed material** as well as an image of any intended samples to be distributed with the flyer (if applicable);
- **A Certificate of Currency for Public Liability Insurance (PLI)**, current at the date of application the distribution;
- **A copy of the associated NFP or Charitable Registration Certificate** if you are distributing flyers on behalf of a charity or not for profit (NFP) organisation. If you are unsure whether this applies to your activity, please contact the Department of Mines, Industry Regulation & Safety on (08) 9222 3333 for clarity;
- **Consent of the appropriate property owner** if you seek to distribute material on or within private property. A copy of that consent, in writing, will be required by the City.

Other important information

- No signage, tables, chairs or stock are permitted with a roving flyer distribution: if this is a requirement of the activity, the applicant must hire an event site in either **Murray Street Mall; Hay Street Mall or Northbridge Piazza**;
- All activities must comply with the requirements of Worksafe WA Codes of Practice;
- When using footpaths to conduct your flyer distribution, pedestrian access and/or egress and access to stores or laneways cannot be blocked at any time during the distribution; Unless otherwise approved in writing by the City, a minimum clear width of 1.5 metres must be provided for pedestrian movement and must comply with the requirements of AS1428.1 Design for access and mobility;
- The Permit Holder is responsible for any costs incurred by the City for cleaning or repair of damage to the footpath, roadway or verge, resulting from activities undertaken or authorised to be undertaken by the Permit Holder;
- Staff and/or volunteers must be continuously roving and must not stop/stand in any one location, unless a specific site or sites have been pre-agreed. All locations where you intend to distribute (including specific CBD streets) must be noted on your application for consideration by the City. In addition, staff/volunteer numbers must be limited;
- Any litter from your event that is found on the ground will be classified as littering and the organisation or person distributing may be infringed under the WA Litter Act 1979;
- Once the permit has been issued, a **hard copy** of the permit must always be in the possession of the Permit Holder or the Permit Holder's site representative. Electronic, mobile phone or similar images are not acceptable.

Complying with City Authorised Officers, City Rangers or Police

The Permit Holder must comply with any reasonable direction of a City Authorised Officer, City Rangers or WA Police. Anyone found to be distributing material without a valid permit may receive an infringement and be asked to move on.



Street Collections

A street collection is the "soliciting of funds or contributions and the selling and offering for sale of any button, badge, token, or other similar thing for the purposes of raising funds or contributions" in a public street or thoroughfare.

Simple Street Collections

Under the *Street Collections (Regulation) Act 1940*, any organisation wanting to conduct a simple street collection (i.e. no infrastructure such as kiosks or marquees, banners or flyers) in the Perth metropolitan area, whether or not licensed under the *Charitable Collections Act 1946*, must have a Street Collection Permit issued by the Department of Mines, Industry Regulation and Safety. **Please note it is an offence to collect money or goods from the public for charitable purposes without a Charitable Collections Licence or the authority of an existing licence holder.**

The Department of Mines, Industry Regulation and Safety Street Collection permit must be available for sighting by City of Perth Rangers if requested.

Street Collection Guidelines

- Street collections must be carried out strictly in accordance with the Department of Mines, Industry Regulation and Safety guidelines established for the conducting of such appeals.
- Collections are only to be made upon the day, between the hours and within the area specified on the Permit issued.
- Each person assisting or taking part in the collection shall have written authority in the form of an approval badge, signed by the person to whom the Permit has been issued. Such signed badge shall be worn in a conspicuous (visible) position.
- No person under the age of 16 years shall act as a collector, except with the authority in writing of the Minister. In the interest of the welfare of children, no pre-school or primary school age child are allowed to participate in collections.
- Each collection tin shall be sealed, consecutively numbered and issued by the person to whom the Permit has been granted.
- Change should not be given at any collection.
- Each collection tin shall have prominently displayed the name of the fund for which the collection is being made and the date of such collection.
- No payment or reward shall be given directly or indirectly, to any persons or collector connected with the appeal, except such payments as are shown in the application made for the Permit and approved by the Minister.
- When issuing collection tins please impress upon collectors the necessity for the return of such tins direct to the collection depot. **On no account should tins be taken home by any collector.**

Where can you collect?

A street collection permit gives the holder the right to collect money from the public in any street, roadway, mall or lane in the Perth metropolitan area.

However, the permit does not cover collecting on private property, such as shopping centres. In these cases, approval must be obtained from the owner or shopping centre manager to collect on their premises. Collections are only to be made upon the day, between the hours and within the area specified on the Permit issued.



Selling ‘Trinkets’ as part of your Fundraising

If you have a Charity Licence, you can sell ‘trinkets’ i.e. keyrings, pens or badges on behalf of a Charity, but the value must be one for one (i.e. nothing over and above the sale price). If you do not have a Department of Commerce permit, you are prohibited from collecting donations, but you can sell trinkets on behalf of the Charity if they have a Charity Licence.

Gold Coin Donations as part of a Street Collection or Private Event

If, as a licenced charity, you intend to charge a ‘*gold coin donation*’ to the public (or attendees if at a private event) to participate in the activities of your event, doing so is covered under your Charity licence, a copy of which must be on you at the time of your event for sighting by City of Perth Rangers as required.

House to House Collections

People making an appeal or selling goods on behalf of a charity organisation must conduct themselves in a professional manner. Collectors are not to intimidate or act in an offensive way toward householders. This type of conduct will also reflect poorly on the charitable organisation conducting the appeal.

- Collectors must wear consecutively numbered identification badges stating the name of the collecting organisation, the name of the collector and specifying the period of the authority to collect;
- Collectors must show their numbered identification badge when requesting donations or selling goods;
- Collectors must issue a receipt for all donations received and goods sold;
- All receipts must be consecutively numbered and bear the name and address of the organisation collected for;
- Collecting boxes must bear the name of the charitable organisation for which the appeal is being made;
- Organisations that are licensed under the *Charitable Collections Act 1946* are entitled to visit a house to collect money or sell goods for a charitable purpose Monday to Saturday between 9am and 6pm only.
- No collections are allowed on Sunday’s or Public Holidays without the approval of the Department of Mines, Industry Regulation and Safety;
- All appeals must be authorised by the governing body of the charitable organisation or by an officer authorised by the governing body;
- Charitable Organisations may wish to contact donors in person or solicit donations / market goods to the public by way of telephone marketing;
- Children under the age of sixteen are not allowed to collect house to house without the approval of the Minister. Approval will not be given for primary school aged children to participate in an appeal.
- Street Collections with Stalls/Kiosks

The City’s requirement for an event permit for charitable street collections is valid in situations where the street collection becomes a more complex event such as when the street collection involves the erection of small kiosks and/or marquees, display of signage, mall access for vehicles, the distribution of pamphlets or promotional material, the use of a PA system or granted access to utilise the City’s power infrastructure. Accordingly, a City of Perth permit is required under Clause 2.2 (o) of the Thoroughfares and Public Places Local Law 2017, which states:



Activities allowed with a permit

(1) A person shall not, without a permit—

c) cause any obstruction to a vehicle, a person or persons, by placing objects or personal property on a thoroughfare or public place, or by a person or persons sitting or laying on a thoroughfare or public place for an unauthorised event, works or other activities;

o) collect money or distribute pamphlets on any part of a thoroughfare or public place;

