



PARRAMATTA PARK

POLICY ON THE USE OF ENTERTAINMENT AND OTHER INCLUSIONS IN PARRAMATTA PARK

Contact Officer: Snr Coordinator Venue Bookings

Policy Approval Date:	20 June 2024
Next Policy Review Date:	20 June 2025
Published Date:	20 June 2024
Last Amendment Date:	20 June 2024

Contents

Objective.....	3
Introduction	3
Aims.....	3
Scope	3
Groups Excluded from this Policy.....	3
Parramatta Park Trust Act & Regulation	4
Having Entertainment & Other Inclusions.....	4
Vehicle Access	5
Inflatable Amusements / Rides.....	6
Mechanical Amusements / Rides	7
Mobile Petting Zoo / Reptile Display.....	8
Music / DJ / Public Announcement System / Band.....	9
Single Entertainer	9
Shade Structures and Marquees.....	10
Catering	11
Signage	11
Backdrops and Balloon Garlands.....	12
Review.....	12
Responsibility.....	12

Objective

To effectively manage park visitor use of lands under the care and management of Parramatta Park Trust (the Trust).

Introduction

The Trust recognises the important contribution that access and use of open space has to the community. It welcomes, supports and provides opportunities for the community to initiate and participate in a variety of activities.

Increasing numbers of visitors want to use entertainment and other items within the Park, raising a number of issues of concern for the community and space managers including:

- a) Equity of access – e.g., potential conflict with regular users, management of demand, domination and monopolisation of areas and use of public land;
- b) Impact on the park and assets – e.g., Items being brought in causing damage to grass areas or other park facilities,
- c) Public safety and liability concerns – e.g., jumping castle blowing off the ground and injuring other park users; and
- d) Impacts upon nearby residents, stakeholders and the public e.g., noise.

There is a need to manage and balance the use of entertainment and other items for booked activities in the Park and this policy responds to that need.

Aims

In implementing this policy, the Trust aims to:

- Ensure equity of access to the Park.
- Ensure safety of participants.
- Ensure visitor activities do not impact on turf and facility condition and maintenance.
- Minimise safety and public liability concerns.
- Appropriately manage the Park to prevent conflicts.
- Minimise impacts on nearby residents, park users and other stakeholders.

Scope

This policy covers all lands within Parramatta Park under the care and management of the Trust for all:

- a) Visitor's activities and functions.

Groups Excluded from this Policy

This policy does not include management of:

- Leased or tenanted areas of Parramatta Park, and
- Entertainment & Other Inclusions at large community events (e.g.: Australia Day celebrations).

Parramatta Park Trust Act & Regulation

The *Parramatta Park Trust Act 2001* identifies the aims, role and responsibilities of the Trust. The *Parramatta Park Trust Regulation 2019* identifies how the Trust manages the use of the Park.

Having Entertainment & Other Inclusions

The Trust understands that entertainment and other inclusions at your function can help to create a fun and memorable experience for you and your guests. To ensure the safety of you, your guests and other visitors the following items all require prior written approval from the Trust:

- Inflatable or Mechanical Amusements / Rides
- Mobile Zoos, Reptile Displays or any other Animal Display
- Amplified Music, DJ, Public Announcement System or Band
- Single Entertainer (e.g.: Clown, Fairy or Magician)
- Balloon Garlands, Backdrops or Photo Booths
- Marquees, stalls or shade structures larger than 3m x 3m
- Multiple marquees, stalls or shade structures
- Catering by commercial entities

Prohibited Items

The following items are prohibited to ensure the peaceful enjoyment of all guests. Please respect this environment when holding your event in the parklands.

Prohibited items:

- Confetti, rice, flower petals, party poppers
- Paint dyes, powders, smoke cannons
- Helium balloons
- Sparklers, fireworks
- Thumbtacks, sticky tape, nails

Number of Entertainment & Other Inclusions

No more than one (1) of the items listed above may be included in your request for approval.

In addition to requesting the use of an entertainment or other inclusion at your function, you can also request approval for the use of any of the following items:

- Signage or Power / Generators
- Vehicle access to grassed picnic areas

If you want to have multiple entertainment or inclusions at your function, then your function would be classified as an event by the Trust. Please refer to the 'Hold Event' section on our website to understand what is required to make an event application.

Fees & Charges

Where an entertainment or other inclusions is approved for use, you will be required to pay the relevant site hire fee and the following:

- \$80.00 Entertainment & Other Inclusions Fee
- \$60.00 Administration & Processing Fee
- \$330.00 Bond
- Any additional fees for vehicle access or power supply when access is required outside of standard shift times or for multiple vehicle access.

