

NON SPORTING EVENT TOOLKIT

CAMPBELLTOWN SPORTS STADIUM





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THE PROCESS

MAKE A GENERAL ENQUIRY

Complete the [Campbelltown Sports Stadium Hire Enquiry form](#) and submit. When your enquiry is reviewed, Stadium staff will reach out to confirm basic details such as availability and your intended event. From this point you may be directed to complete additional documentation.

BE INFORMED

Read through the event toolkit and make sure you understand the requirements for hosting your event. The toolkit outlines all documentation you might be required to provide.

PREPARE YOUR DOCUMENTS

Allow yourself plenty of time to prepare your documentation. Be mindful the time - frames provided should only be used as a guide. The entire application process could take up to 8 weeks or longer depending on the specific requirements of your event.

Everything that you may need to provide to us as part of your application is outlined in this toolkit including relevant documentation.

APPLY

When you're ready complete the [Application to Hold an Outdoor Event at Campbelltown Sports Stadium](#). Please note you can upload copies of your supporting documents to the application or you can provide them separately up to 14 days prior to the start of the event. Approval for your event may not be granted until these documents are provided.



ALCOHOL AND LIQUOR

Campbelltown Sports Stadium has a Liquor License that can be utilised for the event. The venue also has an Alcohol Management Plan in place to ensure that that Responsible Service of Alcohol obligations are met and that the Liquor License conditions are met for every event. The management of the Liquor License is the responsibility of the Venue Operator's Licensee and the Venue Operator. At times depending on the event, event specific Alcohol Management Plans will be written. This will be done in-conjunction with the event organiser.

The sale and service of alcohol at all events is the responsibility of the Venue Operators' catering contractor, as they are also the Licensee at the Venue.

There are a number of Liquor License conditions, which event organisers may need to be aware of when planning their events:

- Liquor can only be sold one (1) hour before, until one (1) hour after a function/event but not before 10:00am or after midnight (12:00am)
- Liquor cannot be sold before midday (12:00pm) at an 'all day event', which is more than eight (8) hours in duration
- Liquor can be sold on the premises in opened vessels of containers, except in corporate boxes
- No more than four (4) drinks are to be sold or supplied from a bar outlet to one (1) person at any one (1) time
- Sale of spirits (other than pre - mix ready to drink beverages) are limited to single shot measures of less per serve. Mid strength pre - mix spirits are recommended.
- If liquor is to be sold, it is the hirer's responsibility to engage a qualified security company with staffing to include appropriately licensed Responsible Service of Alcohol (RSA) guards.

AMUSEMENTS AND INFLATABLES

We want everyone to have a fun time at your event. Amusement rides and inflatables are popular, but we need to make sure they are installed and operated safely.

What you need to provide to us...

- A list of all amusement rides (mechanical and non - mechanical) with a brief description
- Public Liability or Certificate of Currency from the supplier with a market value of at least \$20m
- A COVID-19 Safety plan from the supplier





ANIMALS AND PETTING ZOOS

We do allow for animals and petting zoos, you just need to make sure you're following the [NSW Health hygiene guidelines](#).

What you need to provide to us...

- Public Liability or Certificate of Currency from the supplier with a market value of at least \$20
- A COVID - 19 Safety plan from the supplier
- Any relevant risk assessments or Safe Work Method Statements (SWMS)

FIREWORKS AND PYROTECHNICS

Any pyrotechnic/fireworks display needs to be undertaken in accordance with Safework NSW. Safework NSW will outline what is required such as licenses, applications, safety measures, notifications and other regulations that are applicable.

All fireworks displays are to be conducted by a suitably licensed Pyro technician in accordance with Safework NSW.

There are a number of fireworks firing points at Campbelltown Sports Stadium. These firing points are determined after undertaking a risk assessment in consultation with the Venue Operator and the pyrotechnics supplier.

What you need to provide to us...

