Albert Park Reserve
Major Event Guidelines
2019-2020
Overview

This document provides advice to event organisers seeking to hold major on-water events at Albert Park Reserve during the 2019-2020 financial year.

In the issuance of event permits, Parks Victoria’s objective is to ensure protection of cultural and built heritage while respecting environmental and social attributes. Parks Victoria takes an adaptive management approach by evaluating the impacts and successes of each event and using this information to inform future decisions.

Parks Victoria’s vision for Albert Park is that of a high-quality lakeside park home to amateur sport and recreation, as an outdoor venue for public events and activities and a valuable tourist feature of inner Melbourne (Albert Park Master Plan 1994). Given, Albert Parks frequent use as a host to sporting, recreational, cultural, social, community and public events, a call for dates process helps ensure a fair and equitable event permitting allocation process.

The Location

Albert Park Lake and Reserve is one of Melbourne’s busiest parks, with over six million visits annually. Albert Park is a major venue for recreation and sporting activities and features a range of facilities such as the Melbourne Sports and Aquatic Centre, Lakeside Stadium, Junction Oval, a public golf course and driving range plus numerous sporting fields. The park also contains restaurants, café and function venues.

The wide variety of commercial, recreational and sporting activities occurring in Albert Park sets it apart from other urban parks throughout the world and reinforces Melbourne’s reputation as the world’s most liveable city.

The Opportunity

This Call for Dates application is for Albert Park Reserve major public events including:

- Large scale major events;
- Community or recreational events of more than 500 people involving commercial trade or business, or hired infrastructure/amusements;
- Events requiring road closures; and
- Ticketed events attracting more than 500 participants.

Public events at Albert Park include fun-runs, walks and other recreational or park-related outdoor events which complement the vision of Parks Victoria and the values of Albert Park.

Events that are cultural, charitable or cause-related which are conducted for the purpose of attracting revenue, support, awareness and/or for entertainment purposes, and include the general public, are generally encouraged at Albert Park.

Please note the following important detail:

- The application process is not open to private events, corporate events or smaller events.
- Due to existing built infrastructure it is suitable for private groups with less than 100 people, where no commercial elements are involved (such as professional caterers or hired infrastructure/amusements) to utilise Coot, Cormorant and Swan Picnic Areas, and the Community Playgrounds without an event permit.
- Fireworks will only be considered for events that are of state, national or international significance.
- Dates that fall within the Grand Prix period cannot be considered.

Event Locations

There are six dedicated event areas within Albert Park, and assistance can be given deciding on the most appropriate site for your event. Please refer to the Albert Park Map (attachment 1) for exact locations:

1. Palms Lawn
2. Amphitheatre
3. Pelican Lawn
4. Ibis Picnic Area
5. Grebe Picnic Area
6. Albert Park Lake

Note: If you are applying for an event on Albert Park Lake please complete the Call for Dates application document to hold an event on Albert Park Lake for the 2019-2020 Financial Year.

Assessment Criteria

Events are assessed annually for inclusion in the Albert Park Calendar of Events. Parks Victoria reserves the right to limit the number, type and size of events per year. Assessment is based on the following:

- Consistency with the purpose of the reservation as described in the Crown Land (Reserves) Act 1978;
- Impact of the event on Albert Park tenancy, facilities, general public access, the environment, local traffic and parking;
- Suitable event timing;
- Experience in conducting events;
- Alignment with Parks Victoria Healthy Parks Healthy People principles;
- Capacity to provide necessary event documentation; and
- Reference checks, at the discretion of Parks Victoria.
Selection and Event Approval
If the event is deemed suitable for Albert Park, in principle approval will be provided to event organisers based on the details submitted in their application. However, upon receipt of your event application a Parks Victoria staff member may contact you to discuss your application, clarify any items contained within and request additional information if required. These requirements will vary depending on the type and scale of event you are proposing, and may include securing permits or approvals from other relevant parties (Maritime Safety Victoria, VicRoads, and Local Council etc.).

