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WELCOME

Welcome to Federation Square, an iconic location in the heart of Melbourne and one of the most compelling event destinations in Australia. We are excited that you have chosen to host your event with us, and we look forward to assisting you in making your event as successful as possible. This manual is designed to serve as a handy guide to planning and running events at Fed Square, alongside the tailored support provided to you by our Event Production & Delivery team.

By choosing to host your event here you are adding to the kaleidoscope of events, activations and activities that have taken place at Fed Square over the years, all of which have contributed in making this such a special place. We are incredibly proud of Fed Square’s role as the cultural and civic heart of Melbourne, somewhere that welcomes visitors to celebrate, learn, innovate and connect.

Thank you for choosing to host your event at Fed Square, we are looking forward to working with you to make it a great success.

Kind regards,

Suzana Bishop
Fed Square Chief Experience Officer
1.1 APPLICATION PROCESS AND BOOKING CONFIRMATION

If you are reading this manual hopefully you have already contracted your event via our Business Development team. If not, the best way to start the process of hosting an event at Fed Square is to complete an Event Enquiry Form, which will assist the Events team to confirm your booking details. A member of our Business Development team will then contact you within 48 hours to discuss your application and confirm event eligibility and date and venue availability.

A booking is not confirmed, and an event may not commence until:

- Fed Square has received a copy of the Hirer’s public liability insurance certificate of currency (min $10 million)
- A Venue Hire Agreement has been signed both by the Hirer and Fed Square
- Initial deposit has been paid to Fed Square

The Venue Hire Agreement must be signed by an Authorised Person from the Hirer’s organisation.

The onus is on the Hirer to ensure that all permit requirements have been met and that all documentation required has been completed and submitted to Fed Square. Failure to do so may jeopardise the ability of the event to proceed. A checklist is provided at the end of this section (1.8) to assist you with the process.

Once the above has been completed, you will then be allocated an Event Coordinator who will work with you on the logistics of the event, issue the necessary OH&S, Risk Management, Permit documents and generally assist you with the planning of your event at Fed Square.

1.11 VENUE HIRE GUIDELINES

The venue hire fees for Fed Square cover the use of a space provided as a “bare walls” venue. Most events require additional equipment and services, and the cost of these is not included in the venue hire fee. Specific requirements will be discussed with you and a full Event Quote prepared for your approval.

These may include:

- Audio visual support and equipment
- Event specific equipment and infrastructure (e.g. marquees, barriers, umbrellas, exhibition display system, staging, lecterns, rigging, furniture etc.)
- Dedicated event and post-event cleaning
- Dedicated security personnel
- Dedicated venue labour
- Front-of-house personnel
- Ticketing services
- Fed Square access equipment (e.g. forklift, scissor lift, boom lift, single-operator lift)
- Waste Disposal

1.12 PAYMENT

A non-refundable deposit is payable upon confirmation of your event booking (refunds may only be given with 30 days’ notice). Full prepayment may be required prior to your event. You will receive a detailed tax invoice for all costs due.
Payment can be made to Fed Square via direct debit upon receipt of an invoice from Fed Square. Payments by MasterCard (1.45% charge), Visa (1.45% charge) and American Express (4.18% charge) can be made by arrangement and the applicable merchant fees will be on-charged to the Hirer.

1.2 CARE OF PREMISES
For the period of the Venue Agreement, the Hirer will be held responsible for any damage caused to equipment, fixtures and features (including façades, pavements, cobblestones and landscaped areas) as a result of the conduct of the event and will be liable to pay for the cost of repairing any damage.

1.3 INSPECTIONS
Fed Square reserves the right for authorised staff to access the event area at any time to ensure compliance with approved event plans and OH&S and/or legal requirements. As Fed Square is in the City of Melbourne, City of Melbourne council officers may also inspect events to ensure the health and safety of patrons.

1.4 EVENT PLANNING & DELIVERY
Fed Square is a public space and the process for utilising the space may be a different to other venues you may have experienced. This section provides a high-level summary of the process for event planning and delivery and Fed Square.

1.4.1 EVENT PLANNING
An Event Coordinator will be assigned to your event and will contact you accordingly.

*Your Event Coordinator will work with you on:*

- Event Planning
- Site Plans
- OH&S and risk management assessment and compliance
- Security and Cleaning requirements
- Audio visual/technical production
- Finalising your event quotation and acceptance
- Completion of all Venue and Authorities documentation requirements

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1.4.2 EVENT DELIVERY

In the days leading up to your event your Event Coordinator will brief the Event Operations team (Venue Supervisors) on all agreed requirements for successful delivery on the day of your event.

A Venue Supervisor will be your Fed Squa contact person during the delivery of your event. Contact details will be provided prior to the day of the event by the Event Coordinator. The Venue Supervisor is not dedicated to the Hirer’s event unless a dedicated resource is required and paid for.

*The Venue Supervisor’s role is to support the event by:*

- Ensuring the event is set as per agreed requirements
- Ensuring compliance in accordance with regulatory requirements
- Be able to assist with any issues that arise
- Confirm changes to Event order (i.e. Security, Cleaning, etc.)
- Being your primary point of contact and liaison throughout your event
- Facilitating access to the venue as required
- Overseeing and enforcing venue OH&S requirements.
- The Venue Supervisor will complete a Risk Assessment checklist before the commencement of the event and supervise external contractors
- Overseeing bump-in and bump-out

For most events during the hours of 0600 – 2400 (midnight), a Venue Supervisor is provided as part of the venue hire. For events with demanding/complex requirements a dedicated Venue Supervisor may be required, and this will be charged at the relevant hourly rate.

For all events with part of the event (i.e. bump-in/out) occurring between the hours of 0000 – 0600, the costs of the Venue Supervisor will be charged to the Hirer and are not part of the standard venue hire terms.

**CHECKLIST**

- Arrive onsite
- Contact Venue Supervisor
- Liaise with Venue Supervisor for anything related to the Event/Venue
1.4.3 EVENT DEBRIEF
At Fed Square we are always looking to learn and improve and so providing you with an opportunity to offer feedback on the event planning and delivery process you experience is very important to us. To this end, following the conclusion of your event your Event Coordinator will contact you to set up a debrief process, which will be attended by all relevant personnel.

At this time you will also receive the final event quote, and be invoiced for any additional costs.

CHECKLIST

☐ Complete debrief
☐ Receipt of final event quote
☐ Receipt of final event invoice
☐ Pay Invoice
☐ Book in next repeat Event (if applicable)
Permits, licensing, and approvals are an important part of event planning and is something that Fed Square takes seriously in order to ensure the safety and comfort of event organisers, Fed Square staff and contractors, and members of the public. As the hirer, you are responsible for obtaining all necessary permits and approvals for all activities and ensuring that all equipment and vehicles are operated only by people holding appropriate licences and permits in accordance with State Government legislation.

Following are details of some of the licences which are typically required for events at Fed Square:

- Public Liability – at least 10M per incident
- Workers Compensation Certificates
- Forklift Licence (where applicable)
- Boom Lift/Scissor Lift Licence (where applicable)
- Riggers Licences (where applicable)

2.1 TEMPORARY STRUCTURES

Any event using an area for public entertainment which is greater than 500m² requires a permit for Places of Public Entertainment via City of Melbourne.

Hirers must obtain approval by Fed Square for the installation of any temporary structures (Refer to Appendix 7, Part 4 for guidelines on temporary structures).

A permit is required from the Building Control Commission for larger temporary structures over 100sqm, such as staging, seating stands or large marquees. Temporary seating needs to consider both the safety of patrons and care of the premises and must be reviewed and approved by Fed Square prior to installation.

Scaled drawings with dimensions specified must be placed on the Fed Square site plans. It is the responsibility of the Hirer to submit building permit documentation, cover related costs and provide a risk assessment plan at least 28 days prior to an event. Some structures may also require structural certification by an engineer. An occupancy permit may also be required after construction.

Any scaffolding must be erected, altered or dismantled in accordance with the relevant statutory requirements appropriately licensed and qualified personnel only.

Fed Square Permit to Work (Appendix 2) and a Safe Work Method Statement (see Worksafe for examples).

