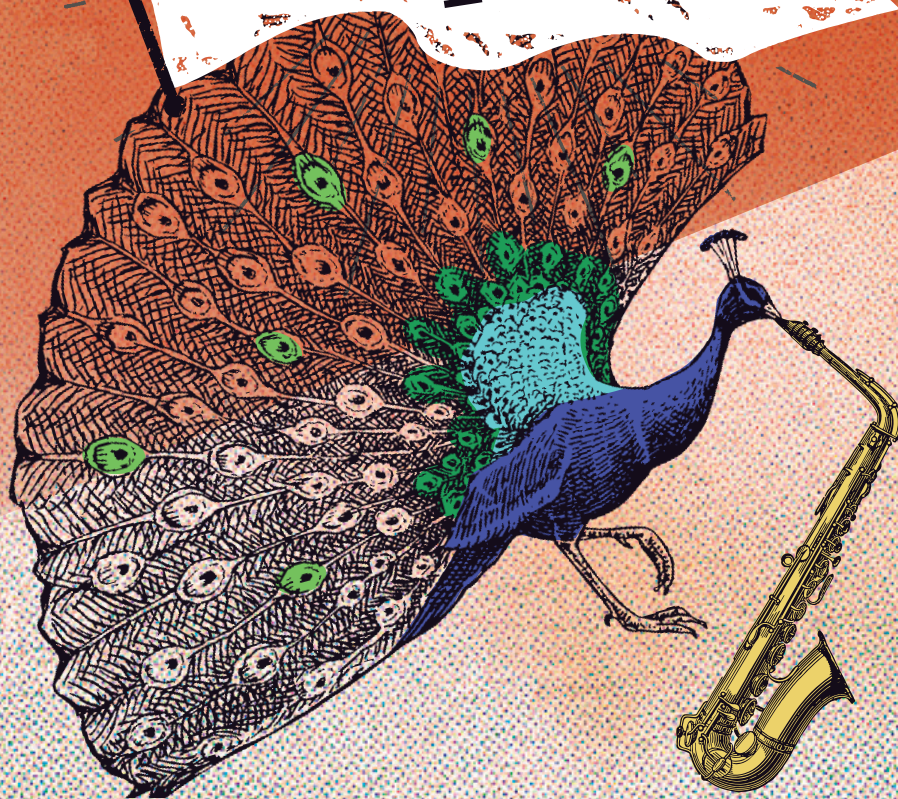


COME AND MEET, FEAST AND  
PLAY AT THE STATION

LET'S  
PLAY



EVENT PACK

EST 1858

THE STATION

NEWCASTLE



EST 1858

# THE STATION

NEWCASTLE

## WELCOME TO THE STATION!

**The Station is the city's most unique destination with a grand outdoor space for events with up to 4,500 people, and a range of bespoke ground floor tenancy areas that can house retail, workshop and other attractive offerings.**

The Hunter and Central Coast Development Corporation (HCCDC) owns and manages The Station and is excited to temporarily activate the ground floor areas and expansive platform until at least the end of April 2020.

