



**Albert Park Reserve
Major Event Guidelines
2024-2025**

Overview

This document provides advice to event organisers seeking to hold major events at **Albert Park Reserve** during the 2024-2025 financial year.

In the issuance of event permits, Parks Victoria's objective is to ensure protection of cultural and built heritage while respecting environmental and social attributes. Parks Victoria takes an adaptive management approach by evaluating the impacts and successes of each event and using this information to inform future decisions.

Parks Victoria's vision for Albert Park is that of a high-quality lakeside park home to amateur sport and recreation, as an outdoor venue for public events and activities and a valuable tourist feature of inner Melbourne (*Albert Park Master Plan 2019*). Given, Albert Parks frequent use as a host to sporting, recreational, cultural, social, community and public events, a call for dates process helps ensure a fair and equitable event permitting allocation process

The Location

Albert Park Lake and Reserve is one of Melbourne's busiest parks, with over six million visits annually. Albert Park is a major venue for recreation and sporting activities and features a range of facilities such as the Melbourne Sports and Aquatic Centre, Lakeside Stadium, Junction Oval, a public golf course and driving range plus numerous sporting fields. The park also contains restaurants, café and function venues.

The wide variety of commercial, recreational and sporting activities occurring in Albert Park sets it apart from other urban parks throughout the world and reinforces Melbourne's reputation as the world's most livable city.

The Opportunity

This Call for Dates application is for Albert Park Reserve major public events including:

- Large scale major events.
- Community or recreational events involving commercial trade or business or hired infrastructure/amusements.
- Events requiring road closures; and
- Ticketed events.

Public events at Albert Park include fun-runs, walks and other recreational or park-related outdoor events which complement the vision of Parks Victoria and the values of Albert Park.

Events that are cultural, charitable or cause-related which are conducted for the purpose of attracting revenue, support, awareness and/or for entertainment purposes, and include the general public, are generally encouraged at Albert Park.

Formula 1 Australian Grand Prix 2025, important detail:

- **Dates that fall within the Grand Prix period cannot be considered.**
- At the time of printing date is assumed in March/April – (Subject to FIA Approval)
- There is significant infrastructure required to facilitate the Australian Grand Prix. At this time there can be significant disruption within Albert Park

Event Locations

There are six dedicated event areas within Albert Park, and assistance can be given deciding on the most appropriate site for your event. Please refer to the *Albert Park Map (attachment 1)* for exact locations:

1. Palms Lawn
2. Amphitheatre
3. Pelican Lawn
4. Grebe Picnic Area
5. Albert Park Lake
6. Lake Path

Note: If you are applying for an event on Albert Park Lake, please complete the *Call for Dates application document to hold and event on Albert Park Lake for the 2024-2025 Financial Year*.

Assessment Criteria

Events are assessed annually for inclusion in the Albert Park Calendar of Events. Parks Victoria reserves the right to limit the number, type and size of events per year. Assessment is based on the following:

- Consistency with the purpose of the reservation as described in the *Crown Land (Reserves) Act 1978*;
- Impact of the event on Albert Park tenants, facilities, general public access, the environment, local traffic and parking;
- Suitable event timing;
- Experience in conducting events;
- Alignment with Parks Victoria Healthy Parks Healthy People principles;
- Capacity to provide necessary event documentation; and
- Reference checks, at the discretion of Parks Victoria.
- You must have a **cancellation policy** outlining when the event will be cancelled if the safety risks are deemed too high for the event to go ahead or continue.
- There is no fee to lodge the *Call for Dates Application*.

Selection and Event Approval

If the event is deemed suitable for Albert Park, in principle approval will be provided to event organisers based on the details submitted in their initial full application. However, upon receipt of your event application a Parks Victoria staff member may contact you to discuss your application, clarify any items contained within and request additional information if required. These requirements will vary depending on the type and scale of event you are proposing and may include securing permits or approvals from other relevant parties (Maritime Safety Victoria, VicRoads, and Local Council etc.). **Letters providing in principle support can be retracted at the discretion of Parks Victoria and approval is only provided when in receipt of signed event permit as applicable.**

Please note: If an event has been held at Albert Park previously this does not automatically provide approval or a desired date.