A dedicated Fed Square Venue Supervisor will be required for the entire build. Please refer to 1.4.3 for more information about Venue Supervisors.

2.2 TEMPORARY STRUCTURES - OCCUPANCY PERMITS

A siting approval is required for a prescribed temporary structure where public entertainment is to be conducted, prior to the installation and use of the structure. Prescribed temporary structures require an occupancy permit to be issued by the Victoria Building Authority and a copy of the occupancy permit must be submitted when applying for a siting approval to the City of Melbourne. A prescribed temporary structure includes the following:

- Tents, marquees or booths with a floor area greater than 100m²
- Seating stands for more than 20 persons
- Stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area
- Prefabricated buildings with an area exceeding 100m² and that are not placed directly on the ground surface.
Please note: A prescribed temporary structure as referred to above is not a prescribed temporary structure when forming part of another building. In that instance a building permit and an occupancy permit may be required.

2.3 FOOD PERMITS (SOT)
Temporary food stalls may be permitted for certain events at Fed Square where the provision of food is considered integral to the event (e.g. a specific cultural celebration) and discussed and approved by your Fed Square Event Coordinator. Food stalls can be placed on River Terrace, or Swanston Street Forecourt and run in accordance with the Food Stall Set Up and Operational Guidelines (Appendix 1) and the requirements of the City of Melbourne’s Temporary Food Stall Permit.

Please see Section 8.20 in relation to the Hirer’s obligations to Sustainable Practices.

2.4 LIQUOR LICENSING / MANAGEMENT OF ALCOHOL (LL)
Under special circumstances, it is sometimes possible for events to provide beverage service and apply for a special temporary liquor licence. The Hirer must discuss all liquor licence arrangements with your Fed Square Event Coordinator and they will seek written consent from the Security & Cleaning Manager prior to application. It is a Fed Square requirement that a liquor license is obtained for ALL events serving alcohol, regardless of the requirement from Liquor Licensing. For any event where alcohol is being served, a management plan outlining security arrangements consistent with the issued liquor licence must be sent to Fed Square.

Mandatory security personnel are required for any licensed event and Fed Square will determine the appropriate amount of staff, taking into account requirements from the Liquor Reform Act 1998.

All staff serving alcohol must be trained in accordance with ‘Responsible Serving of Alcohol’ standards.

Applications typically require 40 work days to be processed. The Hirer is responsible for ensuring an appropriate liquor licence is obtained and a copy sent to your Fed Square Event Coordinator along with the red line map supplied in the event application.

Information and application forms for Temporary Liquor Licenses are available from the Department of Justice:

Telephone: 1300 182 457

2.5 MUSIC LICENCES AND APPROVALS
AUSTRALASIAN PERFORMING RIGHT ASSOCIATION (APRA) LICENCE
Music is protected by copyright law and you must have a license from APRA to publicly performed either live or recorded music at your event.

Free events with live performances/ music run by community based organisations are covered under Fed Square’s own APRA license. All other events must apply and pay for the appropriate license.

Information and applications for copyright licenses are available from APRA:

Telephone: 1300 852 388

2.6 LOTTERIES AND GAMES OF CHANCE
To conduct free-entry trade promotion or lottery you must have a permit.

For detailed information on this please visit the Victorian Commission for Gambling and Liquor website www.vcglr.vic.gov.au
3. OCCUPATIONAL HEALTH & SAFETY (OH&S)

The Hirer must be familiar with the Victorian Occupational Health and Safety Act 2004 and provide a safe environment at all times, thus minimising the risk to health and safety for all persons at an event. The Hirer, its employees, sub-contractors, volunteers and agents must adhere to the following requirements in respect to health and safety:

- Legislative Acts, Regulations, Compliance Codes, Australian Standards and other relevant materials which are in any way applicable to the hire agreement or activities undertaken at Fed Square under the venue hire agreement
- Fed Square Site Safety Rules and the Fed Square OH&S Management System
- The Hirer must provide a full risk assessment for each venue used to identify any hazards associated with the setup, running and pack up of the event. Your Fed Square Event Coordinator will provide you with a template for the Risk Assessment.
- Control of all hazards associated with the setup, running and pack up of the event

Specific information in relation to OH&S requirements at Fed Square is contained in the Fed Square Site Safety Rules provided during induction, which is applicable to all event Clients, Staff and Contractors.

Please see Appendix 7 for the Fed Square Event OH&S checklist

3.1 SITE INDUCTION - CLIENT AND CONTRACTORS

All Hirers and event contractors brought to Fed Square by the Hirer must complete the Fed Square site induction prior to arriving. On successful completion of the training a certificate will be emailed to you. On arrival at Fed Square please proceed to the security control room to sign in. Located to the right of Time Out Café. The training cannot be completed on site so please ensure this is done by contractors prior to the event.

Fed Square online induction link as per below:
http://training.fedsquare.com

3.2 PUBLIC LIABILITY INSURANCE

All Hirers are required to have a minimum of $10,000,000 public liability insurance. A certificate of currency / confirmation of cover must be provided to Fed Square in order to confirm the event booking

Insurance cover information for community based, not-for-profit organisations can be found at:

3.3 RISK ASSESSMENT / RISK MANAGEMENT

3.3.1 EVENT RISK MANAGEMENT

Your event will be assigned a risk level at the time your booking with Fed Square is made, based on your proposed activity. Each event is graded a risk level of 1, 2 or 3 depending on the apparent risks associated with the event.

Your Event Coordinator will provide you with a Risk Assessment template for you to fill out as part of a full risk assessment. The risk assessment is used to identify any risks and hazards associated associated with the proposed event activity and specify the control measures which will be implemented to mitigate those risks. Please note the Fed Square Risk Assessment template is a base document only and any risks/controls associated with your event must be added before approval.

Supplementary risk assessments/ Safe Work Management Method Statement (SWMS) may be required for works being conducted by any sub-contractors servicing events and any aerial performances.

Risk Assessments must be completed, signed and returned for review and approval by Fed Square no later than 14 days prior to the event.
3.3.2 SAFE WORK METHOD STATEMENT (SWMS) / JOB SAFETY ANALYSIS (JSA)

For SWMS explanation and examples please refer to Worksafe website.

3.4 EMERGENCY MANAGEMENT

All exits and fire extinguishers at Fed Square are clearly marked. Clear access to these exits and facilities must always be maintained.

In the event of an emergency the Hirer must contact 000 immediately and then Fed Square Security Control Room (Ph: 9655 1999) to notify emergency services and ensure a coordinated precinct-wide response.

Event specific emergency management plans must be developed where deemed necessary by Fed Square and local authorities. Hirers, event staff and volunteers must be familiar with emergency and evacuation procedures for the site and Event Wardens should be nominated for large events and arrange for pre-event training and briefing.

Venue specific Evacuation Plans are included in Appendix 14 of this manual.

3.5 OH&S INCIDENTS, HAZARDS AND NEAR MISS OCCURRENCES

Hirers must report to a Fed Square representative or the Security Control Room any incident that may have resulted in an injury as soon as possible, but no later than 24 hours following the incident. Hirers are required to assist Fed Square if required when investigating an incident.

3.6 NOTIFICATION TO LOCAL AUTHORITIES

Emergency services and the City of Melbourne should receive prior written notification of large events via a concise briefing note including the following details (see Appendix 7):

- Event name, date, times
- Event location within Fed Square
- Approximate numbers of people expected
- Short description of the event
- Primary risk factors of the event
- Event contact name and mobile number

The briefing note should be sent (with a copy to Fed Square) to:

- Victoria Police Special Event & Emergency Management
- Melbourne Fire Brigade
- Metropolitan Ambulance Service
- City of Melbourne Events Team

3.7 PERMIT TO WORK

Fed Square operates a Permit to Work system to ensure that, so far as reasonably practicable, Visitors, Staff and Contractors are protected from any potential risks of injury or illness as a result of activities undertaken at Fed Square. The Hirer must obtain a Permit to Work from Fed Square prior to undertaking the following works (or any other works that may require permits under industry standards and practices):

- Hot works
- Cutting and grinding
- Working on roofs or at height when it is not a standard work practice with appropriate controls
- Work in confined spaces
- Equipment Isolation
• Use of cranes and hoists
• Any work that requires the isolation of fire systems
• Work that impacts or has the potential to impact on Fed Square security systems and operations
• Installation of temporary structures

3.8 FIRST AID
First Aid numbers will need to be determined based on the type of event and considered as part of the event risk assessment. As a general rule, for events where there are more than 3,000 people supplementary First Aid may be required at the cost of the hirer.