- Evidence of Safework NSW notification for the display
- Evidence of notification to relevant authorities including, Police, Fire Brigade and State Rail Authority (as applicable)
- Site plan which details the firing site
- Pyrotechnics supplier's detail;
 - Name
 - Address
 - Phone number
 - Copy of the Safework Authority License
 - Public Liability or Certificate of Currency from the supplier with a market value of at least \$20m
- Risk assessment, safe work method statements and SDS register
- Completed the Fireworks Display Check List (Safework NSW)
- A clean up plan to make sure that all the debris from the fireworks is collected and disposed of, we need you and your pyrotechnics supplier to leave the site the way you found it, this also includes the adjacent tennis centre.



FOOD AND BEVERAGE

Food and beverage is an integral component of most events so we want to help you get this right! We need to ensure that food safety is high on your priority list, after all, we don't want people leaving your event with an upset tummy!

There are a number of requirements that are needed before we can approve your food and beverage requirements, some are the event organisers responsibility and some are your food stall operators responsibility.

Approval for Temporary Food Stalls and Mobile Food Vehicles

Food operators must obtain approval for temporary food stalls from Campbelltown City Council, so that food safety can be monitored and managed by the relevant authority. The link below will direct you to the appropriate area in Council and outline their requirements:

[Food Businesses - Campbelltown City Council](#)

Event organisers should coordinate all stall holders' applications for approval and submit applications to Campbelltown City Council directly. **It is important to note that these applications aren't assessed by the Stadium team**, and should allow at least 14 days prior to your event date to enable the Environmental Health team to process applications. Please note fees apply. You can head to the [Fees and Charges](#) page for a summary of applicable inspection fees.

But what about Food Trucks ? Anyone wanting to operate a Mobile Food Vehicle will need to complete an additional form. This can be found on Campbelltown City Council's website:

[Mobile Food Vehicles](#)

What you need to provide to us...

If you are going to have food stalls or mobile food vehicles you will need to provide:

- A list of all food and beverage stall holders
- A copy of the approved permit from Campbelltown City Council
- Public Liability insurance certificates with Products Liability, with a market value of at least \$20mil from each of your food stall holders or mobile food vendors OR overall event Public Liability Insurance that lists food stall operation as an inclusion on the policy.





HEALTH AND WELLBEING

FIRST AID AND MEDICAL

We want everyone that comes to any event at Campbelltown Sports Stadium to have a safe and enjoyable experience. Larger crowds who are having a good time enjoying your events increases the likelihood of a medical occurrence at an event. Pre-existing medical conditions or behaviour at an event or weather conditions can also have an effect. If there is alcohol being served this also increases the likelihood of a medical incident especially if the sun is out!

As a minimum, a qualified First Aid officer with an appropriately resourced First Aid Kit is required on-site at all times including during bump in and bump out, as incidents can often occur during these times.

Any calls for an ambulance or other emergency services to an event site must be communicated to the venue representative who can ensure that appropriate assistance is provided for access. This is especially important if your event involves any road or gate closures within the venue and the ambulance needs to access through these closures.

What you need to provide to us...

A first aid plan that contains the following information:

- The contact details of a designated First Aid/safety officer covering the full period of site occupation
- The name of the company providing your First Aid services on event day, eg St John's, First Care, etc.
- What time the First Aid providers will be operating on the event day (First Aid should not leave the event site until all event patrons have cleared the venue)
- The proposed location of the First Aid point within the event site as well as locations on any associated run or walk route around the venue. Venue staff can assist when assessing the appropriate location for your first aid point. The venue does have two permanent first aid rooms, but sometimes these aren't positioned in the best place for your specific event
- Whether there will be an ambulance onsite for the event
- Public Liability or Certificate of Currency from the first aid provider with a market value of at least \$20m

HARM MINIMISATION

Depending on your event a harm minimisation plan may be required. This plan will need to focus on early intervention and education.

HOURS OF OPERATION

Events at Campbelltown Sports Stadium can take place between 7:00am and 10:00pm. **Events are required to cease at 10:00pm to provide a 30 minute buffer.**

Bump in can only commence from 7:00am. Public address systems and amplified sound cannot commence prior to 8:00am and must cease by 10:00pm.

INSURANCES

Insurances are a way of life for those unexpected incident and events and to host an event at Campbelltown Sports Stadium, you need to be covered.

What you need to provide to us...