Mandatory Documents – Call for Dates submission

In submission via the call for dates a high-level summary of your event is required. This will provide a broader understanding of your proposal and what you wish to achieve. This will not only assist in review of suitability of event for Albert Park but will also identify possible suggestions from local staff to make your event a success in the space. When compiling this information, you need to include:

- Event name
- Proposed locations within Albert Park (including site layout map and any associated road closures)
- A description and main purpose of the event
- Activation times and dates (including bump-in, bump-out times and dates)
- An overview of your event key entertainment, activities and infrastructure
- Nature of attendance (participating or spectating)
- Target audience
- How the event would be promoted, and
- Estimated number of attendees

If the above documents are not included, your application may not be considered.

If your nominated dates are approved, Parks Victoria will grant an Event Permit subject to the provision of all documentation (**minimum of 12 weeks prior to the event date**).

Application Assessment Timelines

Please allow a minimum 6 weeks for the review process to be undertaken once applications close.

Timing will be dependent on the number of applications received, date clashes between proposed events etc.

Tentative approval of dates will be provided once the calendar has been finalised. However, an event is not approved until Parks Victoria has provided written confirmation to the event organiser by way of a signed Event Permit. This will only be provided once all prescribed requirements have been met

Event Permit

The event permit outlines conditions under which event organisers agree to conduct their event. The permit is not in effect until Parks Victoria receives a signed copy agreeing to these conditions and is satisfied that all other conditions have been met. Parks Victoria reserves the right to withdraw an event from the Event Calendar if conditions are not met. Should prevailing circumstances prevent or restrict the event being held at a particular time or location Parks Victoria will, where possible, work with the event organiser to reach a mutually acceptable outcome.

Important note:

In the case of the scheduled event date being declared a day of Total Fire Ban or subject to extreme weather conditions any planned event may be cancelled at the discretion of Parks Victoria.

Event Fees

An event fee is charged according to size, scale and nature of the event as determined by Parks Victoria. Upon submission of an application form an indicative fee can be supplied upon request. Parks Victoria requires the **permit fee to be paid prior to the event.**

Some events, due to the nature of the activity involved, or the size of the event, will require ranger supervision. The decision whether an event requires ranger supervision will be made by Parks Victoria.

Where supervision is deemed necessary an hourly supervision fee will be applied. Supervision fees have been calculated on a cost-recovery basis.

See below link for current event fee schedule.

<https://www.parks.vic.gov.au/search?search=event+fee+schedule>

Community Event Fee Schedule

Where a Permittee is a registered charitable organisation or a not-for-profit group, then event is to be considered a community event and the permit fee is set on a cost recovery basis.

Community Event pricing will apply where:

- a) The Permittee is a charity, or
- b) The Permittee is a not-for-profit group; or
- c) All net proceed from the event will be distributed to a charity or not for profit group.

In all cases, the onus is on the Permittee to establish their

status and eligibility for community event pricing as per criteria requirements on application form.

For events not applying the Community Event Fee Schedule, event fees will be calculated at market rates.

Caring for our Open Spaces

As Albert Park includes sites of natural and heritage significance; it is an expectation that the event permittee takes responsibility for looking after these spaces while occupying them. Where damage has occurred because of an activation taking place, the permit holder is responsible for the cost of reinstatement. This includes damage incurred by third parties, suppliers, and any contracted services. Costs associated with reinstatement can run into the thousands and pose a significant cost risk for organisers. Event permittees are encouraged to:

- Budget for possible reinstatement costs and use protective measures to mitigate the likelihood of reinstatement where possible. Methods of site protection may include use of protective flooring or trackmat, marshals to manage vehicle movement and informed placement of infrastructure to avoid damage to underground assets.
- Consider impact to lawns from interrupted irrigation schedules. This will assist in reducing the overall impact on the space

Where there has been damage to the permit area, or the permit area is required to be cleaned by Parks Victoria staff or contractors after the event remediation costs will be sought from the Permittee.

Invoice for remediation or damage works will be issued directly to permittee after quotes received by Parks Victoria as per terms and conditions in formal permit.

Permittee's conducting events in Albert Park should include a budget component for aeration, rolling and top dressing of the lawned areas for their event. Events on roads, footpaths and other public spaces should also consider potential reinstatement costs. Events with longer duration will likely incur higher reinstatement costs.

Please note: Pegging is not permitted, all infrastructure (including marquees and signage) must be weighted.