These services can be booked for a fee through:

**EventAid**
T: 1300 795 599  E: info@event-aid.com.au

**Medical Edge**
T: 1300 427 944  E: info@medicaledge.com.au

**St John’s Ambulance**
T: 1300 360 455  E: info@stjohnvic.com.au

**First Aid Events (Colbrow)**
T: 1300 550 123  E: operations@colbrowmedics.com

Metropolitan Ambulance Service may attend events where there is a significant risk to participants. Contact the ambulance service for advice and charges (ph: 03 9840 3500).

All Fed Square security officers are trained in Level 2 First Aid. There is a First Aid room located at Fed Square which is available on request.

Engaging a First Aid provider is the responsibility of the Event Organiser.
4. EVENT SUPPLIERS

4.1 AUDIO VISUAL (AV)
AV is on a preferred supplier basis and must be organised via your Event Coordinator. Please discuss requirements with your Event Coordinator and a quote will be supplied.

4.2 CLEANING
Cleaning is on a preferred supplier basis and must be organised via your Event Coordinator. Please discuss requirements with your Event Coordinator and a quote will be supplied.

4.3 MARQUEES
Marquees are on a preferred supplier basis and must be organised via your Event Coordinator. Please discuss requirements with your Event Coordinator and a quote will be supplied.

4.4 CATERING
Catering is on a preferred supplier basis. Please contact your Event Coordinator to get you in touch with our preferred catering supplier.

4.5 SECURITY
Security is on a preferred supplier basis and must be organised via your Event Coordinator. Please discuss requirements with your Event Coordinator and a quote will be supplied.

4.6 ELECTRICAL
Electrical is on a preferred supplier basis. Please refer to Appendix 3.

4.7 FURNITURE AND EQUIPMENT
Furniture can be organised via same supplier as Marquees who can provide competitive prices. Furniture can be organised via your Event Coordinator.

Should you decide to organise furniture via a different supplier, this is accepted, please ensure the right documentation is sent to your Event Coordinator. (PLI, Worker Comp. SWMS, etc...)

4.8 PLUMBING
Plumbing is on a preferred supplier basis. Please contact your Event Coordinator to get you in touch with our preferred plumbing supplier.

4.9 RIGGING
Rigging is on a preferred supplier basis. Please contact your Event Coordinator to get you in touch with our preferred rigging supplier.
5. LOGISTICS

5.1 WEIGHT RESTRICTIONS

All Fed Square venues have a weight restriction due to the decking system supporting the site above the active railway lines.

Your Event Coordinator will work closely with you to determine the weight limit of your hired area.

As a rule the below are the kPa restrictions:

- Atrium/The Edge – 5.0 kPa
- Main Plaza/Stage – 5.0 kPa
- Swanston Street Hard Stand – 12 kPa
- Swanston Street Forecourt – 7.5 kPa
- River Terrace (south of the light poles) – 4.0 kPa
- Skyline Terrace – 7.5 kPa

5.2 VEHICLE ACCESS

Vehicle access to off-street areas is only available under special circumstances and only by prior arrangement. Weight and wheelbase dimensions of all vehicles requiring access to un-reinforced areas must be submitted to Fed Square prior to your event for approval. There is no vehicle access to off-street areas without prior approval under any circumstances. A Fed Square Vehicle Permit must be submitted for approval with all details completed.

Traffic marshals with high visibility vests are required to facilitate movement of vehicles in pedestrian areas and all stationary vehicles as part of the event must use oil drip trays.

Under no circumstances are vehicles onsite to move without the prior approval of Fed Square staff.

5.3 TRANSPORT AND PARKING

5.3.1 PARKING

Fed Square Car Park accommodates up to 431 vehicles and is accessed from both Russell Street and Batman Avenue. Other car parks in proximity include Flinders Gate, the Victorian Arts Centre and Southbank. Car park bays can be reserved in advance via the Wilson carpark website. Parking bays can be booked in advance via:


5.3.2 TAXIS

A taxi rank is located opposite Fed Square adjacent to Flinders Street Station.

5.3.3 PUBLIC TRANSPORT

All events are encouraged to promote public transport options to their patrons.

- Train - Flinders Street Station is located opposite Fed Square on Swanston St and services all metropolitan train lines
- Tram - An accessible super stop is located on Swanston Street and Flinders St. The City Circle free tram service stops at Flinders St.
- Bus - Bus stops are located at the corner of Flinders & Russell Streets and Flinders & Elizabeth Streets for routes

It is a legal requirement that any events which may disrupt or increase demand on the public transport system officially notify Public Transport Victoria (PTV).

Information and notification forms are available from PTV: http://ptv.vic.gov.au/

T: 1800 800 007
5.3.4 RIDE SHARING SERVICES
Fed Square does not currently cater for ride sharing services, however this can be discussed with your Event Coordinator.

5.4 DELIVERY AND LOADING DOCKS
There are several points for equipment loading and delivery around the site as outlined in this section. For deliveries before an event day please refer to the Pre-Event Day Deliveries Info Sheet. High visibility clothing/vests must always be worn when accessing traffic areas of the loading dock.

5.4.1 SQUARE HARD-STAND AREA
For heavy vehicles, there is a hard-stand area to the north of Transport Hotel. Vehicles may only park in this area for the duration of equipment delivery and must not block entry to Transport Hotel. Access to this area can be facilitated by Fed Square security only and the area must be set up in accordance with Fed Square’s Hardstand Management Plan. The plan details appropriate times that vehicles can access this area, as vehicle access is restricted during peak pedestrian times. Access to this area must be discussed with your Fed Square Event Coordinator. The hard stand has a maximum weight load of 12 kPa (as per 5.1).

5.4.2 RIVER TERRACE CHAIN GATE
A chain gate regulates access to the River Terrace. There is a height restriction of 4.2m at the chain gate. Equipment delivery access requires approval from your Fed Square Event Coordinator. There is a limit of five cars permitted onto River Terrace at any one time. Vehicles on River Terrace are permitted via the north side of the light poles that are situated along the River Terrace.

Please see River Terrace Loading Plan

5.4.3 LOADING DOCKS
LOADING DOCK (Batman Avenue) / LOADING BAYS (Russell St Extension & Flinders St)
Preferred delivery points for each venue are specified in the relevant venue section of this Manual. There is a loading dock at Fed Square which is available for deliveries within your bump in/out times. No weight restrictions apply to vehicles in this area. Maximum height clearance is 4.1 metres.

The loading dock is staffed Monday to Friday 7am – 5pm, Saturday 7.30am–Midday, Sunday closed.
Access at other times is possible by prior arrangement.

Please see Loading Dock Access Plan.

Street Loading Bays are not weight restricted and deliveries to these areas are located at:
- Russell Street Extension (eastern side) for Atrium and Deakin Edge upper level
- Swanston Street for Square and River Terrace
- Flinders Street for Atrium and the Amphitheatre

Please note all loading bays are property of City of Melbourne and are patrolled regularly. Please adhere to all parking signage and restrictions in the areas or you may be fined. Loading should be restricted to 1 hour unless a permit is arranged in advance (Russell Street only)

5.5 PLANT EQUIPMENT
Access to the venue is not granted before the agreed booking commencement time as stated in your venue hire agreement. All equipment set up and removal is to be carried out during the agreed booking period only.

Limited equipment including trolleys and a pallet jack are available to assist with the transport of items from loading zones to the event site. As there are no workshop facilities on site, any structures must be pre-fabricated. Any ladder required must be brought to the site by the Hirer.