All fees quoted include GST and are subject to periodic review and change.

Gaining Approval for use of an Entertainment or Other Inclusion

Approval for the use of an Entertainment or Other Inclusion will only be provided in conjunction with the hire of a picnic shelter.

If you are wanting to make a booking you would need to refer to the 'Book a venue' section on our website to obtain the appropriate application forms. All applications are assessed on a case by case basis and may require further clarification or information. Approval is not guaranteed or assured.

Vehicle Access

Park visitors are able to drive into the Park and use the internal roadway and marked parking bays without prior written approval.

Vehicle access to closed off grassed picnic areas requires prior written approval and is only permitted at The Bowling Green or the Gawi shelter for vehicles dropping off or picking up approved entertainment or other inclusions.

Applying for Approval

When applying for approval please ensure that you provide us with:

- What the vehicle access is required for.
- The number and types of vehicles that require access.
- Specific time's vehicle access is required for.

Conditions of Approval

If approval is granted:

- It will be for specific vehicle/s and period, you will not be able to alter the vehicles or times of access without prior written approval.
- The vehicle/s will be escorted / directed by the Duty Ranger, no access will be provided prior to the Duty Ranger being onsite.

Inflatable Amusements / Rides

Use of inflatable amusements or rides requires prior written approval and is only permitted at The Bowling Green, Gawi shelter or Mana shelter.

Due to the greater risks associated with slide elements, climbing walls and water play use of inflatable amusements / rides that contain these elements are not permitted to be used at booked activities.

Applying for Approval

When applying for approval for use please ensure that you provide us with:

- A copy of the hire company's Certificate of Currency for Public Liability Insurance.
- The name of the amusement / ride and the hire company's website.
- Actual size of the amusement / ride and confirmation of how it will be secured (e.g., weighted).
- Any special access or other requirements that the hire company may have.

Conditions of Approval

If approval is granted:

- You must ensure that at all times the amusement is:
 - supervised by a qualified operator or suitable trained responsible adult.
 - operated in accordance with the manufacturer's specifications.
- Amusements must be weighted down in accordance with the manufacturer's design specifications, pegging of any kind is not permitted.
- If using a generator to operate the amusement it cannot be refuelled onsite. All generators must be filled off site by the hire company as no fuel is to be brought into or stored within the Park.
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date the amusement will be in the Park.

Mechanical Amusements / Rides

Due to the greater risks associated with mechanical amusements and / or rides they are not permitted to be used at booked activities with exception of mobile children go karts.

Mobile children go karts require prior written approval and are only permitted at The Bowling Green, Gawi shelter or Mana shelter.

Applying for Approval

When applying for approval for use of mobile children go karts, please ensure that you provide us with:

- A copy of the hire company's Certificate of Currency for Public Liability Insurance.
- Information about the number of karts and enclosure size that they will have on the day.
- Any special access or other requirements that may be required.

Conditions of Approval

If approval is granted:

- You must ensure that at all times the amusement is:
 - supervised by a qualified operator or suitable trained responsible adult.
 - is operated in accordance with the manufacturer's specifications and its Work Cover NSW Registration.
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date the amusement will be in the Park.

Mobile Petting Zoo / Reptile Display

Use of mobile petting zoo or reptile display requires prior written approval and is only permitted at The Bowling Green, Gawi shelter or Mana shelter.

Due to the greater risks associated with Pony rides, they are not permitted to be used at booked activities.

Applying for Approval

When applying for approval please ensure that you provide us with:

- A copy of the Mobile Petting Zoo / Reptile Display company's Certificate of Currency for Public Liability Insurance.
- Information about the type of animals, number of animals and enclosure size that they will have on the day.
- Any special access or other requirements that may be required.

Conditions of Approval

If approval is granted:

- You must ensure that:
 - the animals are kept under control at all times, are given adequate shelter and have a supply of clean drinking water.
 - only non-venomous reptiles are used.
 - all waste, including straw/ hay / bedding material is removed from the Park.
- It will be for a specific zoo or display, you will not be able to alter the number of animals, types of animals or enclosure size without prior written approval.
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date the mobile petting zoo or reptile display will be in the Park.

Music / DJ / Public Announcement System / Band

Park visitors are able to use small portable stereos, MP3 players or radios at their function without prior written approval on the condition that noise is kept to a reasonable level that does not cause nuisance to other visitors.

Use of amplified music, DJ, public announcement systems or band requires prior written approval and is only permitted at The Bowling Green, Gawi shelter or Mana shelter.