Mandatory Documents – Event Permit Submission

At the time of submitting an event permit application (based on in principle support letter from Call for Dates process, the following documents will be required to enable the administration of an event permit

An **Event Operations Plan** including the following:

- A copy of the **Event Map**. The map must:
 - Show the site map identifying where

you would like to hold your event in the park;

- Show the type and location of all infrastructure, facilities, vendors, entertainment, parking; and
- For events such as cross-country running or mountain bike riding events, please provide a detailed course map including start and finish locations.

- **Certificate of Currency** - showing current validity of public liability insurance. You must have a minimum of \$20m public liability insurance coverage for the event, noting Parks Victoria as an interested party.
- **Contact list of on-site contacts** - event managers, safety officers, major contractors.
- **Full program/running sheet** - of the event including bump in/bump out dates and times.
- **Site Plan and Infrastructure list** - detailing all structures, equipment, barriers, vehicles and selling locations.
- **Waste Management Plan** - collection and cleaning. <https://www.epa.vic.gov.au/about-epa/laws/new-laws/managing-waste>

Additional Supporting Documents

Depending on the scale and nature of the event the following maybe requested:

- **Child Protection Plan** - if your event involves children, please consider your obligations under the Working with Children Act 2005.
- **Communications Plan** - (outline how event organisers will notify affected stakeholders of the event);
- **Liquor License** - Parks Victoria must approve the sale and consumption of alcohol at any event, after which the event organiser needs to obtain a liquor license from the Victorian Department of Justice and abide by conditions of the permit. For more information, please refer to their website: www.vcglr.vic.gov.au/home/liquor;
- **Noise Management Plan** - outlining mechanisms to ensure compliance with State Environment Protection Policy abide by the State Environment Protection Policy (Control of Music Noise from Public Premises) (SEPP N-2);
- **Occupancy Permit for a Place of Public Entertainment (POPE)** - which is obtained from the City of Port Phillip (please refer to City of Port Phillip website for information relating to prescribed temporary structures www.portphillip.vic.gov.au). This document confirms your event complies with the Building Act and must be displayed at all times during your event. City of Port Phillip will inspect the event site on the morning of your event to ensure you have met the requirements set down in this document;
- **Other Agency** approvals identified throughout assessment;

- **Pedestrian and Crowd Management Plan** (for events that have the potential to impact the general public movements through the park);
- **Public Performance of Sound Recordings (PPCA License)** for events that involve the playing of sound recordings or music videos in public. For more information please refer to their website: www.pcca.com.au
- **Resident Notification Plan** - a notification letter to residents, typically requested for events involving road closures and amplified noise. Parks Victoria staff will advise during the planning phase if this will be a requirement for your event;
- **Risk Management Plan.**
- **Signage Plan** directional, promotional, emergency, flags, banners and Variable Message Signs etc;
- **Temporary Food Handling Permits** Food vendors must adhere to the Food Act 1984. Vendors operating at Albert Park must lodge a Statement of Trade (SOT) with Streatrader and the City of Port Phillip. For more information, please refer to Streatrader's website: <https://streatrader.health.vic.gov.au/>
- **Traffic Management Plan (TMP)** (if impacting Parks Victoria managed paths, management vehicle paths or public roads). TMP prepared in consultation with VicRoads, local Council and Parks Victoria. The TMP must include parking, signage, signage distances, method of communication and **Victorian Police Major Events Unit** notification.

If **drones** are proposed at your event, you must also provide:

- Aircraft Operations Plan including:
 - Take off and land zone;
 - Proposed flight path;
 - Proposed exclusion zone; and
 - Proposed location of spotters.
- Factsheets of all proposed aircrafts;
- Remotely Piloted Aircraft License for all proposed pilots;
- Operator's certificate;
- Operator's certificate of currency of public liability insurance;
- Job Safety Analysis; and
- Civil Aviation Safety Authority (CASA) area approval (if required).

Important note: Heavy restrictions apply to the use of Remotely Piloted Aircrafts (RPAs) within Albert Park Reserve.