(2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

Commercial Fundraisers

Charitable organisations occasionally require the services of a commercial fundraiser. Commercial fundraisers are not required to be licenced under the *Charitable Collections Act 1946*: accordingly, if you are a commercial fundraiser, you are engaged by an agreement/contract with the registered charity you are representing and therefore must abide by the conditions of that agreement / contract. In addition:

- Collectors must wear consecutively numbered identification badges stating the name of the collecting organisation, the name of the collector and specifying the period of the authority to collect.
- Collectors must show their numbered identification badge when requesting donations or selling goods;
- Collectors must issue a receipt for all donations received and goods sold;
- All receipts must be consecutively numbered and bear the name and address of the organisation collected for;
- Collecting boxes must bear the name of the charitable organisation for which the appeal is being made;
- Organisations that are licensed under the *Charitable Collections Act 1946* are entitled to visit a house to collect money or sell goods for a charitable purpose Monday to Saturday between 9am and 6pm only;
- No collections are allowed on Sunday's or Public Holidays without the approval of the Department of Mines, Industry Regulation and Safety;
- All appeals must be authorised by the governing body of the charitable organisation or by an officer authorised by the governing body;
- Charitable organisations may wish to contact donors in person or solicit donations / market goods to the public by way of telephone marketing;
- Children under the age of sixteen are not allowed to collect house to house without the approval of the Minister. Approval will not be given for primary school aged children to participate in an appeal.

Murray Street Mall



Murray Street Mall is the larger of the two pedestrian Malls and is high in pedestrian traffic flow. This Mall is a perfect location for performers, smaller exhibitions, celebrity/guest appearances, media launches, displays and competitions. There are **four separate event sites** in Murray Street Mall.

Event Site	Site Size	Allowable Structures	POWER?	
Kiosk event site	6m x 6m	3m x 3m marquee Table & Chairs Branded Vehicle Teardrop or Feather Banners (no A-Frames)	YES	
CommBank & West-end event sites	6m x 3m	6m x 3m marquee Table & Chairs, Branded Vehicle Teardrop or Feather Banners (no A-Frames)	YES	
Myer event site	3m x 3m	3m x 3m marquee (no walls) Table & Chairs, Teardrop or Feather Banners (no A-Frames)		NO
Raffle Site (specifically for raffles only, this site sits at the bottom of the steps up to CommBank site)		1 table and 1 chair only		NO

APPLICANT NOTE: Access to power is limited but can be organised by a City of Perth Activity Approvals Officer. Talk to your assigned officer to discuss your requirements.



Kiosk Event Site (RE-OPENING IN AUGUST)

Located at the entrance of Forrest Place at the end of the Bocelli's Café alfresco area, the kiosk event site allows a maximum space occupied of 6m x 6m. Infrastructure cannot be positioned underneath Padbury Walkway, and a minimum distance of 4m must be kept from the iCity Information Kiosk adjacent to the event site. Infrastructure must not extend further than the light pillar at the front of the event site.

Power is available via the light pillar at the front of the event site. Power consists of 1 x 32amp 3-phase outlet and 1 x 10amp single phase outlet. **Please refer to section 4.4 on power below for further information.**

CommBank & West-end Event Site

The CommBank & West-end event sites are located directly outside the Commonwealth Bank building, on the western end of Murray Street Mall. Both event sites accommodate 6m x 3m. Power is available in light pillars next to the event sites and consist of 1 x 10amp single phase only. It is the responsibility of the hirer to correctly (safely) cover any loose leads from the light pillar to the event site.

Myer Event Site

The Myer event site is positioned directly outside the Myer entrance in Murray St Mall. The space available is just left of the tree on the western side of Myer entrance, with a maximum space of 3m x 3m. Power facilities are not available at the Myer event site.

Murray Street Mall Access & Exit Information

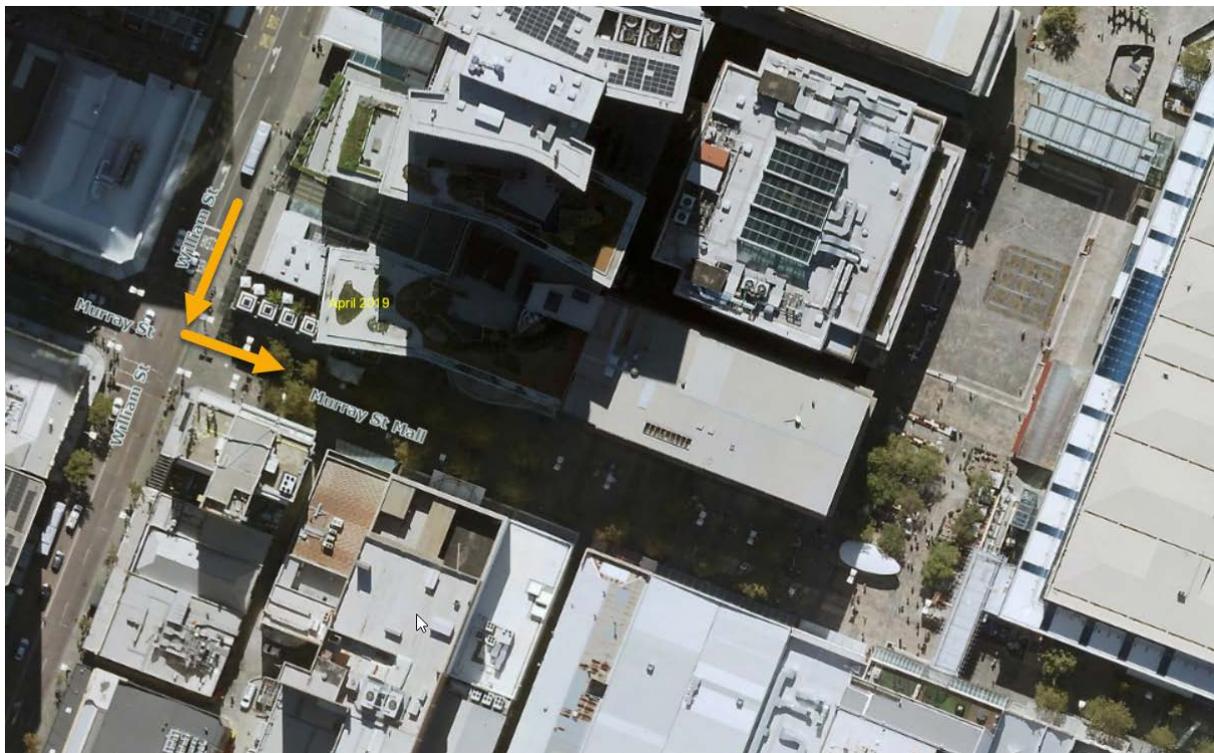
- Murray Street Mall is one way.
- Entry is via William Street (vehicles must travel West to East down Murray Street Mall).
- Upon entry to the Murray Street Mall, drivers must stop at the bollards and liaise with the Surveillance Centre via the intercom located on the right side to gain entry. (Please ensure vehicles do not tailgate each other)
- Exit is via Barrack St (or Wellington St if using Forrest Place).
- Drivers **must** turn left at the exit bollards into Wellington Street.
- Drivers are to be aware that the exit into Wellington Street is within a pedestrian crossing and must ensure pedestrian safety at all times when exiting Forrest Place.
- **If you have not provided your vehicle details to your Events Officer, you will not be given access to the malls by Surveillance.**



CONDITIONS OF ENTRY

- Parking is not permitted in Murray St Mall or Forrest Place at any time.
- Vehicle movement is not permitted between 1200 – 1400.
- Vehicle movement may be restricted during peak times, liaise with your Activity Approvals Officer.
- Vehicles must travel at a maximum of 5km per hour and hazard lights of the vehicle must be on always.
- Vehicles are to be removed from the area immediately following bump-in/out activities.