Clear access must be maintained at all times to tenant operations and pedestrian access to walkways and building entrances. Proposals to restrict access in any way should be discussed directly with your Fed Square Event Coordinator. Hirers must ensure the safe enclosure and management of working areas and bump-in zones. This includes all hazard and safety infrastructure, for example bollards,
safety tape etc. If you are not providing these yourself they must be booked in advance with your Event Coordinator.

As the site is shared with tenants and the general public consideration must be given at all times to the aesthetic integrity and general nature of Fed Square. Under no circumstances are nails, hooks, pegs or tacks to be used on either the ground paving or any part of the external building facades or internal walls, ceilings or surfaces. The paved surfaces are porous and may be damaged by metal surfaces. Rubber caps must be used on all metal tables and chairs.

5.5.1 PLANT EQUIPMENT AND RIGGING
Any person using access mobile plant equipment must have a current Licence to Perform High Risk Work (for Forklifts, Boom Lifts, etc.) or appropriate competency accreditation (for Scissor Lift, EWP, etc.) and be inducted for the site in the Fed Square Security Control Room or via online induction prior to entering site. A Fed Square Permit to Work form and Safe Work Method Statement will also be required.

Hire of Fed Square’s access equipment (fork lift, boom lift, scissor lift, two-man lift, single-operator lifter) is possible by prior arrangement. Costs will be discussed and agreed in advance. Any plant and equipment brought on site must be fitted with the relevant safety devices as required by law.

Rigging work conducted across Fed Square spaces must be carried out by Fed Square’s preferred supplier/s. The details of your rigging will be organised in conjunction with your Fed Square Event Coordinator.

5.5.2 EQUIPMENT HIRE
A range of Fed Square equipment resources are available for hire. Please speak with your Fed Square Event Coordinator to find out more as these must be booked in advance to ensure availability.
6. MARKETING

6.1 PROMOTING YOUR EVENT

In support of your next fantastic event, Fed Square’s marketing team can promote your event on our Fed Square Facebook, Instagram, Twitter, What’s On Melbourne, our Fed Square bimonthly public emails, via our media contacts and pending Fed Square’s promotional commitments, Fed Square may be able to support your event by promoting it on FedSquare.com.

With an audience of 200,000+ people, our marketing channels are hot property. All we need from you to promote your event is some key event details and images, a list of which is included below. There is no charge involved with marketing support for your event.

Please send your files HERE

1. Exact event name
2. A >300 word description of the event
3. A selection of high resolution, landscape images without text in at least 1920 x 1080px resolution. Must be photos, not a logo or graphic (no images with text overlay) Must be focused in the centre, so it can be auto-cropped in page links without disrupting the image’s purpose. If you have image albums of past occurrences of this event, access to these would be ideal.
4. Links AND exact names of relevant social media (i.e. Instagram: @Fed.Square, Facebook: @FedSquare)
5. The exact date and time of the event, and important times on the day/s
6. Exact positioning within Fed Square (i.e. Deakin Edge theatre, Main Square, The Atrium)
7. Link to event website
8. Link to ticket page (if necessary) and breakdown of ticket prices
9. Link to and co-host request on your Facebook event
10. Any existing media releases.

Do note Fed Square reserves the right to change provided copy and images at our discretion, or create our own where necessary.

Use of individual marketing channels (i.e. Facebook, FedSquare.com etc.) is at Fed Square’s discretion.

6.2 FED SQUARE’S LOGO

The Fed Square logo can be made available to you by the Fed Square marketing team for inclusion in event collateral and promotional materials. Please note, any use of the Fed Square logo must be approved by the Fed Square marketing team.
7. VENUE INFORMATION

7.1 AMPITHEATRE

<table>
<thead>
<tr>
<th>URBAN AMPITHEATRE</th>
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</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>CAPACITY</td>
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<tr>
<td>SQUARE METERAGE</td>
</tr>
<tr>
<td>CEILING HEIGHT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATIONAL FEATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Available</td>
</tr>
</tbody>
</table>

THE SPACE
The Amphitheatre is located on the Flinders St side of the site between the East Shard and the Alfred Deakin Building. The Amphitheatre is a perfect location for public performance, a meeting place and for large public installations. The ‘floor’ area of the Amphitheatre has a surface area of approx. 9m wide x 12m deep and has a relatively flat surface covered in astro turf. In front of this is a series of large and smaller steps which have a capacity of 200-300 people.

TEMPORARY STRUCTURES AND SITE PLANS
All proposed event infrastructure for the Amphitheatre must be discussed with your Fed Square Event Coordinator. The floor area is relatively flat so temporary structures can be installed quite easily. Access must be maintained to the Amphitheatre stairs to Western Terrace at all times.

BACKSTAGE FACILITIES
There are no dedicated backstage facilities for the Amphitheatre.

VEHICLE ACCESS AND LOAD IN
Bump-in/out can be achieved from Flinders St Loading Zone. There are minimal height and visual restrictions in this area.

POWER AND DATA DISTRIBUTION
The Amphitheatre contains limited single phase, three phase and phone/data lines at various points. See Appendix 3 for the Fed Square guidelines for electrical installations on site.

LIGHTING
The Amphitheatre is surrounded by existing street lighting. There is no specific lighting infrastructure other than power as detailed on the plan at the end of this section. Additional lighting equipment can be hired from Fed Square.

AUDIO
The Amphitheatre is subject to ambient noise from nearby public transport, traffic etc. Hirers should be aware of this when planning their event. There is no dedicated sound system for this area; however additional requirements can be hired from Fed Square. Noise levels generated by any sound system must be maintained at an agreed acceptable level at all times. See Section 8.31 for guidelines on acceptable sound levels.

AMENITIES
Public toilets and baby change facilities are available in the Atrium and next to Time Out restaurant.
### 7.2 ATRIUM

<table>
<thead>
<tr>
<th>THE ATRIUM</th>
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</thead>
<tbody>
<tr>
<td><strong>DESCRIPTION</strong></td>
</tr>
<tr>
<td><strong>CAPACITY</strong></td>
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<td><strong>SQUARE METERAGE</strong></td>
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<td><strong>CEILING HEIGHT</strong></td>
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<tr>
<td><strong>SUSPENDED CEILING</strong></td>
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<thead>
<tr>
<th>TYPE OF EVENTS</th>
<th>FESTIVALS</th>
<th>SCREENINGS</th>
<th>MARKETS</th>
<th>ACTIVATIONS</th>
<th>LAUNCHES</th>
<th>ROVING PERFORMERS</th>
<th>PUBLIC PROGRAMS</th>
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</thead>
<tbody>
<tr>
<td>DEMONSTRATIONS</td>
<td>Small Performances</td>
<td>Public Forums</td>
<td>Protests</td>
<td>Rallies</td>
<td>Blockbuster Events</td>
<td>Cultural Events</td>
<td></td>
</tr>
</tbody>
</table>

| OPERATIONAL FEATURES | Power Available | Hearing Aid Loop | Accessible Lift | LED Screen |

| SPACES WITHIN | Fracture Gallery, Air Gallery and the Cantilever |

#### THE SPACE

The Atrium measures approximately 90m x 17m with a 15m suspended ceiling and a tiled floor. The Atrium is suitable for public exhibitions, markets, film screenings, promotional activities and private/ticketed events of a generally short duration. During the day the area is to remain a public thoroughfare providing access to shops and cafes. After standard hours, the Atrium may be used for functions and be partly closed.

*See Atrium floor plans*

#### EXHIBITIONS

The Atrium can be a great location for exhibitions of all types as the venue is a public space and offers high visitation possibilities whilst being undercover and protected from the weather. All exhibition proposals must contain appropriate content for a public venue and be of a high quality of presentation.

Fed Square has an exhibition display system that can be used by all Hirers. However, if the exhibition requires a significantly different design, this design must be configured within the Fed Square exhibition location guidelines. There is a hire fee and labour costs attached to the use of the display system. Your Fed Square Event Coordinator can discuss this with you and charges may apply.