Site Specific Event Planning Considerations

Site

- Pre and Post-Event Site Meetings. Parks Victoria will invite the event permittee and or/event organiser to pre and post-event site meetings so that site conditions are recorded and noted by both parties before and after the event. The pre-event site meeting will be required the week leading up to your event (Mon-Fri 8am-3pm).
- Event organisers are responsible for removing all litter generated by their event from the park during and immediately following the event. All litter including screws, bolts, nails, tie backs must be removed from the event site and disposed of outside of the park, not in the bins provided for park visitors. If rubbish is left in the park, the bond will be withheld and an infringement notice may be issued.
- Adequate rubbish bins are to be supplied for the event. All bins must be removed from the park the same night or next morning.
- An event representative must be onsite to oversee the entire bump in/bump out period. i.e. deliveries of supplies and or infrastructure.
- If required a bollard key can be secured for collection and return to Albert Park's Park Office. A \$50 replacement fee will be charged in the event of damage or loss of the bollard key.

Entertainment/Amusements/Vendors

- Any structures (marquees, jumping castles etc.) require permission from Parks Victoria and must be noted on the event site plan as these documents form part of the event permit.
- Any amusements such as animal farms, face painting or children's activities require permission from Parks Victoria and must be noted on the event site plan as these documents form part of the event permit. Amusements must operate in line with Australian Standards.

Food/Beverage

- Parks Victoria must approve alcohol at an event prior to the major event organiser applying for a liquor licence.
- Subject to an approved liquor licence, the service of alcohol must be contained to event patrons only. The event organiser must ensure glass free or the use of shatterproof plastic cups/glasses. Consumption of alcohol is controlled under the City of Port Phillip Local Law No. 1, for more please refer to their website: http://www.portphillip.vic.gov.au/drugs_alcohol.htm

- Cooking oils, fats, coals, embers must be contained in appropriate containers and need to be removed from the park. Should the CFA or FRV declare a total fire ban on the day of the event, event organisers will need to obtain permission from CFA or FRV. Written permission from CFA or FRV must be provided to and approved by Parks Victoria prior to lighting any barbeque.

Ground Management

- The event organiser is responsible to reinstate and or repair damaged park infrastructure or services that is caused by the event to Parks Victoria standards.
- Site mark-up will occur as agreed and per the event management plan. Mark-up is to be done using water based spray paint only and no substance that kills grass i.e. lime or round up are permitted to be used.
- Compaction of the lawn may require aeration at the end of the event.
- Temporary matting must be used in high traffic areas including all loading docks.

Infrastructure/Signage

- **Pegging is not permitted**, all infrastructure (including marquees and signage) must be weighted.
- Consideration must be given to the placement of infrastructure and the potential impact on Albert Park's Commercial Tenants.
- Garden beds and trees must be protected throughout the permit period. The event organiser must fence off trees to avoid damage. Please ensure nothing is attached to any tree in the park.
- Tree Protection Zone, erection of infrastructure is not allowed within 3 meters of the base line or drip line of any tree in the park (whatever is greater).
- Potable Drinking Water is available at Albert Park event sites, except for the Amphitheatre. Please refer to Albert Park Water Points Map (attachment 3) for details.
- It is the event permittee's responsibility to ensure that all contractors hold sufficient liability insurance for the event.
- Albert Park public toilets are provided for park visitors; they are not capable of supporting major events, therefore the provision of portable toilets is recommended for major events.
- Event organisers will need to seek approval from Parks Victoria prior to the event if they wish to utilise Albert Park's public toilets. Approval will be subject to a plumber being on call to attend any plumbing related emergencies, and that the toilets are checked every hour and at the conclusion of the event to ensure they are clean. The event organiser must, at their own cost, replace consumables during and

immediately after the event for the general public's use.

- Bump in must adhere to the site map and timelines stated in the event permit. Failure to do so may result in the direction to remove infrastructure until the permitted timeframe.
- Any structures (such as feather banners, A-frames, tear drops, game flags and bow flags etc) require permission from Parks Victoria and must be noted on the event site plan as these documents form part of the event permit. All must be free standing (**no pegging**).
- All infrastructure including signs, marquees must be removed from the venue at the end of the permitted period.
Note: Parks Victoria will not be liable for any damage to event infrastructure while it is in the park. It is recommended the event organiser provides security to safeguard their infrastructure and any merchandise and goods.