APPLICANT NOTE: *Please do not tailgate the vehicle in front of you when exiting or entering the mall as the bollards sometimes come up between vehicles.*



Hay Street Mall



Hay Street Mall has only one designated event site – **Plaza Arcade (6m x 3m in size directly in front of the bollards outside Plaza Arcade.**

APPLICANT NOTE: *There are no power facilities available on this site. Marquees are not allowed but a small table and chair are. This is a popular site for branded media vehicles and Military (RSL/Legacy) vehicles as part of activations.*

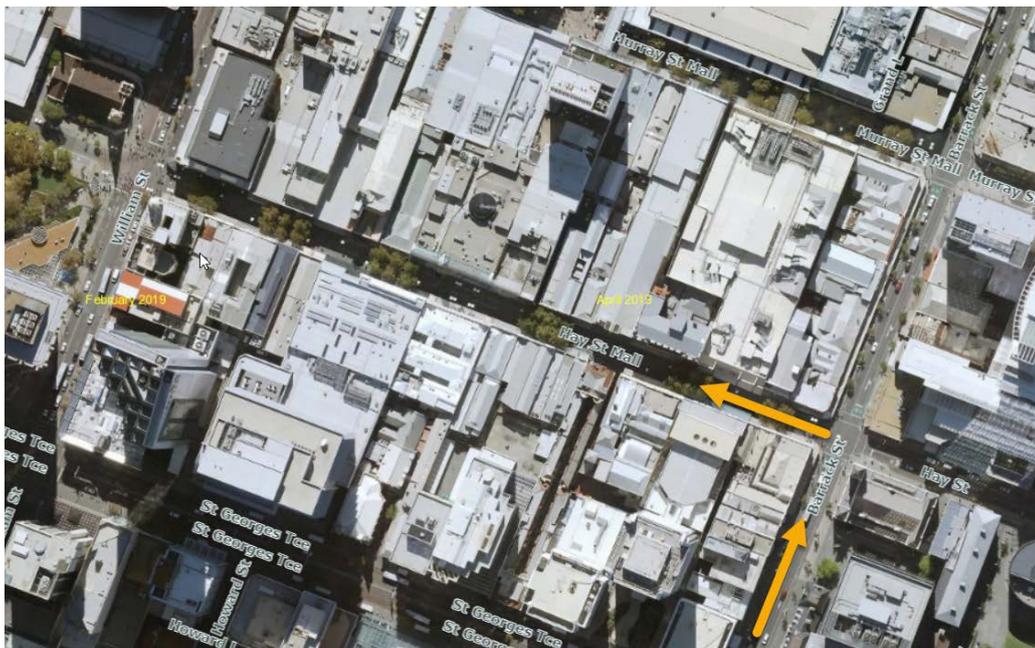
As Hay Street Mall is significantly narrower than Murray Street Mall, no marquees are allowed on the site to ensure the event does not impact on surrounding retailers or obstructing pedestrian and/or emergency vehicle thoroughfares. However, a table and chair is allowed and branded vehicles (i.e. Legacy Military Vehicle or Radio Station vehicles) are also allowed as part of an event.

Requests for events in Hay Street Mall are considered on a case-by-case basis. If an application is received the Activity Approvals Officer will advise the restrictions of the chosen site at the time of application assessment.

The City may consider alternative sites along the Mall. Please contact Activity Approvals to discuss your ideas on 9461 3333.

Hay St Mall Access and Exit Information

- Hay Street Mall is one way.
- Entry is via Barrack Street. Vehicles must travel East to West down Hay Street Mall (*note, this is the opposite direction to Murray St Mall*). Exit is via William Street.
- Upon entry to the Hay Street Mall, drivers must stop at the bollards and liaise with the Surveillance Centre via the intercom located on the right side to gain entry.
- **If you have not provided your vehicle details to your Events Officer, you will not be given access to the malls by Surveillance.**



Conditions of Entry

- Parking is not permitted in Hay St Mall at any time.
- Vehicle movement is not permitted between 1200 – 1400.
- Vehicle movement may be restricted during peak times, liaise with your Activity Approvals Officer.
- Vehicles must travel at a maximum of 5km per hour and hazard lights of the vehicle must be on always.
- Vehicles are to be removed from the area immediately following bump-in/out activities.

Mall Vehicle Access

The City has firm regulations regarding vehicle access to **Murray and Hay St Malls and the Forrest Place Loading Dock**. Entry cannot be granted without the vehicle registration details being provided to the City via your assigned Activity Approvals Officer.

Restrictions

- No vehicle entry from 7am to 9am and 4pm to 6pm **unless approved by City of Perth Activity Approvals team**.
- Vehicle entry/movement/exit **is not permitted between 12pm and 2pm at any time**.
- A copy of the Event Permit must be available to show at the entry to the mall and must remain on the dash of the vehicle during bump in always.
- Access is for bump in/out activities only.
- **Parking in the malls is not permitted at any time**. Exceptions may be made for promotional/branded vehicles and radio stations etc. which will be assessed on individual merit.

The hirer is to **forward details of ALL vehicles that require access** to the assigned Activity Approvals Officer by completing a **Vehicle Access Request Form** (which will be provided by the assigned Activity Approvals Officer as required).



Forrest Place Lounge and Forrest Place



Forrest Place is the City of Perth's premier event space; ideal for large events, Forrest Place is situated in the heart of the City between the General Post Office Building and the Forrest Chase shopping complex.

The event site area is within the sunken area of Forrest Place only (bound by the steps) and includes the in-built stage at the northern end of Forrest Place. Requests can be made to use the upper area of Forrest Place (known as the Forrest Place Lounge); however, approval is subject to the type of event and permission from the surrounding businesses being obtained.

The event site is within the sunken area of Forrest Place only (bound by the steps) and includes the in-built stage at the Northern end of Forrest Place. Requests can be made to use the upper area of Forrest Place however, approval is subject to the type of event and permission from the surrounding businesses being obtained.

Site Dimensions

The dimensions of the Forrest Place event area are 22m x 44m. It should be noted however, that the north-west and south-west corners are sloped for accessible access, which reduces the flat area available. **Both sloped areas must be kept clear for emergency access.**

Permanent Stage

Organisations using Forrest Place have the option of using the existing Forrest Place stage if required. The stage has the following details:

- Size 12.995m x 8.05m (excluding ramp)
- Ramp 12m x 1.5m
- Height 770mm
- Cover Canopy overhead to provide shelter on stage (NB: does not cover entire stage depth).
- Height of canopy is 9.6m (north side) and 10m (south side).

Lighting

Flood lighting is installed on the site via the 6 multi-function poles along the GPO side of Forrest Place and 6 light fittings attached the Forrest Chase columns. There is also up and down lighting on the stage. The lighting is activated on an automatic system which operates daily, from dusk to dawn.

