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## Review

This policy will be reviewed every two years or as determined by Western Sydney Parklands Trust.

## Responsibility

The Director, Operations & Visitor Services is responsible for the overall management of this policy.

## Objective

To effectively manage parklands visitor use of lands under the care and management of Western Sydney Parklands Trust (the Trust).

## Introduction

The Trust recognises the important contribution that access and use of open space has to the community. It welcomes, supports and provides opportunities for the community to initiate and participate in a variety of activities.

Increasing numbers of visitors want to use entertainment and other items within the Parklands, raising a number of issues of concern for the community and space managers including:

- a) Equity of access – e.g. potential conflict with regular users, management of demand, domination and monopolisation of areas and use of public land;
- b) Impact on the parklands and assets – e.g. Items being brought in causing damage to grass areas or other parklands facilities,
- c) Public safety and liability concerns – e.g. jumping castle blowing off the ground and injuring other parklands users; and
- d) Impacts upon nearby residents, stakeholders and the public e.g. noise.

There is a need to manage and balance the use of entertainment and other items for booked activities in the Parklands and this policy responds to that need.

## Aims

In implementing this policy, the Trust aims to:

- Ensure equity of access to the Parklands;
- Ensure safety of participants;
- Ensure visitor activities do not impact on turf and facility condition and maintenance;
- Minimise safety and public liability concerns;
- Appropriately manage the Parklands to prevent conflicts; and
- Minimise impacts on nearby residents, parklands users and other stakeholders.

## Scope

This policy covers all lands within Western Sydney Parklands under the care and management of the Trust for all:

- a) Visitor's activities and functions.

## Groups Excluded from this Policy

This policy does not include management of:

- Leased or tenanted areas of Western Sydney Parklands, and
- Entertainment & Other Inclusions at large community events (e.g.: Woof Fest celebrations).

## Western Sydney Parklands Trust Act & Regulation

The *Western Sydney Parklands Trust Act 2006* identifies the aims, role and responsibilities of the Trust. The *Western Sydney Parklands Regulation 2013* identifies how the Trust manages the use of the Parklands.

### Having Entertainment & Other Inclusions

The Trust understands that entertainment and other inclusions at your function can help to create a fun and memorable experience for you and your guests. To ensure the safety of you, your guests and other visitors the following items all require prior written approval from the Trust:

- Inflatable or Mechanical Amusements / Rides
- Mobile Zoos, Reptile Displays or any other Animal Display
- Amplified Music, DJ, Public Announcement System or Band
- Single Entertainer (e.g.: Clown, Fairy or Magician)
- Marquees, stalls or shade structures larger than 3m x 3m
- Multiple marquees, stalls or shade structures
- Catering by commercial entities

#### ***Number of Entertainment & Other Inclusions***

No more than one (1) of the items listed above may be included in your request for approval.

In addition to requesting the use of an entertainment or other inclusion at your function, you can also request approval for the use of any of the following items:

- Signage or Power / Generators
- Vehicle access to grassed picnic areas

If you want to have multiple entertainment or inclusions at your function, then your function would be classified as an event by the Trust. Please refer to the '[Hire a venue](#)' section on our [website](#) to understand what is required to make an event application.

#### ***Fees & Charges***

Where an entertainment or other inclusions is approved for use, you will be required to pay the relevant site hire fee and the following:

- \$70.00 Entertainment & Other Inclusions Fee
- \$300.00 Bond
- Any additional fees for vehicle access when access is required outside of standard shift times or for multiple vehicle access.

#### ***Gaining Approval for use of a Entertainment or Other Inclusion***

Approval for the use of a Entertainment or Other Inclusion will only be provided in conjunction with the hire of picnic shelter.

If you are wanting to make a booking you would need to refer to the '[Hire a venue](#)' section on our [website](#) to obtain the appropriate application forms.

All applications are assessed on a case by case basis and may require further clarification or information. Approval is not guaranteed or assured.

## Inflatable Amusements / Rides

Use of inflatable amusements or rides requires prior written approval and is only permitted at the *Acacia* shelter at Lizard Log.