*Other considerations include:*

- Fed Square accepts no responsibility for any item stored on site
- For the security of display/exhibition objects, a dedicated security guard/s may be required, particularly overnight. Alternatively, a limited amount of storage space may be available to pack up the exhibition each night
- The safe enclosure and management of working areas and bump-in/out zones where the general public is present
- Whether the exhibition has a positive impact on the businesses in the Atrium and clear visual sight lines are kept throughout the space
- Exhibitions will often co-exist with other events including Fed Square’s Regular Health & Wellbeing Program
PARTIAL CLOSURE
The Atrium can be an effective venue for small launches or events that are appropriate for a public space but are of a smaller scale than Main Square events. The Atrium is an undercover space providing permanent (24 hour) public pedestrian access. There must be clear public access to the frontages of retailers and cafes in the Atrium during opening hours.

Other considerations include:
• Limited number of people at any one time
• During the day events must coexist with the Atrium businesses
• If licensed, appropriate fencing and security acting as RSA Guards will be required
• The Atrium screen can be used for events
• The safe enclosure and management of working areas and bump-in zones where the general public is present
• Ambient noise from surrounding Flinders Street and cafes

FULL CLOSURE
The Atrium can be hired for private events including a full closure. This can generally only be done in the evening when the Atrium tenants are closed. Please advise if you are interested in hiring the Atrium for a full closure prior to making a booking.

VEHICLE ACCESS AND LOAD-IN
See section 4.5 Loading / Delivery.

POWER AND DATA DISTRIBUTION
The Atrium contains limited single phase, three phase and phone/data lines at various points.
See Appendix 3 for the Fed Square guidelines for electrical installations on site.

RIGGING
Fed Square preferred suppliers must be used for all rigging work conducted in the Atrium.

LIGHTING
The Atrium has three systems of general lighting comprising of overhead ceiling lights, planter box lights and illumination of the steel structure via floor lights in the glass and wall cavity. These lighting systems can be individually isolated via the security control room, however are not dimmable. There is no theatrical lighting equipment dedicated to this space. Additional lighting equipment can be hired for your event from Fed Square’s rigging preferred supplier.

AUDIO
The Atrium has ambient music permanently playing. Acceptable levels will allow Fed Square tenants and neighbours to continue to trade with minimal disruption. Should you require audio for your event, you will be required to hire a system from Fed Square’s AV preferred supplier. Any music must also be deemed to be of an appropriate nature by Fed Square.

A hearing-aid loop amplifier can be patched into any added Atrium sound system to assist the hearing impaired.

Arrangements for hire of additional audio equipment for your event can be made via your Fed Square Event Coordinator and will be required for all events in the venue which require specific amplification for performance or technical equipment. Additional costs will apply.

SCREEN
For information on the Atrium Screen please contact your corresponding Event Coordinator.

FRACTURE GALLERY
The enclosed glass space within the Atrium is known as the Fracture Gallery. Exhibitions within the Fracture Gallery are curated and reserved for projects deemed appropriate by Fed Square and curated to a high standard. Proposals for use of this space must be discussed when booking space or with
the corresponding Event Coordinator. Please note this is not a closed space - weather can affect this space.

**AMENITIES**

Male and female toilets and baby changing facilities are available outside the venue, accessed from the Atrium.

**FLOOR SURFACE**

Where it is necessary to adhere cables, carpets, mats, displays, etc. to the Atrium floor; the only tape to be used is TENACIOUS TAPE 49mm. Fed Square Venue Supervisors hold a supply of this tape. All other tape is prohibited on the Atrium floor.

Due to the sensitive nature of the floor polish wet items should not be left on the floor for extended periods of time.

Use of plant equipment in this space must be approved by your event coordinator.

### 7.3 DEAKIN EDGE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>A modern indoor theatre.</th>
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</thead>
<tbody>
<tr>
<td>CAPACITY</td>
<td>Theatre: 269 - 450</td>
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<tr>
<td>UPPER Foyer SQUARE METERAGE</td>
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<tr>
<td>TOTAL SQUARE METERAGE</td>
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<tr>
<td>CEILING HEIGHT</td>
<td>15m</td>
</tr>
<tr>
<td>TYPE OF EVENTS</td>
<td>Concerts</td>
</tr>
<tr>
<td></td>
<td>Festivals</td>
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<tr>
<td></td>
<td>Dance Shows</td>
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<tr>
<td></td>
<td>Corporate Functions</td>
</tr>
<tr>
<td></td>
<td>Conferences</td>
</tr>
<tr>
<td>OPERATIONAL FEATURES</td>
<td>Grand Piano</td>
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<tr>
<td></td>
<td>Accessibility Lift</td>
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<tr>
<td></td>
<td>Community Kitchen</td>
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<tr>
<td></td>
<td>Bar Tables &amp; Stools</td>
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<tr>
<td></td>
<td>Hidden Power Tunnel</td>
</tr>
<tr>
<td></td>
<td>LED Screen</td>
</tr>
</tbody>
</table>

**THE SPACE**

The Deakin Edge is an Amphitheatre offering flexible configurations with seating and/or floor space for 269 to 450 people.

The rear wall of the venue incorporates a large moveable acoustic wall that can isolate the venue from the Atrium. The wall can be opened to allow for general public access; however all signage and branding is to be free-standing and not fixed to the walls or doors of the Deakin Edge. Approximately 20 of the permanent seats have restricted viewing of the upper stage.

The reception area to the rear of the venue is approximately 200sqm in floor area and ideally used for event entertaining. The Fed Square preferred supplier must be engaged for catering in the Deakin Edge, please speak to your Event Coordinator for further information and to make contact with the caterer.
VENUE CONFIGURATIONS
The Deakin Edge has two standard seating and staging configurations; an intimate floor level mode equipped with 269 fixed tiered seats, a raised platform stage and an additional 181 individua seats available to create a total capacity of 450. Ultimate seating capacity is dependent on the stage/ audio visual configuration. No conference "breakout" rooms are directly adjacent to the area. Any seating beyond the 269 fixed tiered seating will be at an additional cost to the Hirer for labour install/ removal.

See Deakin Edge Permanent Seating Plan.
See Deakin Edge Full Seating Plan.

RAISED STAGE – FULL CAPACITY MODE
Full capacity mode enables Hirers to have up to 450 seats in place for their event, or seating customised to suit number requirements. There is a 1 metre high raised stage at the southern end of the room with the following dimensions:

- An irregular rectangular platform 13.5 metres wide and 3.5 metres deep, with two full width 300mm high steps across the front edge;
- Steps running across the front 0.6m deep creating a total depth of 4.7m (stage plus steps).

The platform stage is constructed of hardwood, capable of taking loads of up to 5kpa (approx. 500kg/ sqm) with a 4.5kn (approx. 450kg) point loading. The stage has some spring and may be suitable for dance, subject to requirements. There are no rigging points on the platform stage.

A custom built 2-metre-deep stage extension to fit the irregular shape of the stage can be supplied and installed at an extra charge via our preferred audio visual supplier.

The flat floor area in front of the raised stage is capable of holding a maximum of 181 individual chairs.

Fixing items to any part of the floor/stage is strictly prohibited.

Please discuss individual requirements for accessible facilities and access for performers with your Fed Square Event Coordinator.

FLOOR LEVEL STAGE – INTIMATE MODE
The floor level configuration relies on using the flat venue floor in front of the raised stage as a performance area allowing audience capacity of 269 fixed seats. Risers on either side and at the rear may also act as potential seating locations.

In this mode the floor level stage is an irregular rectangle and measures an average width of 13 metres and average depth of 11.5 metres.

The floor surface is constructed of hardwood and capable of taking loads of up to 5kpa (approx. 500kg/sqm) with a 4.5kn (approx. 450kg) point loading. Six rigging points are located around the perimeter of the upper flat floor and items may only be fixed at these points. Further rigging points around the space may be available depending upon lighting set-up; consult your Fed Square AV Consultant during the event planning stage for requirements.

BACKSTAGE FACILITIES

DRESSING ROOM AND GREEN ROOM
There are two Dressing Rooms (male and female), each containing toilets and shower facilities, bench and mirror space for 14 persons accessible via an access stairwell leading directly to stage level.

The Green Room is located adjacent to the dressing rooms. It contains a kitchenette area with a microwave, bar fridge, sink, boiling water tap, and filtered cold water tap and are equipped with basic crockery and cutlery. Dimensions are approximately 10 x 6 metres and can accommodate up to 40 people.