Occupational Health and Safety

- Event organisers are required to attend the event site pre and post inspections as the site inspection will be documented for endorsement by both parties.
- The completion of the Parks Victoria state-wide induction module is to be completed along with supporting documents. All event contractors and sub-contractors must complete the Contractor Induction Module provided with the link below. Please allow 30 minutes to complete the module. Upon completion a screen shot as evident is required.
<https://www.parks.vic.gov.au/get-into-nature/doing-business-with-us/contractor-induction>
- All event coordinators must attend a Parks Victoria Induction prior to bump in. The event organiser must ensure that their contractors are aware of their obligations under the induction as they are responsible for their actions while working as part of the event.
- All activities relating to the event (including bump in and bump out) must adhere to the *Occupational Health and Safety Act 2004*.
- All cables must be tagged noting no cables are allowed on the ground unless in a cable cover.
- Any generator must be surrounded by a suitable barrier, preventing public access.
- Contractors working at a height over 2 meters must be harnessed.

Sound Management

- **Environment Protection Authority.** Ensure that outdoor activities such as playing amplified music abide by the noise limits specified in the State Environment Protection Policy (*Control of Music Noise from Public Premises*) (SEPP N-2). Events can only be between 12.00 pm and 11.00 pm, except where the event duration is longer than 5 hours (consecutive), in which case the event can only be held between 12.00 pm and 10.00 pm. For more information please refer to their website www.epa.vic.gov.au
- Noise and music must be kept at acceptable levels at all times creating as little disturbance as possible to surrounding residents and tenants. Acceptable levels include those specified by EPA, any Parks Victoria Officer or Victoria Police during the event.
- Events requiring sound testing must submit a plan for consideration by Parks Victoria. Testing times will need to take into consideration tenant activities.

Traffic Management/Site Access

- There are a limited number of road closures available at Albert Park. These are usually reserved for major or state significant events. Road closures are subject to the approval of Parks Victoria and are the responsibility of the event organiser to arrange and pay all associated costs.
- Road closures need to be scheduled and managed to minimise traffic congestion and impact on peak traffic flows within Albert Park and neighbouring roads.
- Prepare, in consultation with VicRoads, City of Port Phillip and Parks Victoria, a **Traffic Management Plan (TMP)** for the event which includes traffic diversions, parking, signage, signage distances, method of communication and traffic controller details. The plans must be drawn by a qualified traffic management company.
- All roads outside of Albert Park require City of Port Phillip approval. TMP's must also identify the use of the internal roads at Albert Park. TMPs must be submitted to Parks Victoria before submission to the City of Port Phillip.
- All traffic controllers/contractors must be accredited and comply with any instructions or directions given by Parks Victoria in relation to road closures or the TMP.
- The event organiser acknowledges that they may be required to provide and erect road closure notification signage (Variable Message Signs) one week prior to the event and or the period leading up

to the event. Please note signage must be free standing as no pegging is permitted.

- If the road closure will affect traffic conditions outside of the park permission from **Victoria Police Special Events Unit** and the relevant local council will be required.

Vehicle Access

- All approved vehicles must not exceed 10kph speed limit, give way to any living things, display hazard lights and /or an amber flashing light on roof of vehicle when operating in open spaces or any of the park's shared pedestrian paths.
- Vehicles must operate under spotter's direction when reversing to ensure the safety of other patrons/visitors.
- Vehicles are to remain on park roadways or in designated parking areas at all times. Any vehicles entering the parklands without permission may incur an infringement notice.
- Reserved parking for VIPs, exhibitors or special access needs will be via agreement with Albert Park Parking Office. The Albert Park Parking Office can be contacted via phone 03 8427 2010.
- Permission will be given for event vehicles to access the event site for bump in/out for loading and unloading purposes. All vehicles must be removed prior to commencement of event. No parking will be permitted unless stated in the event permit.
- **Please note parking fees apply throughout Albert Park.**

Weather Contingency Considerations

- Events sites at Albert Park are outdoor locations, and as such activations will be subject to weather conditions. It is important to consider the impacts of extreme weather on your activation and have extreme weather contingency plans for bump in/bump out and the event day to minimise damage. The event organiser will be held responsible for the payment of any repairs required following the event.