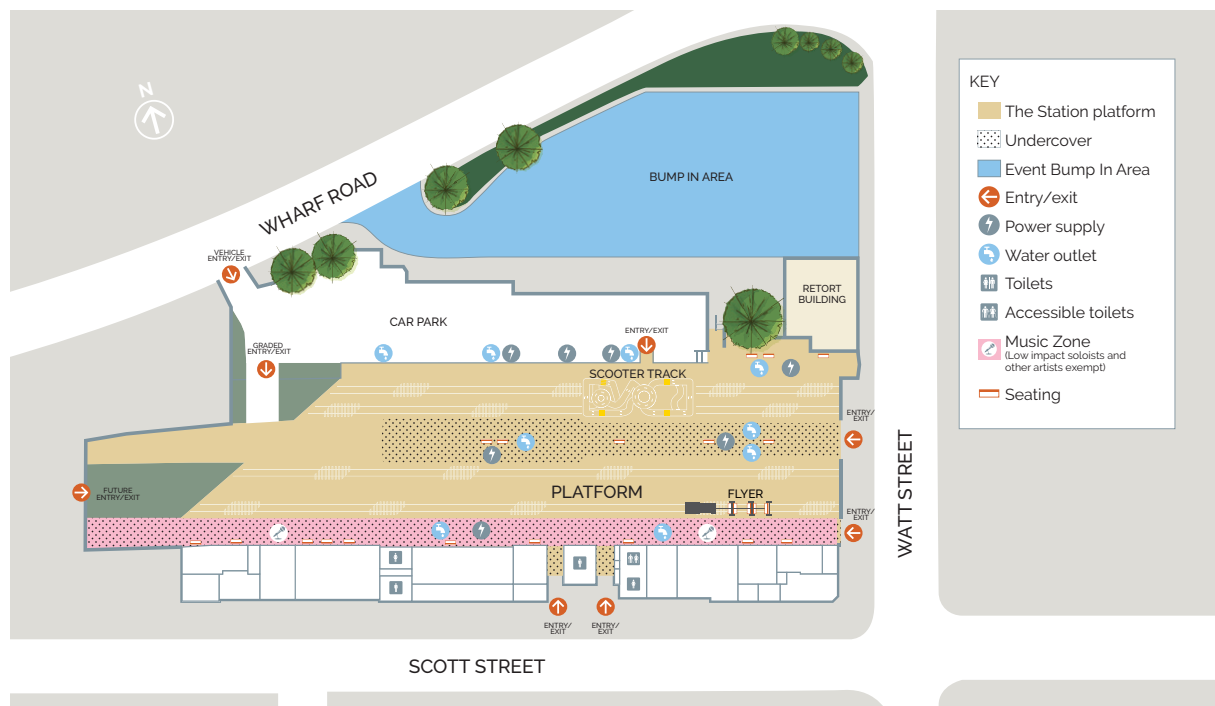
Our event strategy is underpinned by two key aspirations:

1. Activate the platform with regular Friday, Saturday and Sunday events (allowing multiple activations on one day, depending on activation); and
2. Create opportunity for randomised or recurrent activation from Monday – Thursday that complements the tenancy offerings and attracts people time and time again.

### The site

The Station platform is approximately 3,700m<sup>2</sup>. It is currently a fully fenced site with access available from Scott Street, Watt Street and Wharf Road. Under the DA, the platform can be activated between the hours 8am until 10pm.

The DA standard instrument definition for uses include: markets, entertainment facility, food and drink premises, and information and education facilities. The below map outlines the amenity provided on the platform, to inform event planning.



## DA conditions

Activation of The Station is in accordance with Development Application DA2018/00554. Under this approval, certain events and activations can take place at The Station in a temporary capacity. See Site Conditions to ensure compliance.

## Venue fees and charges

Fees and charges for events are calculated on the type of event, area used, event risk profile and any commercial aspect of the event. This is broken down into four categories: non-ticketed not for profit; non-ticketed for profit; ticketed or restricted entry – major event; and ticketed or restricted entry – minor event.

### Non-ticketed not-for-profit

Product	Description	Fee
<b>Non-Ticketed Community</b>	Events that are free entry not-for-profit event. <i>NB: demonstration of status as a NFP is required.</i>	\$350.00 per day (includes one (1) day bump in and one (1) day bump out. \$50.00 per day – extra bump in or bump out days required, as approved by HCCDC.

### Non-ticketed for profit

Product	Description	Fee
<b>Non-Ticketed Commercial</b>	Events that are free entry for profit events.	\$500 per day (includes one (1) day bump in and one (1) day bump out. \$50.00 per day – extra bump in or bump out days required, as approved by HCCDC.

### Ticketed or restricted entry - major event

Product	Description	Fee
<b>Major event</b>	A large event that can draw large crowds from several markets eg. Sydney, Central Coast. Drawing a crowd more than 3000 people per day of the event.	\$750.00 per day (includes one (1) day bump in and one (1) day bump out. \$50.00 per day – extra bump in or bump out days required, as approved by HCCDC.

### Ticketed or restricted entry - minor event

Product	Description	Fee
<b>Minor event</b>	Events that attract crowds less than 3000 people per day.	\$500.00 per day (includes one (1) day bump in and one (1) day bump out. \$50.00 per day – extra bump in or bump out days required, as approved by HCCDC.

*\*All fees are GST exclusive.*

## Cancellation

HCCDC is not liable for cancellations due to natural disasters such as extreme weather, flooding or fire. It is advised that the event manager insure against this possibility. If an event is cancelled for non-performance of contract, the appropriate provisions of the contract will be enforced.