Stage access from the dressing and green rooms in both stage modes is via a stairwell at the side of the venue. This stairwell remains open during performances / events. There is no independent access to the back-of-house area from the front-of-house.
CLEANING FACILITIES
The Green Room and Dressing Rooms are cleaned and serviced by Fed Square’s cleaners. This daily service includes replenishment of consumables in the dressing room toilets, waste removal and general spot cleaning. It is the responsibility of the Hirer to wash dishes and generally leave the area in clean and good order. The Hirer is responsible for any damage, breakage or loss of equipment and/or furniture.

Condition reports will be undertaken pre and post event and any costs associated with damage or replacement of lost items will be charged to the Hirer.

All events hiring the Deakin Edge will be required to book and pay for a post event clean of the venue (inclusive of dressing rooms). This is a minimum 4-hour call and will be charged at the relevant rate. Additional hours may be charged if excessive cleaning is required post event.

FRONT-OF-HOUSE

STAFF
Deakin Edge Hirers may provide their own front of house staff / ushers as these are not included with the venue. Should you require assistance with this please speak with your Event Coordinator who can provide a quote for this.

TICKET SALES
A mobile ticket / reception desk is available for use by the Hirer and can easily be positioned outside or just within the doors of the venue. Attaching event signage to the ticket booth is not allowed. For substantial cash ticket sales at the door of the venue, a security guard is highly recommended.

AV OPERATOR (IF USING ANY AV)
An AV Technician is required at all times during the event, including bump-in and bump-out. The AV Technician is charged at an hourly rate.

The AV technician will set up and operate equipment for the event as part of their duties. Where the technical requirements are more complex, additional labour may be necessary at an additional charge.

You must use Fed Square’s preferred supplier for all AV supplies, labour and installations.

STORAGE
Items can be stored in the Green Room but storage is strictly prohibited in corridors or areas of public access. This storage is subject to availability and all items must be taken off site on the conclusion of your event.

ADDITIONAL EQUIPMENT
Performer chairs, event chairs, tub chairs, coffee tables, trestle tables and cloths and music stands are available to Hirers of Deakin Edge upon request and subject to availability. Hire of this equipment is at an additional charge to the Hirer.

VEHICLE ACCESS AND LOAD-IN
There are a number of load in points for Deakin Edge.

Please refer to Deakin Edge Upper Level Loading Plan.

The most convenient area to bump in/out of the Deakin Edge and/or Atrium is via the Russell St Extension.

This is the only surrounding street area which Fed Square is able to issue parking permits for bump in and out for the Russell Street Extension - Eastern side. All other surrounding street areas and Loading Zones - Flinders St, Swanston St - are controlled by City of Melbourne and therefore Fed Square cannot authorise parking permits, vehicles are to park there at their own discretion.

For event purposes, parking permits may be issued for vehicles to load and unload equipment, or for vehicles carrying occupants who have particular accessibility needs. Please arrange with your Event Coordinator the parking permits required for the particular dates and times.
The map below shows the best route to bump into either the Atrium or Deakin Edge from Russell St Extension.

**POWER AND DATA DISTRIBUTION**
The Atrium contains limited single phase, three phase and phone/data lines at various points. See Appendix 3 for the Fed Square guidelines for electrical installations on site.

**LIGHTING**

**HOUSE LIGHTING**
The Deakin Edge has a dimmable in-house general lighting system which can be operated by a Venue Supervisor or Venue Tech Staff. It comprises a backlit translucent ceiling, floor illumination through the ceiling slots and illumination of the steel structure via floor lights in the glass wall cavity.

**THEATRICAL LIGHTING**
The in-house theatrical lighting system can be used for a set fee. The system can provide a stage wash, performer spotlights and/or a range of effects with a mixture of intelligent and conventional theatrical lighting in its standard configuration.

**RIGGING**
Twelve chain motors with a lifting capability of 500kg are permanently installed in the space. They are used for raising and lowering of the permanently installed lighting trusses in Deakin Edge. These 4 trusses are 12 metre runs of 300mm alloy box truss. One of the 4 trusses has a permanent 4m x 2.5m LED screen on the rear truss (the other 3 are lighting trusses)

There is also a fixed front-of-house bridge accessible from the ceiling catwalk. These truss runs are suspended approximately 10 metres from the floor or 9 metres from the stage surface. Access to the catwalk is prohibited without the direct supervision of Fed Square staff.

The chain motor hoists are operated from a controller in the control room on the stage left or the prompt side of the room. A qualified Fed Square appointed rigger must be present at all times to operate the hoist controller.
Reconfigurations of or additions to the in-house lighting system must occur under the supervision of Fed Square Venue Technician to ensure the uniform distributed load limits of 250kg per truss are not exceeded. Return to the original configuration must be to the satisfaction of Fed Square.

All lights, scenery or any other article attached to the trusses must have at least two fixing points including safety chains. Both attachments must be capable of sustaining the load under shock loading. Please note only a Fed Square appointed contractor is to complete any rigging in Deakin Edge.

See Rigging Points for locations.

AUDIO
The Hirer can access a permanently installed full range concert P.A. and a side fill system for a fee. Both systems come with wired and wireless Shure microphones. Control equipment for both these systems include a 48 channel SC48 Digidesign audio console with EQ, various effects and CD playback.

SIDE FILL SYSTEM
The side fill system is suitable for background music or forum type events. It comprises 7 JBL control 28 and 6 JBL control 25 speakers. These speakers are positioned around the walls of the room. The system is run through either a mixing desk or an automated mixer in the control room called a sound web that can be set up easily.

ACOUSTIC PERFORMANCE AND SOUND RECORDING
The Deakin Edge is not completely acoustically isolated, and some ambient noise may be heard in the venue from adjoining spaces. Please enquire about any other activities occurring on your event day. If using sensitive recording equipment in the Deakin Edge, ambient noise from the air conditioning system and LED screen fans may be picked up. Please speak to your Event Coordinator for further information.

PIANO
The Deakin Edge is equipped with a Yamaha (C7) Grand Piano available for use by approved Hirers, although the Hirer making use of the piano will be charged for its pre-event tune and use.

If the piano is required on the raised stage, professional piano movers must be used and additional charges will be incurred by the Hirer. There are no moving charges if the piano is used on the floor level stage.

The specifications of the piano are as follows:

<table>
<thead>
<tr>
<th>PIANO MODEL: C7 YAMAHA</th>
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<tbody>
<tr>
<td>CABINET FINISH</td>
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<tr>
<td>DIMENSIONS</td>
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<tr>
<td>DUPLEX SCALING</td>
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<td>TONE COLLECTOR</td>
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<td>KEY SURFACES</td>
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<td>LID PROP POSITIONS</td>
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<tr>
<td>MUSIC DESK POSITIONS</td>
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<tr>
<td>LID PROP SAFETY SOFT-CLOSE</td>
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<tr>
<td>SOFT-CLOSE FALLBOARD</td>
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</tbody>
</table>
LID FALLBOARD LOCKS | Yes
CENTRE PEDAL | Sostenuto
PERFORMER’S SEAT | Black Polished Ebony

USE OF THEATRICAL SMOKE EFFECTS AND DRY ICE

Permission may be granted for the use of theatrical smoke effects generated by Fed Square approved smoke machines. A fire warden/security guard must be present for the entire duration that smoke detectors are isolated, at the Hirer’s cost.

For permission to use smoke effects, the Hirer will need to submit the following information 14 days prior to the event:

- An Isolation request: details of specific times and dates that isolation of the venue from fire and air conditioning systems will be required. A Fed Square Permit Form will be required to be completed. Fed Square Permit to Work (Appendix 2)
- A Material and Safety Data Sheet (MSDS) for type of fluid used in machine (Fed Square has a record of most commonly used smoke machines).
- Testing of substance used for smoke machine may be required prior to event.

AMENITIES

Male and female toilets and baby changing facilities are available outside the venue, accessed from the Atrium.