Other Considerations

- **Fireworks** will only be considered for events that are of state, national or international significance.
- Comply with any requests made by Parks Victoria's Rangers as it is the Ranger's responsibility to ensure that the park is protected, all park visitors are safe and their enjoyment is not compromised.
- **Victorian Police Major Event Notification Unit.** Notify Victoria Police with full details of the event at least 2 weeks before the event.

- Attachments
- Albert Park Map;
- Lake Path Marshal Map
- Albert Park water points map

Submission Details

To lodge a 2024-2025 Albert Park Reserve Major Event call for dates application, please complete all areas on the applicable online form and submit with any additional information requested via link https://apac-app.priava.com/api/parks_victoria-CFD-ParksEvents/oem/dist/#/

Attention: Call for Dates 2024-2025 Major Events for Albert Park Reserve

Customer Support Team

Parks Victoria

Level 1, 65 Church St, Morwell, VIC 3840

Email: events@parks.vic.gov.au

What happens next?

Upon of a Call for Dates application, all applicants will receive an acknowledgement email from the Parks Victoria events team.

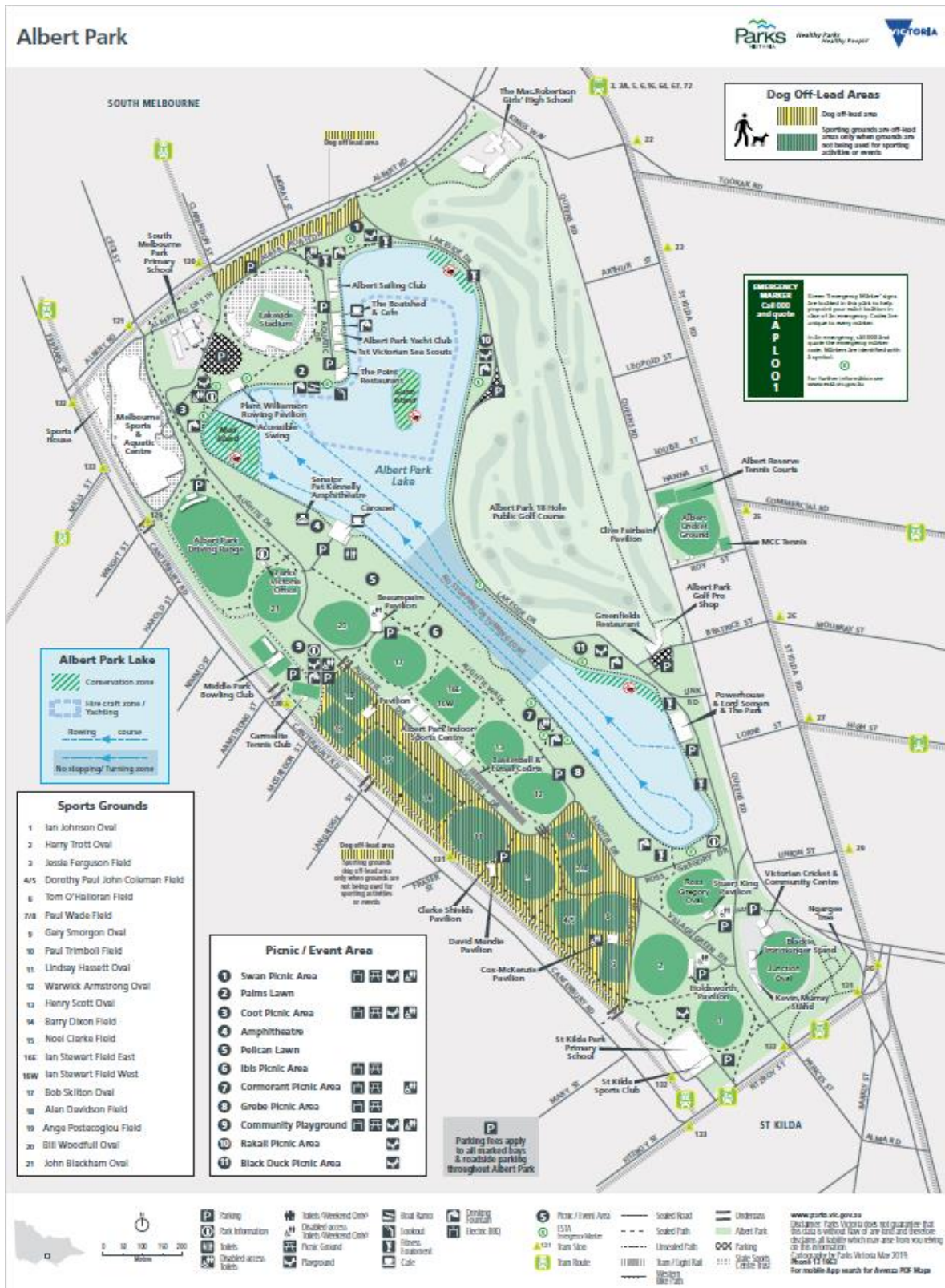
Applications will be collated, and a proposed calendar put together for review by the Albert Park management team. The more information you can provide in the initial CFD process the more likelihood of a positive response.

