



EST 1858

# THE STATION

NEWCASTLE

## 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. If accepted, the event manager will need to complete an event application form. HCCDC will advise if the event can't be booked at The Station.

### 2. The event manager submits the event application form to HCCDC and includes the following information:

- event type and activities;
- date and anticipated times/duration of the event;
- event schedule including bump-in and bump-out times;
- location for event (marked on map);
- target audience of event attendees;
- ticketing information;
- proof of previous experience managing events of a similar scale; and
- contact details for referees at venues used previously.

### 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, and a list of required event planning documents, such as:

- event management plan;
- site safety and risk management 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.

### 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.