ACCESSIBILITY

An accessible lift provides access between the floor level of Deakin Edge and the main entrance. The venue is equipped with a hearing-aid loop amplifier to assist the hearing impaired.

7.4 FRACTURE GALLERIES

THE SPACES

There are two Fracture galleries on site at Fed Square.

The enclosed glass space within the Atrium is known as the Fracture gallery. Exhibitions within the Fracture Gallery are curated and reserved for projects deemed appropriate by Fed Square and curated to a high standard. Part of this gallery is open to the elements.

The enclosed glass space within Deakin Edge is known as the Deakin Edge fracture Gallery. Clients booking Deakin Edge have access to use this space for art installations or a use specific to the hire of Deakin Edge.

Both Fracture galleries have rigging points which can be accessed with a ladder. Access to these galleries is via a section of glass contained within the glass wall and is lockable.
7.5 MAIN SQUARE

THE SPACE

The Square is a flexible outdoor space covering an area of 5,000 square metres suitable for a range of public activities, from product promotions through to concerts and rallies for up to 8,000 people, depending upon the presence of additional infrastructure. A series of centenary cables suspended overhead creates an effective ‘roof’ height of 10m. Hirers of the Big Screen must accommodate Fed Square retaining some minutes every hour of Fed Square promotional content and support for Fed Square commercial partners. Please speak with your Event Coordinator or account manager if you have any concerns.

Note the weight Loading for the Square is 5kpa (500 kg per square metre).

The point load for the Square is 0.45t over an area of 100mm x 100mm.

Please see Main Square Site Plan

UPPER SQUARE

The Upper Square is a space within the Main Square and can potentially be utilised by Hirers of the Square itself, or for stand-alone events. The Upper Square is a perfect location for smaller type events or acoustic performances where the main stage may be too large, or a more intimate setting is required. Sight lines must be maintained to all businesses in the Upper Square and marquee type structures are not permitted in some areas.

WESTERN TERRACE

The Western Terrace is another space within the Main Square that can potentially be utilised by Hirers of the Square itself, or for stand-alone events. The Western Terrace is a particularly good location for large structures as the area is quite flat and visual restrictions are minimal. The Western Terrace is the preferred location for market areas within events and can accommodate a large number of marquees. A minimum 4 metre access must be maintained as a thoroughfare between the Amphitheatre and the Square at all times.

TEMPORARY STRUCTURES AND SITE PLANS

It is possible to set up marquees and temporary structures in the Square. Layouts require the approval of Fed Square and therefore Hirer plans should be discussed in advance.

Frontage to Fed Square businesses should not be blocked and access through the Square should not
impede pedestrians or emergency vehicles. For the safety and comfort of patrons, the general open nature of the Square should be maintained and depending on the set-up requirements the installation area may need to be enclosed during set-up and pack-down.

For events expecting high capacity audiences, a pedestrian chute with crowd control barriers and security personnel must be installed in the square at an additional cost to the Hirer. This will help provide continuous movement of crowds between Swanston Street Forecourt and the Square, and avoid potential bottlenecks.

*Please refer to Main Square Marquee Master Plan.*

**STAGE AND CANOPY**

A permanent sandstone stage is situated in the south-west corner of the Square. Permanent steps provide stage access from the north and south and steps 450mm high wrap around the two front corners.

The Transport Hotel creates the back wall of the stage. Apart from this wall, all other sides are open and there is no adjacent wing space.

The orientation of the stage is such that sunlight falls directly onto it throughout the year until at least mid-afternoon. The setting sun falls over the top of the stage and behind Transport Hotel. The weight loading to the stage is 5kpa. A hydraulic lift provides wheelchair access to the stage.

The stage has a semi-permanent extension that measures 12m (wide) x 2m (deep). The extension has a loading of 5kpa (approx. 500kg/sqm). Additional staging can be hired by Fed Square preferred suppliers to extend the stage further.

The stage has a permanent canopy that sits over the full stage. Lighting, banners and other equipment can be fitted to the canopy structure but plans need to be agreed with Fed Square. Fixing to the stage is prohibited.

![Stage Diagram](image)

**STAGE SIGNAGE**

Due to upgrades, please see your Event Coordinator for details.

**BACKSTAGE FACILITIES**

A change facility is located on the ground level of Transport Hotel. This area contains one accessible toilet and basin, plus mirrors and bench space for four people. This area has very minimal storage space. The dressing room does not have a direct access to the stage, and it is 8 metres from side of stage at ground level. Hirers may set up a small marquee to stage right to create winged access to the stage. Access to this area is via a swipe card that your Fed Square Event Coordinator can organise for you for event day only. As the access is via Transport Hotel’s licensed area, any minors needing access to the area will need to be escorted via Fed Square Staff.

**VEHICLE ACCESS AND LOAD-IN**

**STREET LOADING BAYS**

Swanston Street has loading bays for commercial vehicles providing access to Swanston St Forecourt and the Square. This loading bay is for bump in and out only.
SQUARE HARDSTAND AREA
For heavy vehicles, the Square has a hardstand area adjacent to the north side of Transport Hotel. Vehicles must not block entry to Transport Hotel. A Fed Square permit form must be completed with details of the vehicles that are essential to bring on site. Only essential vehicles will be allowed access. Vehicles may only park in this area for the duration of equipment delivery and may not remain in this area during an event. Access to the hardstand is limited to certain hours each day. Arrangements must be made with your Fed Square Event Coordinator to remove bollards for access.

Please see Transport Hardstand Procedures

Please see Main Square Bump In/Out Procedures

BUMP IN AND OUT
Use of mobile plant machinery in and around the plaza outside of designated work areas may be prohibited during peak times of pedestrian traffic and will require advice and approval to do so by your Fed Square Event Coordinator:

The timings for access will need to be confirmed with your Event Coordinator

The use of bone yards may be required if construction is scheduled to occur during the above peak times of pedestrian access

All work areas must be separated from the general public by fencing or barriers and signage to be displayed at all times. Barriers may be in the form of bollards and hazard tape must be supplied by the Hirer.

All mobile plant equipment and vehicles must be accompanied by a spotter and have hazard lights operating at all times when outside of the designated work areas.

Under no circumstances should mobile plant, vehicles or construction drive over the storm water grates situated within the plaza.

All emergency and wheel chair access must remain clear and accessible at all times. These are egress routes to the River Terrace, Swanston Street and Flinders Street.

Event infrastructure must not block access or line of sight to any tenancy around the plaza.

Minimum 4 metre egress must be available at the top of Western Terrace when planning event infrastructure layout. All layout plans must be discussed and approved by your Fed Square Event Coordinator.

POWER AND DISTRIBUTION
The Atrium contains limited single phase, three phase and phone/data lines at various points.

See Appendix 3 for the Fed Square guidelines for electrical installations on site.

All electrical items brought on site need to have current electrical certification and will require a permit to work. An electrician may be required to install connections at an additional cost to the Hirer; please see your Event Coordinator for a list of preferred suppliers.

LIGHTING
Overhead catenary wires support a permanent lighting system with suspended lamps providing an even pattern of general lighting. Spotlights highlight the building facades surrounding the Square. Stage lighting and other additional lighting can be hired through Fed Square.

AUDIO
The Square is an outdoor space with nearby public transport, traffic and ambient sounds. Hirers should be aware of this ambient noise when planning their event. Noise levels generated by any sound system must be maintained at an agreed acceptable level at all times.

See Section 8.31 for guidelines on acceptable sound levels.

There is a permanently installed sound system associated with screen based activities only. A dedicated sound system is required for all live events and this can be hired through Fed Square contractors.
A permanent audio multi-core is installed from the Square stage to the south speaker pole. There are 40 input mic lines and 16 returns. All audio (announcements included) must be G or PG rated and Fed Square must deem any music to be of an appropriate nature. Further information is available on request from Fed Square Production.

**AMENITIES**
Public toilets and baby change facilities are available in the Atrium or St Pauls Court.

**ACCESSIBILITY**
An accessible lift provides access up to main stage from the plaza. There are also symbols along the plaza cobbles to indicate the flattest ground to accommodate wheelchairs.
The square is equipped with a hearing-aid loop amplifier to assist the hearing impaired.