After initial review applicants may be contacted to clarify details or to discuss potential clashes and rescheduling if required. This process will take approx. 6 weeks from closure of the Call for Dates.

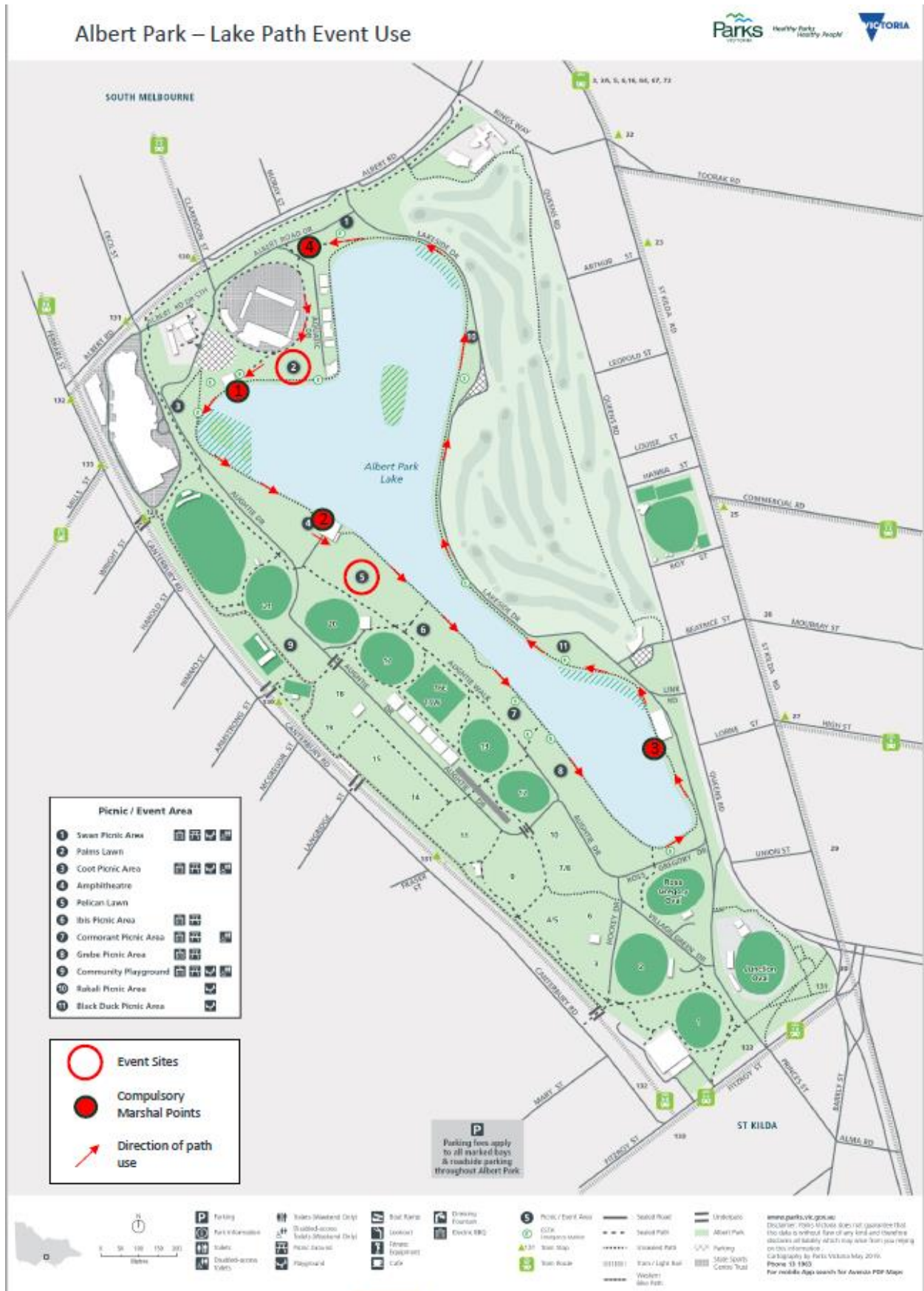
All applicants will be advised via email of conditional approval/decline at conclusion of assessment phase.