### **Amplified sound**

Amplification equipment used within the platform area is to be located under the awning of the south west boundary of the site (excluding small soloists and other art performers whose activities generate low levels of noise) such that the noise is directed north, away from nearest residents.

### **Liquor licence**

The Station has an existing on-premises liquor licence, that authorises the sale of liquor for consumption on the licence premises during the following activities:

1. Any private function
2. Any public event including sporting activities and live music
3. Theatre
4. Cinema

For events over 1500 people that seeks to use the liquor licence, a minimum 28 days must be allowed to adequately provide notification to the Newcastle City Police District.

As each event is different, with varying levels of risk, HCCDC will work with each event manager on a case by case basis to negotiate terms and conditions for the bar, including takings, costs of security and more.

### **Traffic control plan**

Under the DA a traffic control plan needs to be provided to HCCDC for events over 300 people.

### **Access**

The Station has vehicular access via Wharf Road. This entry and exit is currently the only opportunity for bump in and bump out. Pedestrian access is available from Scott Street, Watt Street and Wharf Road.

### **Assets**

HCCDC owns key event infrastructure that may be hired with a fee and by negotiation. This includes:

1. PA system
2. 1.8m timber trestle tables
3. Black folding chairs
4. Stools
5. Artificial turf
6. White umbrellas
7. White picket fencing

HCCDC has also installed festoon and fairy lights along the platform to enhance night-time activation. These can be turned on for no fee.

A children's Scooter Track and has also been installed and is available for use at events for no additional fee.

*To prevent damage to the track - care must always be taken to ensure that event vehicles do not drive on, turn or twist their wheels on the track. Picket fencing can be provided to cordon the track area as needed.*

### **Infrastructure**

The platform is equipped with 8 x 15amp power outlets and six cold water outlets. It can take loads up to 6 tonnes per axel. HCCDC will not charge for electricity or water usage, unless amounts are exhaustive (above average event use). At which point, HCCDC will negotiate fees with the event manager.

### **Transport**

The Station is in close proximity to two new light rail stops – Queens Wharf and Newcastle Beach. Plan your trip at [newcastletransport.info](http://newcastletransport.info)

### **Parking**

The Station is located in the Newcastle's East End and is close to over 150 parking spaces in the Wharf Road - Foreshore Car Park. Street parking also exists on Wharf Road.

A small carpark is located onsite at The Station, comprising 40 vehicle parks. This may inform part of an event licenced area, by negotiation with HCCDC.

## **Cleaning and waste**

HCCDC maintains a clean and safe site at The Station. Event managers are required to leave The Station event spaces in the same condition they found it; meaning they are responsible for all applicable event related cleaning and waste services.

## **Event process**

There are five steps to follow when booking an event at The Station. This includes:

1. Online event enquiry form submitted by event manager;
2. Formal event application form submitted by event manager;
3. HCCDC provides draft Event Licence, venue hire/security bond estimate and requests key event documentation;
4. Event Manager accepts offer and fee quotation; and
5. Event licence with HCCDC, event manager submits event documentation and pays any applicable fees.

Click here to see the event process in more detail [newcastlestation.com.au/event-process](http://newcastlestation.com.au/event-process)

Click here to review Site Conditions [newcastlestation.com.au/site-conditions](http://newcastlestation.com.au/site-conditions)

Click here to make an enquiry [newcastlestation.com.au/hold-an-event](http://newcastlestation.com.au/hold-an-event)

# FREQUENTLY ASKED QUESTIONS

## **When is The Station platform available for events?**

The Station platform is available for events Monday to Sunday, 8am to 10pm.

## **What kind of events can happen at The Station?**

The DA standard instrument definition include: markets, entertainment facility, food and drink premises, and information and education facilities. If you have a question around how your event fits this criteria, reach out to [thestation@enigma.net.au](mailto:thestation@enigma.net.au).

## **If I do use the bar, what is the minimum number of people?**

Use of the liquor licence is entirely optional. As long as an applicable event is being held, including: any private function; any public event including sporting activities and live music; theatre; cinema, then the bar can be opened by negotiation with HCCDC.

## **Can there be a split on the bar?**

Split on bar profits will be negotiated with each event manager, which will have varying conditions and requirements such as stock and product, security, staffing, RSA marshals and more. HCCDC is happy to discuss with event managers on a case by case basis.

## **Will there be a site manager available during events?**

Upon agreement, HCCDC will issue relevant keys to set up your event at the agreed times. A site manager may also be present to provide assistance.