- There is also titan event lighting installed on both sides of Forrest Place (attached to the multi-function poles and Forrest Chase columns) which currently have one pre-set programmed. Gobo lighting is available on the Forrest Chase columns.
- If applicants require flood lighting to be turned off or wish to use the titan event lighting or gobo lighting as part of their event; the request must be included in the event application form. Fees may apply.

The Water Fountain (Labyrinth)

To assist in creating a vibrant atmosphere in Forrest Place, there is an interactive water labyrinth. The dimensions of the water labyrinth are 12m x 12m. Requests can be made to have the water labyrinth turned off during your event, or you may wish to work around it, using it as an added attraction to your event. Should you choose to have it turned off, the request will be considered and a decision made on a case to case basis.

The labyrinth is usually **activated between 10am and 6pm daily**; unless an event is scheduled to take place in Forrest Place. See the digital notice board for more information. The Labyrinth (or water feature) forms part of the Forest Place space and has strict conditions associated with it – i.e. vehicles are strictly prohibited from driving on the labyrinth. **Refer to the restrictions in red below.**

APPLICANT NOTE: *If the Labyrinth needs to be switched off for events, please contact your assigned Activity Approvals Officer.*

Infrastructure can be placed over the labyrinth **but** should you install infrastructure over the Water Labyrinth surface, the City of Perth will determine the need for carpet squares or other suitable covering to be placed over the Water Labyrinth surface, at the Hirers cost.



Any stalls that are selling food must have adequate flooring to ensure no spillages (particularly oil spills) leak in the labyrinth structure or damage the water jets.

An inspection of the Water Labyrinth will be undertaken for any damage prior to the event hire and directly following to determine if any new damage has been caused. The Hirer is liable for any costs associated with repairs needed following the hire.

Driving or parking on the labyrinth infrastructure is strictly prohibited.

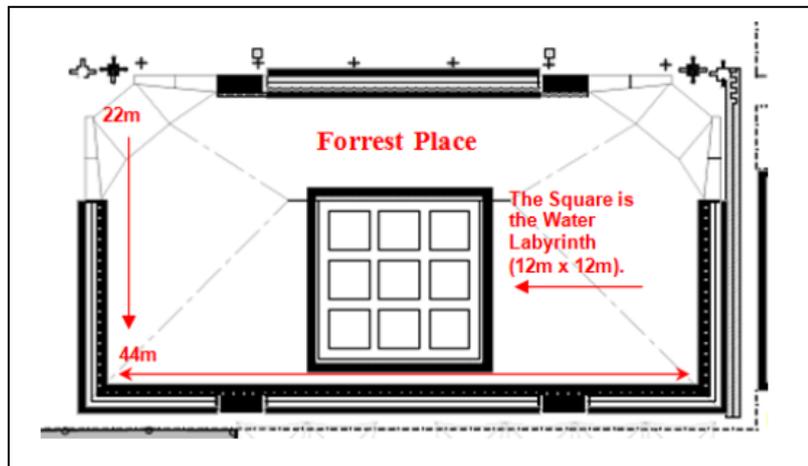
Labyrinth User Information

- **Caution:** Labyrinth surface is slippery when wet;
- There are risks associated with interactive water features and young children, and carers must evaluate these risks before allowing children to participate;
- Recycled water in use – please do not drink the water;
- Drinking fountains are in Murray St Mall;
- Children who ordinarily wear a nappy should wear an aqua nappy;
- Children must be supervised by an adult always;
- Inspect the area before entering the Water Labyrinth and remove any litter;
- Public toilets are located near the lifts (Forrest Chase) and at Perth Train Station.

Forrest Place Weight Restrictions

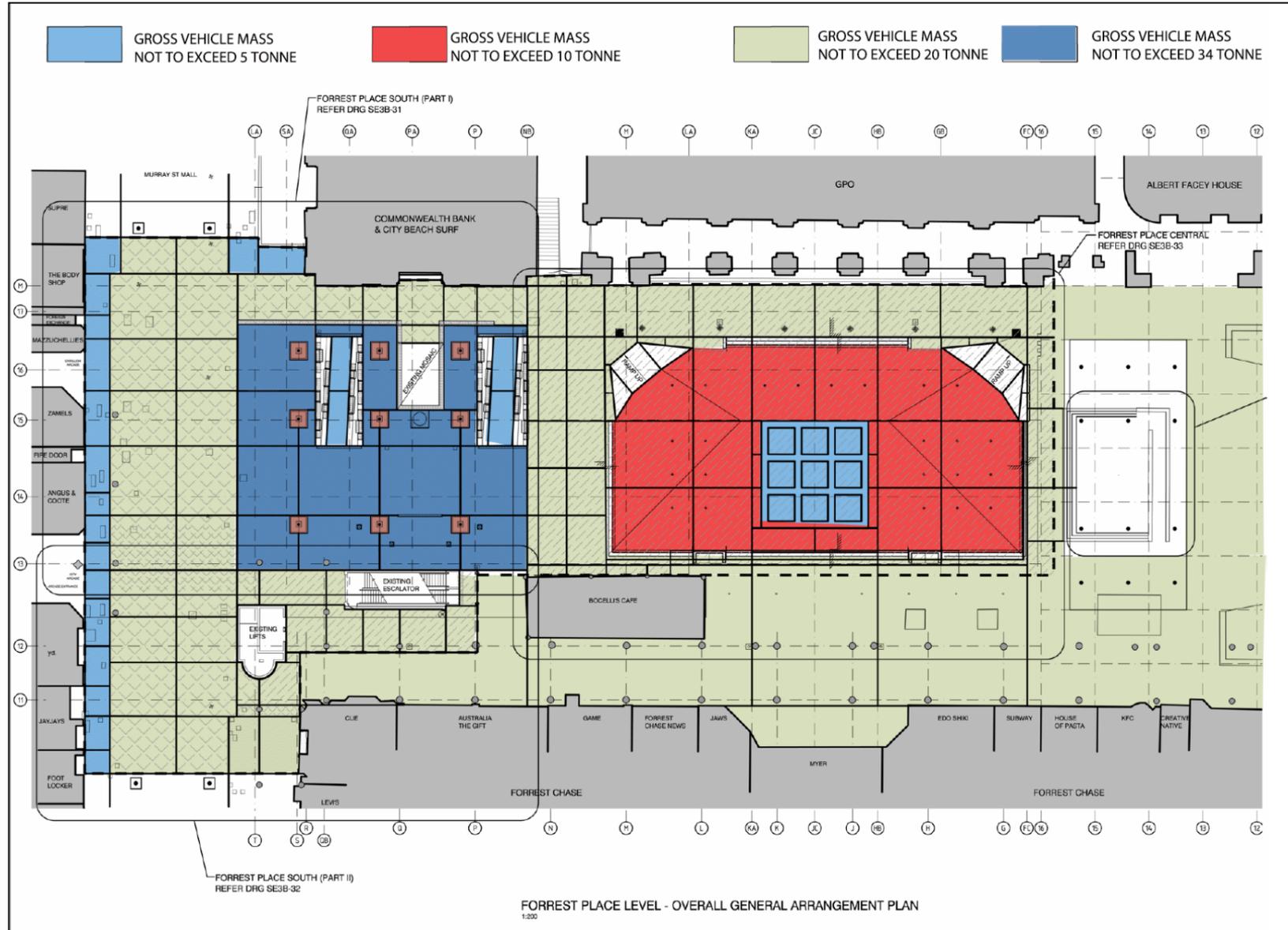
The following rules must be strictly adhered to:

1. No vehicles or weights must be placed on the water labyrinth grates
2. No point loading can be positioned on the grates at any time
3. Steel beams are not to be placed on the labyrinth grates during construction
4. Weights may need to go inside the marquee depending on space requirements (pedestrian access)





Water Labyrinth Weight Loading Map



Weight Loadings

Labyrinth	<ol style="list-style-type: none"> 1. Uniformly distributed 5kPa (500kg/m²) 2. Concentrated load = 3.1 tonne gross mass
Forrest Place Lower Section	<ol style="list-style-type: none"> 3. Uniformly distributed 5kPa (500kg/m²) 4. Concentrated Load = 10 tonne gross mass
Forrest Place Upper Section	<ol style="list-style-type: none"> 5. Uniformly distributed 10kPa (1,000kg/m²) 6. Concentrated Load 20 tonne gross mass
Forrest Place Stage Slab	<ol style="list-style-type: none"> 7. Uniformly distributed 7kPa (750kg/m²) 8. Concentrated Load 4.5kN (450kg) applied over an area of 0.01m²

Forrest Place Vehicle Access

The hirer is to forward details of ALL vehicles that require access to Forrest Place using a **Vehicle Access Request Form** that will be provided by your assigned Activity Approvals Officer. Vehicle access can only be granted for bump-in/out purposes once the vehicle registration details have been provided to your assigned Activity Approvals Officer (if required).

APPLICANT NOTE: Access is usually via the bollards located on Wellington Street, however, access can also be via William Street through Murray Street Mall.

The Applicant is required to communicate with the City's Surveillance Centre via the intercom. Access will be granted once the vehicle registration number is checked on the database.

The City has firm regulations regarding vehicle access to Forrest Place and the Forrest Place Loading Dock. **Entry cannot be granted without a vehicle access permit.** Permits are issued for essential vehicle access only.

- Vehicles must be travelling east to west along Wellington Street.
- Entry is approx 150m west of the Wellington Street and Barrack Street intersection.
- Entry and Exit is via the bollards as marked on map below.
- Drivers **must** turn left at the exit bollards into Wellington Street.
- Drivers are to be aware that the exit into Wellington Street is within a pedestrian crossing and must ensure pedestrian safety at all times when exiting Forrest Place.
- **If you have not provided your vehicle details to your Events Officer, you will not be given access to the malls by Surveillance.**

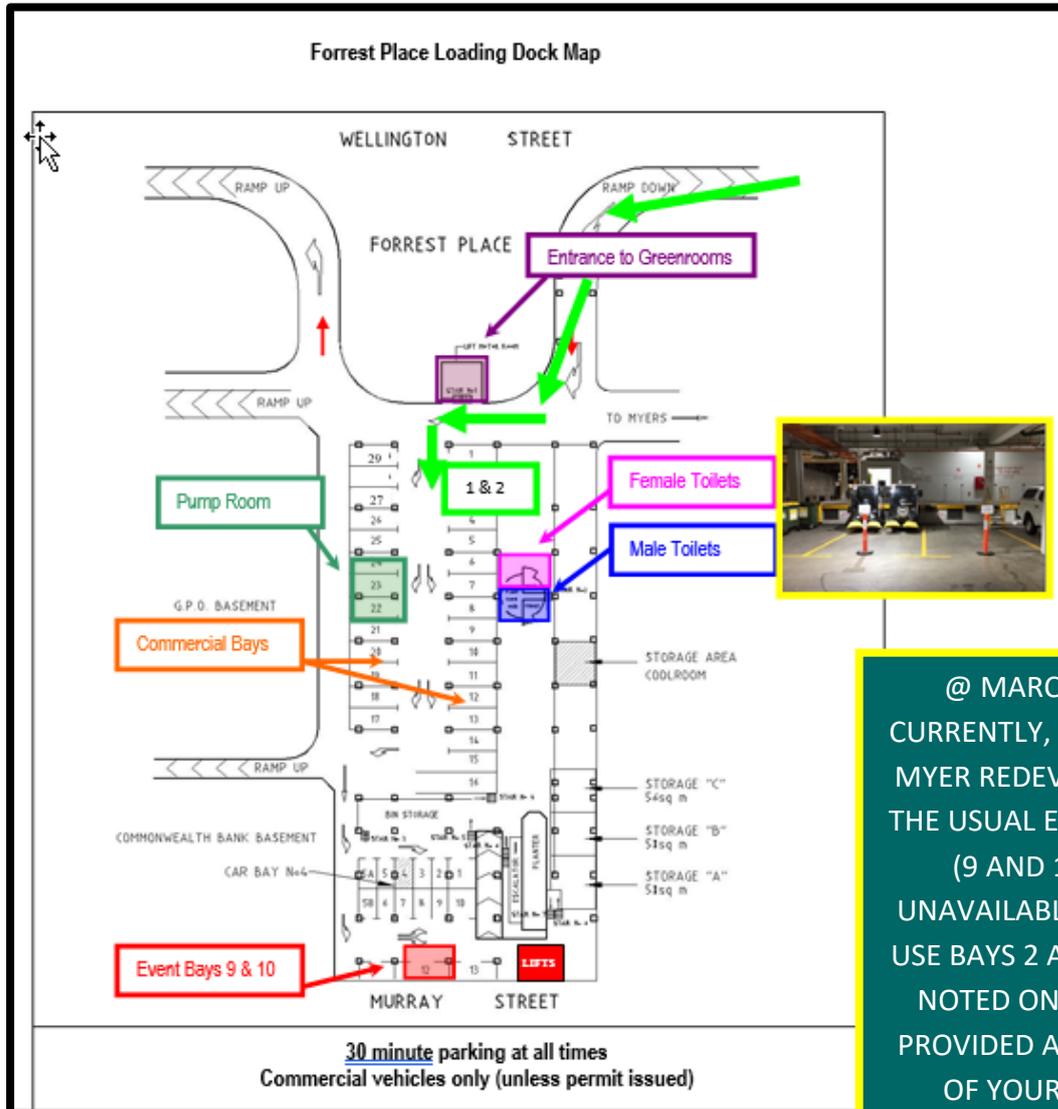
Conditions of Entry

- Parking is not permitted in Forrest Place at any time.
- Vehicle movement may be restricted during peak times, liaise with your Events Officer at City of Perth.
- Vehicles must travel at a maximum of 5km per hour and hazard lights of the vehicle must be on always.
- Vehicles are to be removed from the area immediately following bump-in/out activities.



Forrest Place Loading Dock & Undercroft Event Bays

The Forrest Place Loading dock is under Forrest Place and can be accessed via the Green Room as well as via the Green Room lift. The Forrest Place Loading Dock facility has 12 tray height truck bays, two of which are fitted with hydraulic dock levellers and 16 floor level unloading bays for couriers and trucks fitted with lifting platforms. The maximum vehicle height is 3.3 metres. **Please refer to current directional map below.**



APPLICANT NOTE: The Loading Dock is open and staffed from Monday to Thursday 6am to 6pm, Friday 6am to 9pm, Saturday 7am to 5.30pm and Sunday 1pm to 6pm. If vehicles are not a commercial vehicle, or remain in the Forrest Place Loading Dock bays longer than the maximum permitted time of 30 minutes, infringements may be issued.