Please note: If an event has been held at Albert Park previously this does not automatically provide approval or a desired date.

Application Assessment Timelines
Please allow a minimum 4 weeks for the review process to be undertaken once applications close.

Timing will be dependent on the number of applications received, date clashes between proposed events etc. Tentative approval of dates will be provided once the calendar has been finalised. However, an event is not approved until Parks Victoria has provided written confirmation to the event organiser by way of a signed Event Permit. This will only be provided once all prescribed requirements have been met.

Event Permit
The event permit outlines conditions under which event organisers agree to conduct their event. The permit is not in effect until Parks Victoria receives a signed copy agreeing to these conditions and is satisfied that all other conditions have been met. Parks Victoria reserves the right to withdraw an event from the Event Calendar if conditions are not met. Should prevailing circumstances prevent or restrict the event being held at a particular time or location Parks Victoria will, where possible, work with the event organiser to reach a mutually acceptable outcome.

Important note:
In the case of the scheduled event date being declared a day of Total Fire Ban or subject to extreme weather conditions any planned event may be cancelled at the discretion of Parks Victoria.

Event Fees
An event fee is charged according to size, scale and nature of the event as determined by Parks Victoria. Upon submission of an application form an indicative fee can be supplied upon request. Parks Victoria requires the permit fee and bond to be paid prior to the event.

Community Event Fee Schedule
Where a Permittee is a registered charitable organisation or a not for profit group, then event is to be considered a community event and the permit fee is set on a cost recovery basis.

Community Event pricing will apply where:

- The Permittee is a charity, or
- The Permittee is a not for profit group; or
- All net proceed from the event will be distributed to a charity or not for profit group.

In all cases, the onus is on the Permittee to establish their status and eligibility for community event pricing.

For events not applying the Community Event Fee Schedule, event fees will be calculated at market rates.

Caring for our Open Spaces
As Albert Park includes sites of natural and heritage significance; it is an expectation that the event permittee takes responsibility for looking after these spaces while occupying them. Where there has been damage to the permit area, or the permit area is required to be cleaned by Parks Victoria staff or contractors after the event, bond money held by Parks Victoria may be used for these remediation costs.

Where significant damage has been caused to the permit area (i.e. repair cost exceeds the bond held by Parks Victoria), Parks Victoria has a legal right to recover these costs arising out of Permittee’s covenants within the standard terms and conditions of the event permit.

Where the Permittee has complied with the terms of their event permit their bond is to be returned within 30 days following the completion of the event (as per standard condition 5 ‘Permit Bond’ of the event permit).
Mandatory Documents
If your nominated dates are approved, Parks Victoria will grant an Event Permit subject to the provision of:

An Event Operations Plan including the following:

• A copy of the Event Map. The map must:
  o Show the site map identifying where you would like to hold your event in the park;
  o Show the type and location of all infrastructure, facilities, vendors, entertainment, parking; and
  o For events such as cross-country running or mountain bike riding events, please provide a detailed course map including start and finish locations.

• Certificate of Currency - showing current validity of public liability insurance. You must have a minimum of $20m public liability insurance coverage for the event, noting Parks Victoria as an interested party.

• Contact list of on-site contacts - event managers, safety officers, major contractors).

• Full programme/running sheet - of the event including bump in/bump out details.

• Risk Management Plan.

• Site Plan and Infrastructure list - detailing all structures, equipment, barriers, vehicles and selling locations.

• Waste Management Plan - collection and cleaning.

Additional Supporting Documents
Depending on the scale and nature of the event the following maybe requested:

• Child Protection Plan - if your event involves children, please consider your obligations under the Working with Children Act 2005.