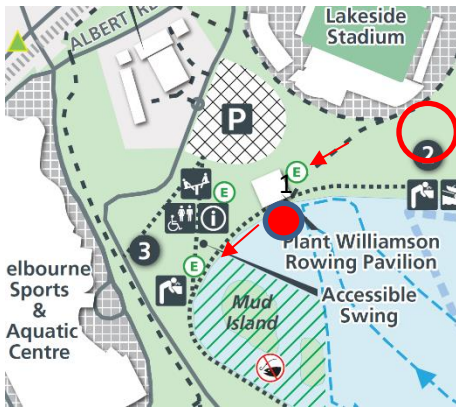
After this time the event will be managed via normal process with the Parks Victoria events team who can be contacted via events@parks.vic.gov.au or 131963.

Attachment 1 - Albert Park



Attachment 2 – Lake Path Marshall and route direction

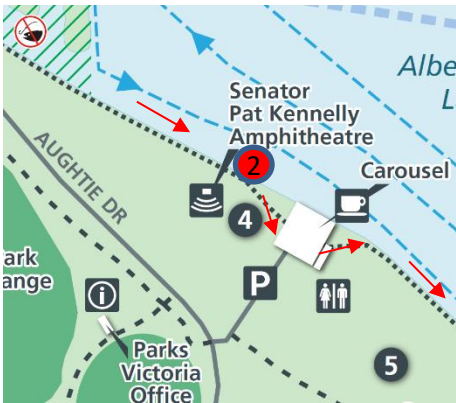




Compulsory Marshal Point 1

Ensure that participants do not obstruct lake users at Plant Williamson Rowing Club.

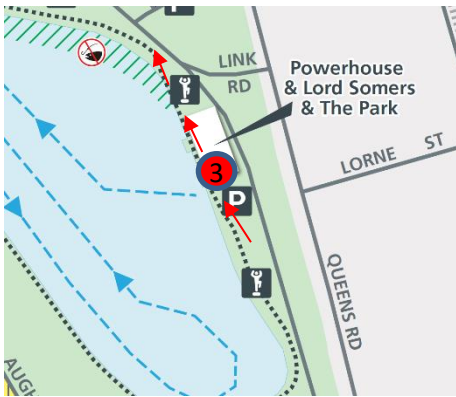
Participants must navigate in front of the building between the lake.



Compulsory Marshal Point 2

Ensure that participants do not use the boardwalk along the lake at Carousel.

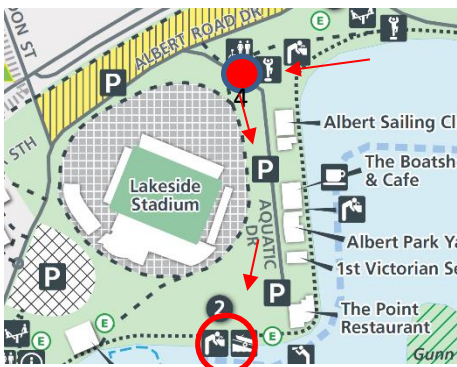
Participants must navigate along the path that runs between Carousel Forecourt and the Carpark.



Compulsory Marshal Point 3

Ensure that participants do not obstruct lake users at Powerhouse & Lord Somers Camp rowing club.

Participants must navigate in front of the building between the lake and use the granitic/gravel path



Compulsory Marshal Point 4

Ensure participants cross at Aquatic Drive safely, and do not impede traffic for an extended period. Marshals should stop path users to allow cars to pass if there are more than 2 cars waiting.

Participants must use the path adjacent to Lakeside Stadium. The path in front of the sailing clubs and The Point is not approved for event usage.

Attachment 3 – Potable water locations