- Vehicles must be travelling east to west along Wellington Street.
- Entry into the Forrest Place Basement is via an access laneway and through the Forrest Place Loading Dock.
- Entry is approx. 130m west of the Wellington Street and Barrack Street intersection.



Forrest Place Power

All electrical leads, junction boxes and equipment provided by the Applicant must be checked and tagged by an electrician prior to the event. A qualified electrician can perform this service for a small fee. **Thereafter the Applicant must provide gaffer tape or cable traps to ensure that all electrical leads are safely covered to avoid trip hazards.**

Should the power trip or the system overload due to the operations of the Applicants event, an electrician will be engaged by the City of Perth and all associated costs including, but not limited to, call-out and repair, will be payable by the applicant.

Forrest Place Wall Mounted Power Boxes

Activity Approval Officers can provide power box keys to event organisers in advance of their event. All keys must be assigned by your respective Activity Approvals Officer, signed for on collection and returned to City of Perth immediately after the event concludes.

Event organisers will be provided with a Loctite bag containing the following:

1. **Power Key Slip:** that details the key you have been provided with;

	<p>EV-2018/123 A.N. OTHER - 0432 012 345 City of Perth</p>	<p>POWER KEY NO: <u>FP 4</u> LOCATION: <u>FP</u> CHECKED OUT: <u>2/3/18</u> AAO: <u>KAZ</u></p>
<p>Please find your Power Key enclosed.</p> <p>Once you have concluded your event, please ensure the power box is closed properly and the key is returned in this bag to the City of Perth Activity Approvals Team via Customer Service at Council House.</p> <p>If the key is not returned a replacement fee of \$50 will be imposed for each key.</p> <p>For assistance please contact Activity Approvals on (08) 9461 1444 After Hour assistance Contact the Surveillance Centre (08) 9461 6611</p>		

2. **The Power Key** which will access the relevant power box assigned to your specific event site.
3. Your assigned Activity Approvals Officer will call you to collect the Loctite bag and sign a photocopy of the keys provided as evidence of collection.
4. When your event has concluded, please put everything back into the Loctite bag and return it to City of Perth or arrange with your assigned Activity Approvals Officer to meet to collect so the photocopy document can be resigned as evidence of key return.

APPLICANT NOTE: it is the responsibility of the Event Organiser to keep all City of Perth property keys safe. **A \$50 replacement fee will be charged in the event of non-return or loss.**



Forrest Place Green Room

The Forrest Place Greenroom Facility is located beneath the Forrest Place stage and is available for hirers to utilise upon request. **Please talk to your assigned Activity Approvals Officer who can talk you through the process and arrange access.**

Access to the Forrest Place Greenroom Facility is controlled by a swipe-card system. Swipe card/s will be issued to the hirer prior to the event and will be activated for the duration of the bump in, event and bump out period only. Post-event, the hirer is required to return the swipe card/s to the City of Perth Activity Approvals team;

APPLICANT NOTE: *As with Forrest Place Power Keys, it is the responsibility of the Event Organiser to keep all Green Room security pass keys safe. A \$50 replacement fee will be charged in the event of non-return or loss.*

The facility includes a rehearsal space with dividing walls/curtain (can be 3 separate areas) and male and female changerooms with toilets, showers and lockers. There is also a store room where any equipment you have requested from the City will be located for your collection and return.

APPLICANT NOTE: *If the Hirer is utilising the Green Room facility, they will be charged \$55 (inc. GST) for cleaning the facility after their event to ensure it is left in the same condition that it was found with all rubbish removed. If the Hirer has hired the space for multiple days and requires cleaning in between the hired days, a fee of \$22 (inc. GST) will be charged.*

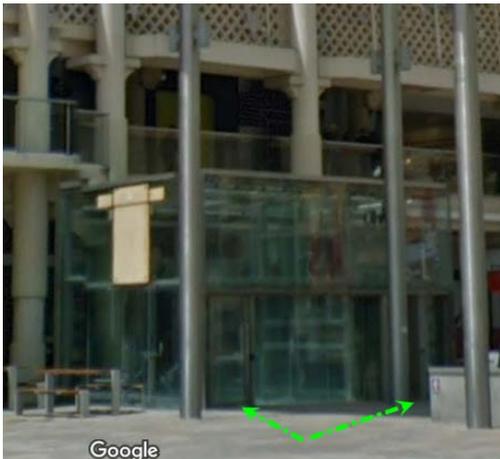
Lockers are available in both the female and male changerooms. Should they be required for an event, a request must be made to the Activity Approvals team advising on the number of lockers required in each changeroom. Numbered keys will be issued (placed in lockers day prior to event) and recorded. Keys are to be left in the lockers after the event. This will be checked during the post-event inspection. **Hirers will be charged a replacement fee of \$50 per missing key.**

The Forrest Place Greenroom power outlets are in both the male and female changerooms, as well as the rehearsal area, on several different circuits.

- **Rehearsal area:** 4 x power points (8 x GPO's in total on 2 different circuits)
- **Hallway:** 2 x power points (4 GPO's in total on same 2 circuits as rehearsal area)
- **Male Changerooms:** 4 x power points (8 x GPO's in total on 3 different circuits)
- **Female Changerooms:** 4 x power points (8 x GPO's in total on 3 different circuits)

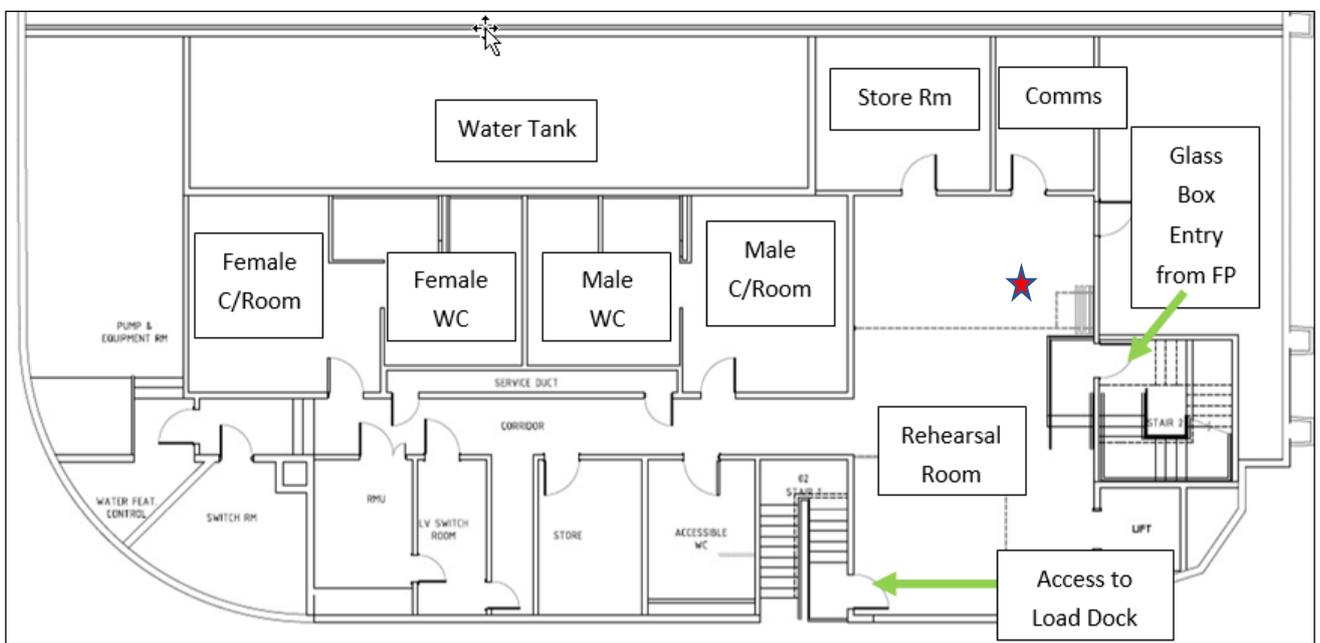
Fire Alarms

Smoke detection systems are installed in the Forrest Place Greenroom Facility. Should you wish to utilise any heat equipment (e.g. steamers) within the facility, please advise your nominated City of Perth Event Officer so the City's Maintenance Officer can arrange for fire and smoke detection equipment to be isolated (at the Event Organiser's cost). The cost of any false alarm response because of a failure to notify the City's event officer shall be also borne by the Event Organiser.