Due to the greater risks associated with slide elements, climbing walls and water play use of inflatable amusements / rides that contain these elements may not be permitted to be used at booked activities.

### *Applying for Approval*

When applying for approval for use please ensure that you provide us with:

- A copy of the hire companies Certificate of Currency for Public Liability Insurance;
- The name of the amusement / ride and the hire companies' website,
- Actual size of the amusement / ride and confirmation of how it will be secured (weighted),
- Actual image of the amusement / ride and,
- Any special access or other requirements that the hire company may have.

### *Conditions of Approval*

If approval is granted:

- You must ensure that at all times the amusement is:
  - supervised by a qualified operator or suitable trained responsible adult, and
  - operated in accordance with the manufacturer's specifications.
- Amusements must be weighted (no pegging) down in accordance with the manufacturer's design specifications,
- If using a generator to operate the amusement it cannot be refuelled onsite. All generators must be filled off site by the hire company as no fuel is to be brought into or stored within the Parklands, and
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date the amusement will be in the Parklands.

## Mechanical Amusements / Rides

Due to the greater risks associated with mechanical amusements and / or rides they are not permitted to be used at booked activities with exception of mobile children go karts.

Mobile children go karts require prior written approval and are only permitted at the *Acacia* or shelter at Lizard Log.

### ***Applying for Approval***

When applying for approval for use of mobile children go karts please ensure that you provide us with:

- A copy of the hire companies Certificate of Currency for Public Liability Insurance;
- Information about the number of karts and enclosure size that they will have on the day, and
- Any special access or other requirements that may be required.

### ***Conditions of Approval***

If approval is granted:

- You must ensure that at all times the amusement is:
  - supervised by a qualified operator or suitable trained responsible adult, and
  - is operated in accordance with the manufacturer's specifications and its Work Cover NSW Registration.
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date the amusement will be in the Parklands.

## Vehicle Access

Parklands visitors are able to drive into the Parklands and use the internal roadway and marked parking bays without prior written approval.

Vehicle access to closed off grassed picnic areas requires prior written approval and is only permitted at the *Acacia* shelter at Lizard Log for vehicles dropping off or picking up approved entertainment or other inclusions.

### ***Applying for Approval***

When applying for approval please ensure that you provide us with:

- What the vehicle access is required for;
- The number and types of vehicles that require access, and
- Specific time's vehicle access is required for.

### ***Conditions of Approval***

If approval is granted:

- It will be for specific vehicle/s and period, you will not be able to alter the vehicles or times of access without prior written approval, and
- The vehicle/s will be escorted / directed by the Duty Ranger, no access will be provided prior to the Duty Ranger being onsite.

## Mobile Petting Zoo / Reptile Display

Use of mobile petting zoo or reptile display requires prior written approval and is only permitted at the *Acacia* shelter at Lizard Log.

Due to the greater risks associated with Pony rides, they are not permitted to be used at booked activities.

### *Applying for Approval*

When applying for approval please ensure that you provide us with:

- A copy of the Mobile Petting Zoo / Reptile Display company Certificate of Currency for Public Liability Insurance;
- Information about the type of animals, number of animals and enclosure size that they will have on the day, and
- Any special access or other requirements that may be required.

### *Conditions of Approval*

If approval is granted:

- You must ensure that:
  - the animals are kept under control at all times, are given adequate shelter and have a supply of clean drinking water,
  - only non-venomous reptiles are used, and
  - all waste, including straw/ hay / bedding material is removed from the Parklands.
- It will be for a specific zoo or display, you will not be able to alter the number of animals, types of animals or enclosure size without prior written approval, and
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date the mobile petting zoo or reptile display will be in the Parklands.

## Music / DJ / Public Announcement System / Band

Parklands visitors are able to use small portable stereos, MP3 players or radios at their function without prior written approval on the condition that noise is kept to a reasonable level that does not cause nuisance to other visitors.

Use of amplified music, DJ, public announcement systems or band requires prior written approval and is only permitted at the *Acacia* shelter at Lizard Log.

