



# VENUE MANAGEMENT PROCEDURES



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## **1. Introduction**

Darling Park is the one of the most innovative and successful commercial projects undertaken in Sydney for many years. Within the 10,000 square metres of civic space The Pavilion is the most exceptional venue available for functions, corporate events, weddings and seminars, etc.

This policy will outline the limitations imposed on the use of Darling Park civic venue space hired by members of the public, tenants and stakeholders. The document outlines a standard code of practice for all venue users in order to maintain the quality of the venue and its features, whilst keeping the venues safe, clean and presentable.

## **2. Code of Practice**

Any activities carried out in the Darling Park lobbies, foyers and venue space must first be approved by Darling Park Management (DPM). Tel: +61 2 9269 9800.

### **2.1 *No Smoking***

Darling Park is a non-smoking venue and we do not permit the use of smoke machines. Ashtrays are provided within designated external smoking areas for your convenience.

### **2.2 *No Banners and Posters***

Installing banners and posters in any Darling Park lobby, common area or a venue wall is not permitted without pre-approval. This also includes any signage that will impact and/or face the common area from a private lobby area. Note that directional signage stands are available for use on request. To request the use of the brochure stands please contact DPM.

### **2.3 *Flyer Distribution***

The distribution of unauthorised brochures at Darling Park is forbidden. There are brochure stands available for use, please contact DPM should you wish to make use of the stands with promotional material.

### **2.4 *Protection of Wooden Floors***

To protect the wooden and limestone floors here at Darling Park, we insist that all legs on tables and chairs must have rubber stoppers on them and any bars set up inside the Star Court must have plastic matting underneath them to protect the floor from any spillage. Any bars set up inside the star court must have plastic matting underneath them to protect the floor from any spillage.

## **2.5 No Gas**

No gas equipment is allowed on site. This includes helium balloons.

## **2.6 Electrical Tagging**

All kitchen electrical equipment brought to site must be tagged by a licensed electrician, any faulty electrical equipment will not be allowed on site.

## **2.7 Damage or Loss**

Darling Park Management does not take responsibility for the damage or loss of items before, during or after a function. All items must be collected immediately after an event. No storage facilities are offered on-site.

## **2.8 Site Inductions**

All contractors/caterers working on site must complete a site induction prior to any work commencing. To organise an induction please speak to DPM or a member of the Darling Park security team.

## **2.9 Site Safety**

Risk Management Plans and related Safe Work Method Statements must be supplied before commencing work on site i.e. Staging, Entertainment, etc.

## **2.10 Security**

All evening functions must be accompanied by an appropriate number of security guards and cleaners. The costs associated for these services are already adsorbed into the hire fee of the venue and will be organized by a member of the DPM.

## **2.11 Additional Costs**

The charging of an entrance/submission fee into a function or event held at Darling Park is strictly prohibited.

## **2.12 Responsible service of alcohol**

2.11.1. Caterers only with the relevant licenses are permitted to serve alcohol within the premises of Darling Park. In each instance, one staff member holding a current RSA (Responsible Service of Alcohol) certificate should occupy each bar/counter serving alcohol.

2.11.2. The selling of alcohol at a function or event at Darling Park is prohibited.

- 2.11.3. Alcohol is only to be consumed on site within the confines of the pre-designated 'consumption of alcohol area'. No alcohol is to be consumed out of this area within the Darling Park complex.
- 2.11.4. Alcohol is not permitted to be removed from site by patrons of the function.

### **2.13 Insurance**

DPM requires the client to obtain a \$20 million public liability insurance policy. A copy of the insurance policy must be presented to DPM no later than 48 hours prior to the event. DPM will not take responsibility for the damage or loss of items before, during or after a function. Organisers should arrange their own insurance. Proof of insurance is not required for tenants, as these documents are already retained on file by DPM.

## **3. Photography and Film Shoots**

All photography and film shoot applicants must apply for authorisation through DPM prior to commencement. It is recommended that enough time be allowed prior to the shoot date for the application to be processed and any requirements to be organised. For film shoots we recommend that no less than 2 weeks notice is given.

### **3.1 Application Forms**

An application form can be downloaded from the Darling Park website on [www.darlingpark.com](http://www.darlingpark.com) or by calling Darling Park reception on tel: +61 2 9289 9800. Your application will be evaluated and must comply with the Darling Park Policy for Event Management.

### **3.2 Application Approval**

Final approval for an application will only be granted upon completion of the appropriate Casual License Agreement. A license agreement will only be issued if the application meets all of DPM requirements.

### **3.3 Application Fee**

A fee for the use of the lobby, garden and foyer space at Darling Park may be applicable. A fee will also be charged for a site manager to assist in the on-site management of your activity. For more information on costs associated, please speak to DPM.

### **3.4 Operation Management**

The installation of temporary structures (i.e. staging, seating, signage) may require a Development Application (DA) and possibly Construction and/or Engineering

Certificates. Please check with DPM to confirm and be aware that it may take 21 working days to process a DA.

### **3.5 Insurance**

The Hirer must take out the following insurance policies and keep current for the period of the shoot; Public Liability Insurance (PL) of not less than \$10 million. This policy is to be in the name of the Applicant & endorsed with DPT Operator Pty Ltd and DPPT Operator Pty Ltd as an insured/interested party.

### **3.6 Cancellations**

Cancellations will incur the following fees (less administration charges)

- 30 Days prior Full Refund
- 14 Days prior 50% Refund
- 7 Days prior No refund payable

## **4 Contact**

Darling Park Management

Phone: 9269 9800

Email: *Kashmir.palou@ap.jll.com*