APPLICANT NOTE: The Green Room stair access and lift doors are alarmed and should not be propped open.

Glass Box
Entry from
FP



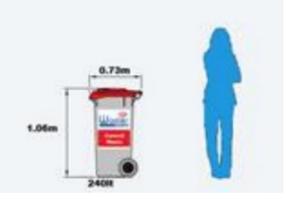
Swipe Card Drop off Point

There is drop off box in the Green Room (on the wall between the Store room and Communications room as noted on the above map). Refer to the assigned Activity Approvals Officer to collect the keys from the drop box.

Forrest Place Event Waste

- It is the responsibility of the event organiser to gauge the number of bins required for their event and order a sufficient number from the City or a private waste contractor.
- **Public litter bins or bins stored within the undercroft area are not to be used for event litter.**
- **Any event litter overflowing from public bins or bins not ordered by the event organiser will incur a fee for emptying.**
- Please note that these conditions have changed from previous years and bin services incur fees as per the table. The following chart outlines the following bin types are available for hire from the City. **Please check the City of Perth website for current fees.**



Bin Type	Image	Suitability & Purpose
240 Litre Wheelie Bin 		Available for both landfill/general waste or recycling (Size is comparable to the average household bin)
660 Litre Wheelie Bin 		Available for both landfill/general waste or recycling
1100 Litre Wheelie Bin 		Available for both landfill/general waste or recycling Not suitable for heavy items such as glass or large volumes of food waste

If bins are required by event organisers, the Activity Approvals Officer will advise the event organiser the drop off point for the event organiser to collect and distribute around their event as required. **Larger bins (660L or 1100L) can also be placed in this location to empty the 240L bin liners into.**

APPLICANT NOTE: At the end of the event, the event organiser should return the full bins to the same collection point for servicing and removal by WAC.

Additional City of Perth Waste and Cleaning Services (2017/18 Financial Year)

Event organisers should organise in advance with their AA Officer for additional emptying of the bins specifying approximate times. The WAC Unit may not be able to empty the bins immediately if not prearranged.

In urgent situations, waste services can sometimes be provided within 1 hour.

APPLICANT NOTE: The event organisers are responsible for ensuring waste is not overflowing and that any windblown waste is collected from the event site and surrounds by the event organiser or their associated event staff. All event bins should only be full to the rim, but allow the bin lid to fully close. Applicant is responsible for all costs associated with the City having to clean, collect or remove overflow/windblown litter from Forrest Place.



Regulations and Statutory Requirements Checklist – Applies to All Malls

The safety and well-being of the public and event staff is paramount to City of Perth. All production personnel and suppliers must comply with relevant legislation, regulations and Australian Standards always. These include, but are not limited to:

Public Indemnity Insurance	
	Your organisation shall indemnify, and keep indemnified prior to, during and following the event, the City against all loss or damage to the property of the City, and from and against any claim, demand, action or proceeding that may be brought by any person against the City or the employees, professional consultants or agents of the City in respect of personal injury to, or the death of any person whomsoever, or loss or damage to any property whatsoever arising out of the organiser's reckless or negligent use of the facility, and also from any cost and expense that may be incurred in connection with such claim, demand, action or proceeding.
Public Safety	
	During bump-in (set-up) of infrastructure the event area must be secured to ensure that members of the public do not enter the area during construction, installation and bump-out (pack-down). The area is to be secured used 'Danger Tape' or similar product. The event organiser is also responsible for the event bump-in and bump-out, and ensuring that the site and any other area you have utilised are left as they were found. Any areas used by your organisation must be left cleaned and undamaged or a charge will be applied.
Occupational Health and Safety Act Regulations	The event organiser will have the responsibility for occupation health and safety regarding entertainment and production. This includes but is not limited to employees, sub-contractors, performers hired and infrastructure. The event organiser will also have the responsibility for occupation health and safety regarding entertainment and production. This includes but is not limited to employees, sub-contractors, performers hired and infrastructure.
First Aid, accidents and incidents	Depending on the scale of your event, it may be required that you have adequate first aid, or first aid trained and accredited staff on-site for the duration of your event.
WorkSafe	Prior to the commencement of any works or activities, the site must be secured in accordance with WorkSafe requirements. During set-up of infrastructure the event area must be secured to ensure that members of the public do not enter the area during construction, installation and pack-down. The area is to be secured used 'Danger Tape' or similar product. Visit the following website for detailed information: http://www.commerce.wa.gov.au/WorkSafe
Pedestrian Access	The event must not at any time (including bump-in/out) impede pedestrian access, create a pedestrian hazard or block access to store entrances. Entry and exit areas from the event must be adequate for emergency exit and emergency vehicles.
Health Act 1911	
The applicant must undertake to observe the relevant sections of the Health Act and Regulations, including, but not limited to the following. Further information can be obtained from the City's Environment Health Officer and separate fees may apply.	
Public Building	If required an Application to Construct, Extend or Alter a Public Building form is to be completed by the applicant and forwarded to City of Perth Compliance Services. Under the Health Act 1911, if installing a 'Public Building', an evacuation plan will be required as part of the application process. A template can be provided upon request.
Food and/or Catering	If you propose to provide catering at your event approval must be sought from City of Perth Health and Activity Unit and Environmental Health Officer (Events). Conditions include, but are not limited to: <ul style="list-style-type: none"> The City of Perth has a responsibility to traders in the area; therefore catering (food and drink) cannot be distributed to members of the public at any time; Catering can only be provided for invited guests and served within an area that must be secured (fencing, post and chain, or similar product). A city-based catering company must be used. Appropriate approvals must be sought from the City of Perth Environmental Health.
Risk Management	Depending on the type, size and impact of the event, the City may require the applicant to prepare a Risk Management Plan. The Plan must be produced in accordance with AS/NZS 4360:2004.
Marquee Anchorage	<ul style="list-style-type: none"> 3m x 3m marquee must have a side and a minimum of 60kg weights, either water filled barriers or cement, on each leg of the marquee; For marquees greater than 3m x 3m, the supplier must supply specifications for their marquees which must include adequate anchorage weights for different wind loads.
Environmental Protection Act	
Environmental Protection Act	<ul style="list-style-type: none"> The event organiser shall ensure that the requirements of the Environmental Protection Act and relevant Regulations are fulfilled; in particular the <i>Environmental Protection (Noise) Regulations 1997</i>.
Noise/Sound Restrictions	<ul style="list-style-type: none"> must be adhered to otherwise approval for the event may be revoked. The maximum permitted sound level in Forrest Place is 80dB. Noise emission shall not exceed the limits and requirements of the Environmental Protection (Noise Abatement Regulations) 1997. The maximum sound level permitted in Murray St Mall is 72db. Amplification in Hay St Mall is not permitted. Refer to the City of Perth Policy 14.7 <i>Sound Control Guidelines Forrest Place</i> for further information.
Waste Management	
Litter Act 1979	The event organiser shall ensure that the requirements of the Litter Act 1979 are fulfilled: https://www.slp.wa.gov.au/statutes/swans.nsf/(DownloadFiles)/Litter+Act+1979.pdf/\$file/Litter+Act+1979.pdf