### ***Applying for Approval***

When applying for approval please ensure that you provide us with:

- Detailed information about the type and number of equipment being brought in, and
- Any special access or other requirements that may be required.

### ***Conditions of Approval***

If approval is granted:

- It will be for a specific item (e.g. DJ or Band), you will not be able to alter the item without prior written approval,
- You will be required to ensure that all speakers are set up pointing towards the shelter / area being used and not directed towards other areas of the parklands,
- Noise must be kept to a reasonable level so as not to adversely impact other parklands visitors or parklands neighbours, and
- The Duty Ranger has absolute discretion in determining whether interference or nuisance is taking place and may issue directions to any responsible person as to any remedial action to be taken to reduce noise levels. It is an offence to fail to comply with the reasonable directions of an authorised officer and fines apply for non-compliance.

## Single Entertainer

Use of a single entertainer (e.g.: Clown, Fairy, Magician) is permitted within the Parklands at *Acacia* shelter only. Written approval is required for them to perform at your function.

### ***Applying for Approval***

When applying for approval please ensure that you provide us with:

- A copy of the entertainers Certificate of Currency for Public Liability Insurance;
- Information about what they will be doing within the Parklands (e.g.: performing magic trips, balloon animals or craft activities), and
- Any special access or other requirements that the entertainer may have.

### ***Conditions of Approval***

If approval is granted:

- It will be for a specific entertainer, you will not be able to alter the entertainer or the activities without prior written approval, and
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date they will be in the Parklands.



## Shade Structures and Marquees

Parklands visitors are able to use a single domestic shade structure at their function without prior written approval if it is no larger than 3m x 3m, has no sides and it is properly weighted down. Pegging is not allowed within parkland, weights must be used.

Use of multiple structures, marquees or shade structures larger than 3m x 3m requires prior written approval and is only permitted at either the *Acacia* shelter at Lizard Log.

### ***Applying for Approval***

When applying for approval please ensure that you provide us with:

- A copy of the hire companies Certificate of Currency for Public Liability Insurance;
- Actual size of the marquee and confirmation of how it will be secured (weighted, no pegging), and
- Any special access or other requirements that the hire company may have.

### ***Conditions of Approval***

If approval is granted:

- It will be for a specific sized structure, you will not be able to alter the size of the structure without prior written approval,
- Marquees can only be weighted (no pegging) down in accordance with the manufacturer's instructions, and
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date they will be in the Parklands.

## Catering

Parklands visitors are able to have food at their function without prior written approval.

Use of onsite catering including, spit roast caterers, food trucks, mobile pizza ovens and other catering services requires prior written approval and is only permitted at the *Acacia* shelter at Lizard Log.

### ***Applying for Approval***

When applying for approval please ensure that you provide us with:

- A copy of the catering companies Certificate of Currency for Public Liability Insurance;
- Information about the type of catering and size of any equipment / structures that they will have onsite, and
- Any special access or other requirements that the catering provider may have.

### ***Conditions of Approval***

If approval is granted:

- It will be for a specific cater, you will not be able to alter the cater or the type of catering without prior written approval, and
- The Certificate of Currency for Public Liability Insurance provided must be valid for the date they will be in the Parklands.

## Signage

All parklands visitors are able to decorate picnic shelters with birthday banners, streamers and the like on the condition that they are tied to a picnic shelter with string or streamers and they are removed by the visitor prior to leaving the shelter.

Use of political signs, promotional material, company banners or directional signage requires prior written approval and is only permitted at either the *Acacia* shelter at Lizard Log.

### ***Applying for Approval***

When applying for approval please ensure that you provide us with:

- The type, number and actual size of all signs and confirmation of where and how they will be erected, and
- Any special access or other requirements that the hire company may have.

### ***Conditions of Approval***

If approval is granted:

- It will be for a specific sized and number of signs, you will not be able to alter the size, number of type of signs without prior written approval,
- Signs may only be tied to a picnic shelter with string or be free standing, and
- The signs must be taken down and removed at the end of your function.