• Communications Plan - (outline how event organisers will notify affected stakeholders of the event);

• Liquor Licence - Parks Victoria must approve the sale and consumption of alcohol at any event, after which the event organiser needs to obtain a liquor licence from the Victorian Department of Justice and abide by conditions of the permit. For more information, please refer to their website: [www.vcglr.vic.gov.au/home/liquor](https://www.vcglr.vic.gov.au/home/liquor);

• Noise Management Plan - outlining mechanisms to ensure compliance with State Environment Protection Policy abide by the State Environment Protection Policy (Control of Music Noise from Public Premises) (SEPP N-2);

• Occupancy Permit for a Place of Public Entertainment (POPE) - which is obtained from the City of Port Phillip (please refer to City of Port Phillip website for information relating to prescribed temporary structures [www.portphillip.vic.gov.au](http://www.portphillip.vic.gov.au)). This document confirms your event complies with the Building Act and must be displayed at all times during your event. City of Port Phillip will inspect the event site on the morning of your event to ensure you have met the requirements set down in this document;

• Other Agency approvals identified throughout assessment;

• Pedestrian and Crowd Management Plan (for events that have the potential to impact the general public movements through the park);

• Public Performance of Sound Recordings (PPCA Licence) for events that involve the playing of sound recordings or music videos in public. For more information please refer to their website: [www.p pca.com.au](http://www.p pca.com.au)

• Resident Notification Plan - a notification letter to residents, typically requested for events involving road closures and amplified noise. Parks Victoria staff will advise during the planning phase if this will be a requirement for your event;

• Signage Plan directional, promotional, emergency, flags, banners and VMS etc;

• Temporary Food Handling Permits Food vendors must adhere to the Food Act 1984. Vendors operating at Albert Park must lodge a Statement of Trade (SOT) with Streatch and the City of Port Phillip. For more information, please refer to [Streatcher’s website: https://streatcher.health.vic.gov.au/](https://streatcher.health.vic.gov.au/)

• Traffic Management Plan (TMP) (if closing Parks Victoria managed roads). TMP prepared in consultation with VicRoads, local Council and Parks Victoria. The TMP must include parking, signage, signage distances, method of communication and [Victorian Police Major Events Unit](http://www.vicpolice.vic.gov.au/)

If drones are proposed at your event, you must also provide:

• Aircraft Operations Plan including:
  o Take off and land zone;
  o Proposed flight path;
  o Proposed exclusion zone; and
  o Proposed location of spotters.

• Factsheets of all proposed aircrafts;

• Remotely Piloted Aircraft License for all proposed pilots;

• Operator’s certificate;

• Operator’s certificate of currency of public liability insurance;

• Job Safety Analysis; and

• Civil Aviation Safety Authority (CASA) area approval (if required).

Important note: Heavy restrictions apply to the use of Remotely Piloted Aircrafts (RPAs) within Albert Park Reserve.
Site Specific Event Planning Considerations

Site

- Pre and Post-Event Site Meetings. Parks Victoria will invite the event permittee and/or event organiser to pre and post-event site meetings so that site conditions are recorded and noted by both parties before and after the event.
- Event organisers are responsible for removing all litter generated by their event from the park during and immediately following the event. All litter including screws, bolts, nails, tie backs must be removed from the event site and disposed of outside of the park, not in the bins provided for park visitors. If rubbish is left in the park, the bond will be withheld and an infringement notice may be issued.
- Adequate rubbish bins are to be supplied for the event. All bins must be removed from the park the same night or next morning.
- An event representative must be onsite to oversee the entire bump in/bump out period.
- If required a bollard key can be secured for collection and return to Albert Park’s Park Office. A $50 replacement fee will be charged in the event of damage or loss of the bollard key.

Entertainment/Amusements/Vendors

- Any structures (marquees, jumping castles etc) require permission from Parks Victoria and must be noted on the event site plan as these documents form part of the event permit.
- Any amusements such as animal farms, face painting or children’s activities require permission from Parks Victoria and must be noted on the event site plan as these documents form part of the event permit. Amusements must operate in line with Australian Standards.

