

FEDERATION COUNCIL’S EVENTS AND FESTIVAL GUIDELINES

Site & Considerations

Table of Contents

1.	Site Plan	2
2.	Running Sheet.....	3
3.	Signage.....	3
4.	Entry and Exit of the Event	4
5.	First Aid.....	4
6.	Temporary Structures.....	4
7.	Power, Sound and Lighting.....	5
8.	Lost Children	5
9.	Cash Handling	6
10.	Head Quarters / Information Point	6
11.	Access/Vehicles	7
12.	Parking.....	7
13.	Waste Management	8
14.	Toilets	9

When planning an event of any size there are a lot of aspects to consider before you can host your event. Throughout this guide we have made a list on items to assist and consider when planning your event. Considerations do change pending on the scale and type of event.

1. Site Plan

It is a requirement of Council that a site plan be submitted with the application to stage an event.

This is a valuable communication tool that tells everyone involved in the event where important features are located. It is also useful in identifying any potential risks or hazards that may exist.

Identify the following things on the site plan. It is not an exhaustive list and will vary depending on the event. However, it will provide you with an indication of the types of things to include:

Access

- Entry and exit points
- Emergency services entry and exit points
- Vehicle routes
- Paths and lighting for pedestrians
- Parking
- VIP and Media areas
- Parade route

Structures

- Communication centre / command HQ
- Stage and other structures, such as barriers
- Entertainment areas / activity areas
- Restricted access areas
- Liquor outlets and consumption areas
- Food vendors / stalls
- Toilets
- Sound and lighting control points

Facilities

- Seating
- Security guards
- Lost children area
- Rubbish bins
- Power outlets / water points / gas cylinders
- Fencing
- Firefighting equipment
- First aid
- Facilities for people with a disability

2. Running Sheet

A running sheet sets the timing and sequence of your event so that you, contractors, staff and other key stakeholders know what is happening and when.

A good running sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations and program details.

3. Signage

The type and amount of signage required will generally depend on what kind of event you are staging and how many people you expect to attend. If you do erect signage, you will need to ensure that it is clear, easy to understand and most importantly correct.

It can be a good idea to provide signage for the following.

- Parking
- Entry and exit points
- Toilets / parents room
- First aid
- Office / Information
- Food / drinks If you are selling alcohol, then you will need to display relevant signage under the Liquor Laws

4. Entry and Exit of the Event

Depending on the number of people, you are expecting at your event, you may need to consider having staff located at the entry and exit points of the site.

Further, it may be worthwhile having more than one point where patrons can enter and exit if you are expecting a large number to attend the event. The purpose of this is to direct patrons in and out of the site and to act as a marshalling point. This is especially important in the case of an emergency.

If you are planning to undertake market research for your event, then it could be a good idea to conduct surveys and collect data at these points.

It is vital that you provide access into and around the site for emergency service vehicles. This should be a separate entry/exit point to that of patrons.

If your site is large, provide more than one entry/exit point for emergency vehicles so that the most direct route can be used in the event of an emergency.

Avoid locking any gates, as this can impact on how quickly, emergency services can reach the incident.

5. First Aid

You must have qualified First Aid personnel on standby at your event. You may wish to arrange for an organisation such as St John Event Health Services to provide this service.

Your First Aid station must be well signed and promoted so that all participants and attendees can find it if need be.

For further information go to [St Johns Event Health Services](#).

6. Temporary Structures

The Event Organiser is responsible for providing details of all structures to be installed. Temporary and custom built structures must be erected and secured in accordance with the manufacturers/structural specifications to ensure they are structurally sound and can withstand likely wind in the locality and any likely live loadings.

These manufacturers/structural specifications are to be provided to Council prior to the event. Separate certification shall also be provided to Council by the installers, for the structures, confirming installation on site in accordance with the relevant specifications.

Stage structures are not to be loaded in excess of those loadings recommended by the suppliers and/or manufacturer.

7. Power, Sound and Lighting

You cannot run your event without an adequate power supply! It is vital that you investigate the power needs of all those involved in the event (i.e. food vendors, performers) to ensure that your supply is sufficient. This needs to be done prior to the event so that you can make the appropriate changes to your site layout, or hire generators if need be.

In planning your event, you must also consider the safety issues involved with your power supply. This should be included as part of your risk assessment (i.e. power leads should not present trip hazards). You should indicate on your site plan where the main power supply switch is, and be sure that all participants are aware of this should it need to be turned off in an emergency.

A number of things will determine the sound requirements of your event. For example, the venue, the size of the audience, the events proximity to residents. If there are neighbouring residents to the venue where your event is consideration of the level of sound must be made.

The volume needs to be pitched at just the right level, and all members of the audience need to be able to hear clearly. Professional Sound Engineers can give advice on equipment and the acoustics qualities of a venue.

If your event is at night, you must ensure there is enough lighting, particularly for walkways and high pedestrian movement areas. This is important from a risk management point of view, and in case of an emergency or the need for evacuation. Having a backup power supply is also a good idea. Lighting is a great way to enhance your event such as to highlight your guest speaker or create mood in a room.

8. Lost Children

For a large event, it is advisable to arrange for lost children. Set up an area where lost children can be looked after and where carers can look for them. Clearly communicate to event patrons arrangements for children and carers become separated.

All staff and volunteers working at the event should be aware of the procedures to follow for lost children. The lost children's area should be staffed with appropriately qualified employees or volunteers.

