



EVENT PROCESS

The Hunter and Central Coast Development Corporation (HCCDC) assesses each event on its merits, to determine if it's appropriate for The Station and can be booked in the calendar of activities. Event managers must commence the event application process with adequate lead time, this may be up to 90 days for events that require road closures or are deemed high risk.

1

The event manager submits the online event enquiry for review
 HCCDC will review the enquiry and will communicate next steps once accepted.

2

The event manager submits the event application form to HCCDC and submits supporting documentation:

- event management plan;
- site safety and risk management plan;
- COVID safe plan;
- security, crowd management and emergency plans;
- traffic management plans;
- waste management plan, including toilet facilities;
- first aid and medical plans; and
- insurance, including public liability and workers' compensation.

3

HCCDC provides a draft Event Licence, which may include preliminary approval
 A draft Event Licence is sent to the event manager along with a quote for the venue hire and security bond.

4

The event manager accepts the Event Licence and fee quotations

5

HCCDC countersigns Event Licence and issues invoice for fees
 HCCDC countersigns the licence and the event is approved, subject to all payments being received and documents provided as agreed. HCCDC reserves the right to cancel or postpone a licence if the event manager fails to make payments or provide planning documents as per the agreed schedule. If a licence is not approved, the event manager will be advised of the reasons.