- Public Liability or Certificate of Currency for the hire period with a market value of at least \$20m
 - Public Liability or Certificate of Currency from all third party suppliers, contractors, performers, etc (\$20m value)
-

LIGHTING

Lighting is important, especially if your event takes place at night. It can also be used in various ways to create unique and multipurpose events.

The venue is equipped with appropriate floodlighting to ensure the venue is safe for your patrons if your event extends into the night. You may need to consider if additional lighting will be required for stall holders and food vendors.

When submitting your event documentation, it should outline if you plan to utilise production lighting or laser shows. Your site plan should clearly show where your lighting will be located.

What you need to provide to us...

- Public Liability or Certificate of Currency from all third party suppliers, contractors, performers, etc (\$20m value)
- Details of lighting use if you plan to utilise production lighting or laser shows





NEIGHBOURHOOD NOTIFICATION

So we can keep our neighbours and the broader community happy, we want them to know about major events. A notification to the neighbours is required for events at least 14 days prior to the commencement of the event if one or more of the following activities is occurring at your event:

- Fireworks or pyrotechnics (excluding contained fire displays)
- Impact significantly on the local traffic
- Noise considerations
- Bump out occurs after 10:00pm
- If your anticipated crowd exceeds 10,000 people.

The notification must be sent to all neighbours within 500m of the venue and include the following information:

- Event date
- Event times
- Event description
- Schedule of any major event components (i.e. fireworks)
- Contact details

The Venue Operator/Event organiser will also provide Council, NSW Police and appropriate agencies with this notification via an appropriate means. For your reference - [Campbelltown Sports Stadium Notification Map](#)

What you need to provide to us...

- A copy of the notification and proof of delivery
- A copy of the map where the notification was made

POWER

We realise the majority of events need power and we're happy for you to use portable generators. All generators need to be silenced 4 stroke generators that are fitted with a current test and tag certification. All electrical leads must also be tested and tagged by a licensed electrician and safely protected on the ground to prevent trip hazards.

When organising the site plan ensure that no generators are placed on the synthetic track at the Athletics Centre.

What you need to provide to us...

- A copy of Public Liability or Certificate of Currency from the supplier with a market value of at least \$20m.
- Any relevant risk assessments or Safe Word Method Statements (SWMS)

RISK MANAGEMENT

Like you we want to make sure that everyone that comes on site goes home to their family. We want to make sure that the event is managed safely, so everyone can have a safe and enjoyable time.

Assessment of event risk is a critical step in event planning. Depending on the risk profile of the proposed event, risk assessments identifying risks, hazards that exist for the event and the methods for eliminating and controlling them is required. We are here to help, but unless you have an appropriate risk management plan in place your event won't be approved.

What you need to provide to us...

A risk assessment is required to be submitted. Risk Assessment templates can be found on the SafeWork NSW website, alternatively you may use your own.



SECURITY

If your anticipated event attendance exceeds 1000 people or if alcohol is being served, security will be required for the duration of the event.

Campbelltown Sports Stadium reserves the right to recommend a ratio of 'crowd controllers' per event. 'Crowd controllers' must be licenced security guards. We can arrange security however, the cost will be charged to the event organiser post event.

What you need to provide to us...

If you are employing your own professional staff you will need to provide:

- Details of a designated contact for the company including:
 - Name
 - Email
 - Phone number
- The name of the company providing your security on event day
- Copy of the company's security licence
- Security Plan
- Public Liability or Certificate of Currency from the contractor for the hire period with a market value of at least \$20m



SITE PLAN

We would like to assist you in planning your event and are here to help. In order for us to assist we need to see where you propose to put your event activities and structures.

It is important that the layout of your site is functional to your event however, also ensures it is safe and meets our requirements.

For non sporting events there are designated locations for:

- Potential stage or inflatable screen locations
- Inflatables, marquees, gazebos and temporary food stalls
- Food trucks, display vehicles, animal farms or rides
- Mechanical amusement devices
- Super cross, BMX displays and monster trucks.

When planning your events use the [Campbelltown Sports Stadium - Non Sporting Events Layout](#) as a guide to ensure that your activities are in the approved location.