Disability Access & Inclusion	
Disability Access and Inclusion Plan (DAIP)	Event organisers must, to the extent practicable, implement the City of Perth 'Disability Access and Inclusion Plan' prepared under the Disability Services Act 1993. For further information on the City of Perth DAIP please refer to the following: https://www.perth.wa.gov.au/live-and-work/community-services-and-facilities/access-and-inclusion
Disability Discrimination Act 1992 (DDA)	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. For further information on the Disability Services Act and Guidelines please refer to the Disability Services Commission 'Guide to Creating Accessible Events' http://www.disability.wa.gov.au/ While City of Perth staff may offer advice, it is the successful applicant's responsibility to obtain any required approvals for an event: please consult and cooperate with the City to ensure all risk management areas are covered, including providing the City of Perth with any documentation that may be required.
Licenses	
Copies of all licences and are required as part of the application process. Include licences with your application. Approval will not be issued, or will be revoked if applicant fails to provide copies of relevant licences prior to the event (hire) date.	
APRA and PCCA Licenses	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 these organisations. Final approval will not be issued until the City sights licenses from PPCA and APRA, or evidence from those organisations that the licenses are not required. <ul style="list-style-type: none"> • APRA – 08 9382 8299 – www.apra.com.au • PPCA – 02 8569 1111 – www.pcca.com.au
Liquor	The serving of alcohol to members of the public is prohibited in the Malls Precinct. If you propose to serve alcohol at your event; in a secured area for invited guests or VIPs only, you must seek approval from the Department of Racing, Gaming and Liquor. A copy of the approved liquor licence must be provided to City of Perth Activity Approvals Team at least fourteen (14) days prior to the event.
Security Services	If you engage security services for your event it is mandatory that City of Perth Compliance is advised. The following documentation is required to be provided to City of Perth Health and Activity Unit at least one week prior to the event date: <ul style="list-style-type: none"> • Security company name, 24-hour contact person and mobile phone number; • Security schedule (roster/times); • Names and licence numbers of all officers are to be listed on the schedule.
Miscellaneous City Services	
The City has the following equipment for loan for events, dependant on availability:	
Wi-Fi	There is a free wi-fi service in Forrest Place and Murray St Mall which is called 'Perth City'. There is one telephone connection point, located within the Electrical cupboard in Murray Street Mall. Applicant is responsible for all costs associated with site meetings and connections to telephone access.
Water Access Point	There are 3 taps located within the Forrest Place area which can be utilised for filling water-filled barriers for marquees etc at Murray or Hay St Mall events. The City of Perth will not provide hoses, connections or any other associated equipment. The connection required is a standard domestic 25mm fitting. The water available is not drinking water.
Public Toilets	Unisex toilets near the lifts on Forrest Chase side. The other public toilets available are in the shopping centres or at Perth City train station.
Event Promotion	https://www.visitperth.com.au/ is a dedicated website that promotes events, restaurants, bars, cafes, attractions and shops within the City of Perth. The Visit Perth City is a free service provided by the City of Perth to maximise promotional opportunities for all our stakeholders. The information you provide for this site will also be used for the printed Get to Know Me publication which is the City's monthly event newsletter. Monthly promo events need to be entered onto the website six weeks prior the event date to ensure the information is included in the print version of the Get to Know Me newsletter. Email a short promotional description of your event and an image (sized between 1mb and 2mb) to info@cityofperth.wa.gov.au for inclusion on the site.



City of Perth Event Sponsorship & Grants

The City of Perth Event Grants and Sponsorship program **supports organisations holding events in the City**. These events should have a direct positive impact on the city, the community and businesses operating within the area.

The City of Perth recognises the importance of events in contributing to the vitality of the City, the activation of spaces, the sense of community and well-being, and increased economic benefit.

The Event Grants and Sponsorship Program supports events which celebrate, develop and engage the City's community, and activate City precincts.

All events must meet the eligibility requirements contained in the relevant guideline document, and should comply with the City's <https://www.perth.wa.gov.au/live-and-work/community-services-and-facilities/access-and-inclusion>

Event Grants and Sponsorship

The Event Sponsorship Program is designed for events which deliver tangible benefits to the City of Perth in the form of brand recognition, economic benefit, increased visitation and alignment with the City's core target markets.

Event Grants and Sponsorship categories are as follows:

1. Event Grants (two rounds annually) (under \$15,000 and \$15,001 - \$40,000)
2. Event Sponsorship (one round annually) (\$40,001+)
3. Strategic Event Sponsorship (applications invited on consultation with Sponsorship Officer)

Interested applicants must read the **Event Sponsorship Guidelines** to determine their eligibility, assessment criteria and information on how to apply.

Visit this page to access all our grants information:

<https://www.perth.wa.gov.au/live-and-work/grants-and-sponsorship>

Major Events and Festivals Sponsorship

Major Events and Festival sponsorship is available for organisations delivering large scale annual events of national significance. The Program is designed to support events which enhance Perth's local, national and international reputation as a major events destination.

A Major Event or Festival is an event which generates significant economic, social and community benefits for Perth city.

How to apply

Before submitting a proposal, applicants should be familiar with the Event Grants and Sponsorship Guidelines, Strategic Community Objectives, Assessment Criteria and Eligibility Requirements relevant to the category in which you are applying.

All applicants are strongly advised to discuss their application with the Sponsorship Officer prior to submission.



SmartyGrants

The City of Perth uses an online grant application service powered by **SmartyGrants**.

For queries about the guidelines, deadlines, or questions in the application form, please contact the Sponsorship team on (08) 9461 3333 and quote your application number.

If you need more help using the application form, download the **Help Guide for Applicants** or check out **Applicant Frequently Asked Questions (FAQ's)**.

Please be advised that applications from ineligible applicants or late applicants will not be assessed. It is highly recommended that applicants attend an information session prior to applying form.

To apply online visit **perth.smartygrants.com.au** to register an account and commence your application.

Contact Us

For further information, please contact the Sponsorship team on (08) 9461 3139 or **sponsorship@cityofperth.wa.gov.au**

For further Information

Contact the City of Perth Health & Activity Approvals Unit:

Phone us: 08 9461 3333

Email us: activity.approvals@cityofperth.wa.gov.au

City of Perth website booking links:

<https://www.perth.wa.gov.au/live-and-work/hire-and-bookings>

<https://www.perth.wa.gov.au/forms-and-payments>

Snail Mail or In Person: 27 St George Terrace, Perth WA 6000 | GPO Box C120, Perth WA 3839

www.perth.wa.gov.au