Food/Beverage

- Parks Victoria must approve alcohol at an event prior to the major event organiser applying for a liquor licence.
- Subject to an approved liquor licence, the service of alcohol must be contained to event patrons only. The event organiser must ensure glass free or the use of shatterproof plastic cups/glasses. Consumption of alcohol is controlled under the City of Port Phillip Local Law No. 1, for more please refer to their website: http://www.portphillip.vic.gov.au/drugs_alcohol.htm
- Cooking oils, fats, coals, embers must be contained in appropriate containers and need to be removed from the park. Should the CFA or MFB declare a total fire ban on the day of the event, event organisers will need to obtain permission from CFA or MFB. Written permission from CFA or MFB must be provided to and approved by Parks Victoria prior to lighting any barbeque.

Ground Management

- The event organiser is responsible to reinstate and or repair damaged park infrastructure or services that is caused by the event to Parks Victoria standards.
- Site mark-up will occur as agreed and per the event management plan. Mark-up is to be done
- using water based spray paint only and no substance that kills grass i.e. lime or round up are permitted to be used.
- Compaction of the lawn may require aeration at the end of the event.
- Temporary matting must be used in high traffic areas including all loading docks.

Infrastructure/Signage

- Pegging is not permitted, all infrastructure (including marquees and signage) must be weighted.
- Consideration must be given to the placement of infrastructure and the potential impact on Albert Park’s Commercial Tenants.
- Garden beds and trees must be protected throughout the permit period. The event organiser must fence off heritage listed trees to avoid damage. Please ensure nothing is attached to any tree in the park.
- Tree Protection Zone, erection of infrastructure is not allowed within 3 meters of the base line or drip line of any tree in the park (whatever is greater).
- Potable Drinking Water is available at Albert Park event sites, except for the Amphitheatre. Please refer to Albert Park Water Points Map (attachment 2) for details.
- It is the event permittee’s responsibility to ensure that all contractors hold sufficient liability insurance for the event.
- Albert Park public toilets are provided for park visitors; they are not capable of supporting major events, therefore the provision of portable toilets is recommended for major events.
- Event organisers will need to seek approval from Parks Victoria prior to the event if they wish to utilise Albert Park’s public toilets. Approval will be subject to a plumber being on call to attend any plumbing related emergencies, and that the toilets are checked every hour and at the conclusion of the event to ensure they are clean. The event organiser must, at their own cost, replace consumables during and
• Bump in must adhere to the site map and timelines stated in the event permit. Failure to do so may result in the direction to remove infrastructure until the permitted timeframe.
• Any structures (such as feather banners, A-frames, tear drops, game flags and bow flags etc) require permission from Parks Victoria and must be noted on the event site plan as these documents form part of the event permit. All must be free standing (no pegging).
• All infrastructure including signs, marquees must be removed from the venue at the end of the permitted period.  
  **Note:** Parks Victoria will not be liable for any damage to event infrastructure while it is in the park. It is recommended the event organiser provides security to safeguard their infrastructure and any merchandise and goods.

### Occupational Health and Safety

- Event organisers are required to attend the event site pre and post inspections as the site inspection will be documented for endorsement by both parties.
- Event organisers must read Parks Victoria Contractor Safety Booklet (attachment 3) which outlines the minimum requirements of Parks Victoria safety standards.
- All event coordinators must attend a Parks Victoria Induction prior to bump in. The event organiser must ensure that their contractors are aware of their obligations under the induction as they are responsible for their actions while working as part of the event.
- All activities relating to the event (including bump in and bump out) must adhere to the *Occupational Health and Safety Act 2004.*
- All cables must be tagged noting no cables are allowed on the ground unless in a cable cover.
- Any generator must be surrounded by a suitable barrier, preventing public access.
- Contractors working at a height over 2 meters must be harnessed.
- Contact **Chief Safety Officer of the CFA (9742 0718)** to obtain information on any requirements for your event. A certificate of consent will be required as part of the POPE (if required).