Note that all people (whether volunteers or employees) working with children must have a valid [Working with Children Check \(WWCC\)](#) clearance. The WWCC helps prevent unsuitable persons from working for your event in positions where they have direct, unsupervised contact with children.

The Working with Children Check is only one part of keeping children safe. Learn more about how to develop and maintain a [child safe organisation](#).

9. Cash Handling

Many events will require the need to collect money which can cause significant security issues, particularly where large amounts of money accumulate.

You should allocate a member of your event team and a security guard to circulate through the areas of the event where money is collected (entry gates/merchandise stalls/bars etc.) to prevent a build-up of money at these points.

Money should be transferred to a safe central collection point, well away from the general public, and where possible utilise a safe.

You should try to conceal money moving practices from the general public and avoid sticking to a routine. Where large amounts of money accumulate on site, consider utilising the services of a professional cash collection service to remove cash from the site at certain intervals during the event.

10. Head Quarters / Information Point

It may be a good idea, particularly for large events, to have a designated office or information centre at the site. Ideally, this should be located at the entrance to the event so that it is noticeable to people as they enter.

It also needs to be clearly signed and always staffed. The purpose of this facility should be communicated to attendees as they enter the site. There are a number of benefits to having this point, such as;

- It acts as a base for all event staff.
- Attendees can easily access any information they require, or can report concerns, hazards etc.
- It can be a base for First Aid personnel.
- It can be promoted as the place to report missing children or personal items.

11. Access/Vehicles

When considering your site plan you must ensure that access to the site must be maintained for emergency vehicles and/or owners/tenants of properties requiring access.

A good guide is a minimum of 2.5 metres width must be maintained for pedestrian access at all times.

On Council owned or managed land

- Only vehicles authorised by Council are permitted to enter the site.
- Paved pathways only shall be used for vehicles entering and leaving venue.
- Authorised vehicles must be escorted through the venue and not exceed walking pace.
- Vehicles are not permitted to drive on grassed areas within the site unless turf protection measures are used for all vehicle movements.
- No vehicle shall be parked within the confines of the site during the event unless approved by Council.
- Drip trays shall be placed underneath all vehicles whilst located within the venue.
- Vehicles are not permitted to drive or park beneath the dripline of any tree within the venue under any circumstances.

12. Parking

It is important to provide sufficient parking for people attending and working at the event. If the available parking at your chosen venue is not sufficient, you may need to consider alternative arrangements.

If existing parking facilities at the event location are inadequate, consider nearby parking stations.

If you need to set up additional parking areas, certified traffic marshals may be required.

If your event is not accessible by scheduled public transport, it may be necessary to provide hired shuttle bus services and/or additional parking spaces.

Remember to provide easily accessible parking spaces (with signage) close to the event for people with a disability.

When planning where to put parking, ensure you allow access for emergency vehicles. Indicate parking areas and vehicle entrances and exits on your site plan.

It is useful to promote parking in the lead up to the event, particularly if you expect to have any issues with availability. Highlight nearby car parks to the venue and if practical, encourage people to walk and leave the car at home!

13. Waste Management

Even small events can generate large amounts of waste. Council encourages you to consider implementing an effective waste management plan for your event.

A 'Waste Wise' event is one that adopts a variety of principles to ensure that the amount of waste leaving the event and to landfill is reduced.

Some aspects for consideration are:

- waste receptacles—type, quantity and placement
- emptying of receptacles—frequency, operational issues (e.g. will waste trucks be able to access necessary areas at your event)
- managing waste which has not been placed in receptacles
- managing waste during and after your event
- types of packaging used in order to minimise waste
- recycling

Reducing the amount of litter at your event and providing recycling options will not only save you money but it will enhance the reputation of your event.

If you think your event will generate a considerable amount of waste, make sure you have an adequate number of bins available so that attendees do not litter on the ground.

Signs around the venue might encourage people to make use of the bins provided. You may also need to have someone available to empty the bins during the event if they become full.

Always make sure that any litter is picked up after the event and before you leave the venue. Council can assist with street sweeping if required.

Please contact Council on 02 6033 8974 for an estimated cost of any waste management services.

The NSW Environmental Protection Authority has valuable information outlining seven steps you can take to ensure a "[Waste wise Event](#)".

14. Toilets

You must ensure that an adequate number of toilets are provided for the expected number of patrons to the event. Your venue may have existing toilets that you can utilise, however if this is not the case you will need to hire portable systems (most party hire businesses provide portable toilets).

It is important that the toilets remain in a clean state throughout the duration of the event. Depending on the number of expected patrons, you may need to arrange for the toilets to be cleaned during the event.

Do not forget to stock up on toilet paper! Little things like this can affect the success of your event, so it is important to make sure you have considered them.

Consider toilet facilities that are accessible to people with a disability and baby change rooms and sanitary bins. Make sure you have sufficient signage around directing people to the toilets.

Guide to toilet facilities according to patronage – No alcohol

Males				Females	
Patrons	Toilets	Hand Basins	Urinals	Toilets	Hand Basins
< 500	1	2	2	6	2
> 1000	2	4	4	9	9
> 2000	4	6	6	12	6
> 3000	6	10	15	18	10
> 5000	8	17	25	30	17

Guide to toilet facilities according to patronage – With alcohol

Males				Females	
Patrons	Toilets	Hand Basins	Urinals	Toilets	Hand Basins
< 500	3	2	8	13	2
> 1000	5	4	10	16	4
> 2000	9	7	15	18	7
> 3000	10	14	20	22	14
> 5000	12	20	30	40	20