Applying for Approval

When applying for approval please ensure that you provide us with:

- Detailed information about the type and number of equipment being brought in.
- Any special access or other requirements that may be required.

Conditions of Approval

If approval is granted:

- It will be for a specific item (e.g., DJ or Band), you will not be able to alter the item without prior written approval.
- You will be required to ensure that all speakers are set up pointing towards the shelter / area being used and not directed towards other areas of the park.
- Noise must be kept to a reasonable level so as not to adversely impact other park visitors or park neighbours.
- The Duty Ranger has absolute discretion in determining whether interference or nuisance is taking place and may issue directions to any responsible person as to any remedial action to be taken to reduce noise levels. It is an offence to fail to comply with the reasonable directions of an authorised officer and fines apply for non-compliance.

Single Entertainer

Use of a single entertainer (e.g.: Clown, Fairy, Magician) is permitted within Parramatta Park. Written approval is required for them to perform at your function.

Applying for Approval

When applying for approval please ensure that you provide us with:

- A copy of the entertainer's Certificate of Currency for Public Liability Insurance.
- Information about what they will be doing within the Park (e.g.: performing magic tricks, balloon animals or craft activities).
- Any special access or other requirements that the entertainer may have.

Conditions of Approval

If approval is granted:

- It will be for a specific entertainer, you will not be able to alter the entertainer or the activities without prior written approval.
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date they will be in the Park.

Shade Structures and Marquees

Park visitors are able to use a single domestic shade structure at their function without prior written approval if it is no larger than 3m x 3m, has no sides and it is properly weighted down.

Use of multiple structures, marquees or shade structures larger than 3m x 3m requires prior written approval and is only permitted at The Bowling Green, Gawi shelter or Mana shelter.

Applying for Approval

When applying for approval please ensure that you provide us with:

- A copy of the hire company's Certificate of Currency for Public Liability Insurance.
- Actual size of the marquee and confirmation of how it will be secured (e.g., weighted, no pegging).
- Any special access or other requirements that the hire company may have.

Conditions of Approval

If approval is granted:

- It will be for a specific sized structure, you will not be able to alter the size of the structure without prior written approval.
- Marquees can only be weighted (no pegging) down in accordance with the manufacturer's instructions.
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date they will be in the Park.

Catering

Park visitors are able to have food at their function without prior written approval.

Use of onsite catering including, spit roast caterers, food trucks, mobile pizza ovens and other catering services requires prior written approval and is only permitted at The Bowling Green, Gawi shelter or Mana shelter.

Applying for Approval

When applying for approval please ensure that you provide us with:

- A copy of the catering company's Certificate of Currency for Public Liability Insurance.
- Information about the type of catering and size of any equipment / structures that they will have onsite.
- Any special access or other requirements that the catering provider may have.

Conditions of Approval

If approval is granted:

- It will be for a specific cater, you will not be able to alter the cater or the type of catering without prior written approval.
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date they will be in the Park.

Signage

All park visitors are able to decorate picnic shelters with birthday banners, streamers and the like on the condition that they are tied to a picnic shelter with string or streamers and they are removed by the visitor prior to leaving the shelter.

Use of political signs, promotional material, company banners or directional signage requires prior written approval and is only permitted at The Bowling Green, Gawi shelter or Mana shelter.

Applying for Approval

When applying for approval please ensure that you provide us with:

- The type, number and actual size of all signs and confirmation of where and how they will be erected.
- Any special access or other requirements that the hire company may have.

Conditions of Approval

If approval is granted:

- It will be for a specific size and number of signs, you will not be able to alter the size, number or type of signs without prior written approval.
- Signs may be tied to a picnic shelter with string or be free standing.
- The signs must be taken down and removed at the end of your function.

Backdrops and Balloon Garlands

Use of a backdrop or balloon garland is permitted within Parramatta Park. Written approval is required to bring them to your function.

Applying for Approval

When applying for approval please ensure that you provide us with:

- A copy of the hire company's Certificate of Currency for Public Liability Insurance.
- The type, number and actual size of the items and confirmation of where and how they will be erected.
- Any special access or other requirements that the hire company may have.

Conditions of Approval

If approval is granted:

- It will be for a specific size and number of items, you will not be able to alter the size, number or type of item without prior written approval.
- It may be tied to a picnic shelter with string or be free standing.
- It must be taken down and removed at the end of your function.
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date the item will be in the Park.

Review

This policy will be reviewed every two years or as determined by the Trust.

Responsibility

The Director, Operations & Visitor Services is responsible for the overall management of this policy.