### Sound Management

- **Environment Protection Authority.** Ensure that outdoor activities such as playing amplified music abide by the noise limits specified in the State Environment Protection Policy (*Control of Music Noise from Public Premises*) (SEPP N-2). Events can only be between 12.00 pm and 11.00 pm, except where the event duration is longer than 5 hours (consecutive), in which case the event can only be held between 12.00 pm and 10.00 pm. For more information please refer to their website [www.epa.vic.gov.au](http://www.epa.vic.gov.au)
- Noise and music must be kept at acceptable levels at all times creating as little disturbance as possible to surrounding residents and tenants. Acceptable levels include those specified by EPA, any Parks Victoria Officer or Victoria Police during the event.
- Events requiring sound testing must submit a plan for consideration by Parks Victoria. Testing times will need to take into consideration tenant activities.

### Traffic Management/Site Access

- There are a limited number of road closures available at Albert Park. These are usually reserved for major or state significant events. Road closures are subject to the approval of Parks Victoria and are the responsibility of the event organiser to arrange and pay all associated costs.
- Road closures need to be scheduled and managed to minimise traffic congestion and impact on peak traffic flows within Albert Park and neighbouring roads.
- Prepare, in consultation with VicRoads, City of Port Phillip and Parks Victoria, a **Traffic Management Plan (TMP)** for the event which includes traffic diversions, parking, signage, signage distances, method of communication and traffic controller details. The plans must be drawn by a qualified traffic management company.
- All roads outside of Albert Park require City of Port Phillip approval. TMP’s must also identify the use of the internal roads at Albert Park. TMPs must be submitted to Parks Victoria before submission to the City of Port Phillip.
- All traffic controllers/contractors must be accredited and comply with any instructions or directions given by Parks Victoria in relation to road closures or the TMP.
- The event organiser acknowledges that they may be required to provide and erect road closure notification signs one week prior to the event and or the period leading up to the event. Please note signage must be free standing as no pegging is permitted.
- If the road closure will affect traffic conditions outside of the park permission from **Victoria Police Special Events Unit** and the relevant local council will
be required.

• Notify the Public Transport Division of the Department of Infrastructure if the event will impact on Victoria’s regular train, tram or bus service. Information regarding event organiser’s legislative requirements can be found on www.doi.vic.gov.au

Vehicle Access

• All approved vehicles must not exceed 10kph speed limit, give way to any living things, display hazard lights and/or an amber flashing light on roof of vehicle when operating in open spaces or any of the park’s shared pedestrian paths.

• Vehicles must operate under spotter’s direction when reversing to ensure the safety of other patrons/visitors.

• Vehicles are to remain on park roadways or in designated parking areas at all times. Any vehicles entering the parklands without permission may incur an infringement notice.

• Reserved parking for VIPs, exhibitors or special access needs will be via agreement with Albert Park Parking Office. The Albert Park Parking Office can be contacted via phone 03 8427 2010.

• Permission will be given for event vehicles to access the event site for bump in/out for loading and unloading purposes. All vehicles must be removed prior to commencement of event. No parking will be permitted unless stated in the event permit.

• Please note parking fees apply throughout Albert Park.

Weather Contingency Considerations

• Events should have wet weather contingency plan for bump in/out and the event day to minimise damage. The event organiser will be held responsible for the payment of any repairs required following the event.

Other Considerations

• **Fireworks** will only be considered for events that are of state, national or international significance.

• Comply with any requests made by Parks Victoria’s Rangers as it is the Ranger’s responsibility to ensure that the park is protected, all park visitors are safe and their enjoyment is not compromised.

• **Victorian Police Major Event Notification Unit.** Notify Victoria Police with full details of the event at least 2 weeks before the event.

Attachments

1. Albert Park Map;
2. Albert Park Water Points Map; and