What you need to provide to us...

A site map indicating the location of all temporary structures and activities including:

- First Aid
- Lost children point
- Stages
- Marquees
- Food stalls
- Amusements and rides
- Water stations
- Firing site of fireworks and/or pyrotechnics.

Feel free to use one of the below aerials for your site plan;

[Campbelltown Football Stadium Aerial](#)

[Campbelltown Athletics Centre Aerial](#)

SITE SAFETY

Site safety is a critical component for any event and should be at the top of the Event Organisers list of action.

The Event Organiser must comply with all safety standards and requirements imposed by the Venue Operator and what is required under the relevant legislation in their protection and conduct of the Event.

The Event Organiser must:

- Engage a suitably qualified person for the purposes of provisions in relation to the construction of any temporary works on the Site and a suitably qualified consultant in relation to electrical works on Site and a suitably qualified person in relation to the conduct of the Event
- Provide certification from each suitably qualified person in relation to areas of expertise that the site is safe for the Event use and has been prepared for the Event in accordance with this Operational Plan of Management, and the Event Organiser will not proceed with an Event without the appropriate Site Safety Certificates having been received by Council
- Site Safety Certificates must provide certification of satisfaction or compliance with any requirement or standard in connection with safety or amenity concerning the Event
- The Event Organiser must apply for, obtain and maintain all registration, licensees, approvals and consents which are required by statute, regulations, by-laws or ordinances in order to enable it to comply with its obligations;
- The Event Organiser must provide a minimum, such as lighting, to facilitate the safe occupation of the Site, the entry and exit of patrons from the Site and the Precinct, and clean-up of the Site and wider Event impact area, at the completion of each Event
- The Event Organiser alone remains responsible for the safe and compliant conduct of the Event and everything done in connection with the Event, irrespective of anything done or omitted by Council
- The Event Organizer will work with Council to comply with the Site Safety requirements of the license agreement. Prior to any event being open to the public, and or paying event patrons, appropriate Site Safety Certificates will be submitted to Council

STALL HOLDERS

Stallholders will be required to provide their own equipment unless otherwise advised. In addition no power or water is available. Generators may be used. Please refer to 'Power' section on page 8.

Stallholders are responsible for ensuring their stall is set-up appropriately to ensure it is safe for their workers and event patrons. Any electrical leads used must be tested and tagged by a licensed electrician and safely protected on the ground to prevent trip hazards.

Vehicles are not permitted to enter or drive within the venue at any time without permission from Venue staff. In addition no stall holder is permitted to bump out until post event.

What you need to provide to us...

Public Liability or Certificate of Currency for all stallholders with a market value of atleast \$20m





TEMPORARY STRUCTURES

Temporary structures include tents, marquees, booths, stalls, stages, shade structures, carnival rides, generators, temporary fences, seating, etc.

There is to be no pegging structures at the venue. All marquees/structures must be weighted accordingly.

What you need to provide to us...

If you are going to have any temporary structures you will need to provide:

- Details of the temporary structure and/or supplier
 - Type
 - Quantity
 - Size (e.g 3m x 3m)
 - Supplier
- Public Liability or Certificate of Currency from the supplier with a market value of at least \$20m
- Any relevant risk assessments or safe work method statements.

TOILET FACILITIES

There are numerous [Campbelltown Sports Stadium - Amenity Facilities](#) for use at your event. Sometimes it might not be enough depending on the crowd you are expecting so you can bring in additional facilities if required.

What you need to provide to us...

If you are going to be bringing in additional toilet facilities you will need to provide:

- Details of the the additional facilities
 - Type
 - Quantity
 - Supplier
- Public Liability or Certificate of Currency from the supplier with a market value of at least \$20m.

WASTE

We'll provide bins for your event, however as the event organiser, you are responsible for the removal of all waste generated as a result of the event, this may include litter from adjoining areas.

You are responsible for ensuring all stallholders dispose of their waste accordingly.

The venue must be left clean after the event.

Any excessive waste left onsite will result in an additional cleaning fee being charged.

If you feel that you will require more bins than what is already provided onsite we can arrange for some additional to be brought in at an additional cost.

CONTACT

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