### 7.6 THE PADDOCK

**THE SPACE**
The Paddock is a medium-large event space requiring ticketed or controlled entry and a more private spot with easy transport links. Gravel surface, 3-phase and single-phase power available, Water access point, Network access points available, Sound limit of 72dBa.

Clients may use their own preferred suppliers for however for security, a Fed Square Security control liaison needs to be organised via your Event Coordinator, and a fee applies.

If you are organising an event in the Paddock you will likely need to apply for a POPE (Occupancy Permit for Places of Public Entertainment (POPE) & Prescribed Temporary Structures) from City of Melbourne. A place of public entertainment is defined as an area used for public entertainment which is greater than 500 m².


**TEMPORARY STRUCTURES AND SITE PLANS**
All proposed event infrastructure for the Paddock must be discussed with your Fed Square Event Coordinator. The floor area is relatively flat so temporary structures can be installed quite easily. Fencing must be put up around the Paddock for any ticketed event at the cost of the client.

**BACKSTAGE FACILITIES**
There are no dedicated backstage facilities for the Paddock.

**VEHICLE ACCESS AND LOAD-IN**
Bump-in/out can be achieved from Batman Avenue. There are no height and visual restrictions in this area.

**POWER AND DATA DISTRIBUTION**
The Paddock has a limited supply of 480amps of power. Please speak with you Event Coordinator.

*See Appendix 3 for the Fed Square guidelines for electrical installations on site.*

**LIGHTING**
The Paddock is surrounded by existing lighting. There is no specific lighting infrastructure other than power as detailed on the plan at the end of this section. Additional lighting equipment can be hired from Fed Square or externally.

**AUDIO**
The Paddock is subject to ambient noise from nearby public transport, traffic etc. Hirers should be aware of this when planning their event. There is no dedicated sound system for this area; however additional requirements can be hired in specifically from Fed Square. Noise levels generated by any sound system must be maintained at an agreed acceptable level at all times.

*See Section 8.31 for guidelines on acceptable sound levels.*

**AMENITIES**
Public toilets and baby change facilities are available on River Terrace. Depending on the nature of
your event you are likely required to hire in portable toilets as per the POPE requirements of City of Melbourne stated above. Sewerage facilities are available connecting this area to the main sewer pipework. Up to 20 pans.

### 7.7 RIVER TERRACE

<table>
<thead>
<tr>
<th>RIVER TERRACE</th>
<th>Outdoor Large Public Venue</th>
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</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>Dependant on Event and Infrastructure 3000-5000 approx.</td>
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<tr>
<td>CAPACITY</td>
<td>5000m2 approx.</td>
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<tr>
<td>SQUARE METERAGE</td>
<td>Outdoor Venue</td>
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<tr>
<td>CEILING HEIGHT</td>
<td>Festivals Demonstrations</td>
</tr>
<tr>
<td>TYPE OF EVENTS</td>
<td>Markets Small performances</td>
</tr>
<tr>
<td></td>
<td>Flag Raising Ceremonies Public Forums</td>
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<td></td>
<td>Activations Protests</td>
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<td></td>
<td>Launches Rallies</td>
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<td></td>
<td>Roving Performers Blockbuster Events</td>
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<tr>
<td>OPERATIONAL FEATURES</td>
<td>Power Available Barriers</td>
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<tr>
<td></td>
<td>Hardstand Taxi Kitchen Adjacent</td>
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<tr>
<td></td>
<td>Wash Room</td>
</tr>
<tr>
<td>SPACES WITHIN</td>
<td>Red Circle, Granitic Sand</td>
</tr>
</tbody>
</table>

**THE SPACE**

The River Terrace extends from Princes Bridge to Birrarung Marr entrance, approximately 250 metres. City of Melbourne manage Birrarung Marr from Art Play down the Yarra. For festivals with food service there is also a washroom for stallholders to use (see your Event Coordinator for more information).

See River Terrace Site Plan.

**TEMPORARY STRUCTURES AND SITE PLANS**

The placement of temporary structures needs to allow for emergency vehicles to pass through the area at all times. Temporary structures must keep views to the River Terrace from neighbouring tenancies and be clear of rubbish and stored goods. Items should be placed at the back of a stall completely out of view.

Stairwells and access paths from other parts of the Square are to remain clear for pedestrians to walk freely around River Terrace. No structures can be placed in front of ‘Zinc’ down to the river or on any lawn areas.

There must be no marquees positioned;

- Directly opposite each other
- Either side of the egress from the plaza stairs to the river terrace or directly opposite the stairs on the river terrace
- Within 2 meters of the south facing Transport wall to allow access to Transport’s storeroom

No event infrastructure or vehicles are to be placed on the grass areas. Any damage that occurs to the grass caused by an event will hold the event client liable for the cost to make all damages good.

Please see Appendix 35 – River Terrace Marquee Master Plan.

**BACKSTAGE FACILITIES**

There are no dedicated backstage facilities for River Terrace.
VEHICLE ACCESS AND LOAD-IN
Vehicle access to the River Terrace is gained through a remote operated chain gate adjacent to the bottom level of the Fed Square car park or from bollards at Swanston St. There is a height restriction of 4.2m at the chain gate. A Fed Square Permit Form must be completed with details of all vehicles being brought on site.

Fed Square Permit to Work (Appendix 2)
The security control room is contactable via an intercom at the chain gate. The chain gate will only be lowered for vehicles with an approved permit. Arrangements can be made for the chain gate to remain lowered and monitored by an event marshal or Fed Square security guard (additional charges apply).

BUMP IN AND OUT
A detailed bump-in schedule is required to coordinate vehicle access to River Terrace. A maximum of five (5) vehicles only will be permitted on River Terrace at any one time so you must plan your bump in accordingly. A spotter must walk in front of vehicles at all times enforcing the 5kph speed limit on site. Stall holders are only permitted to unload/load vehicle while on river terrace and must exit their vehicle immediately.

Vehicles must remain on the Fed Square (North) side of the River Terrace light poles at all times. Weight restrictions do not allow for vehicles to drive on the river side (South) of the light poles. A minimum clearance height of 4.5m must be maintained to ensure access can accommodate large vehicles including emergency vehicles.

For traffic congestion reasons, stalls must be completely packed up and ready to load before their vehicle is granted access to the area during event bump out.

All vehicles are to enter the River Terrace from the chain gate end of the terrace and exit through the Swanston St. Bollards at the top.

Please see River Terrace Bump In/Out Procedure & Instructions

POWER AND DATA DISTRIBUTION
The River Terrace contains mostly three phase power outlets with limited single-phase power outlets and some phone/data lines points.

Depending on your electrical requirements for stallholders a preferred Fed Square electrician will need to be employed and briefed in advance. If Hirers require the services of an electrician to convert three phase power into single-phase outlets it should be considered in the event budget. All electrical items brought on site need to have current electrical certification.

Three phase power cables are required to be catenary wired in publicly accessible areas.

LIGHTING
Lighting on the River Terrace is limited to public parkland style lighting for evening safety and access. Other additional lighting can be hired through Fed Square. No infrastructure including additional lighting can be rigged to the existing light poles.

AUDIO
There is no dedicated sound system for this area. If additional equipment is required, it must be hired through the preferred Fed Square supplier. Noise levels generated must be maintained at an agreed acceptable level at all times. See section 5.5 for guidelines on acceptable sound levels.

AMENITIES
Public toilets and baby change facilities are available in the Atrium and St Paul’s Court. Additional portable toilets can be hired and placed on River Terrace for events with large attendance.

WASH FACILITIES
A wash facility (including hot water) is provided for all stall holders to wash their equipment throughout the day (at an additional cost).

This facility is suitable for up to 8 cooking stalls, any more than this required the hire of a wash tent through our marquee supplier.
7.8 SWANSTON STREET FORECOURT

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<tr>
<th>SWANSTON ST FORECOURT</th>
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<tbody>
<tr>
<td>DESCRIPTION</td>
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<tr>
<td>CAPACITY</td>
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<tr>
<td>SQUARE METERAGE</td>
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<tr>
<td>CEILING HEIGHT</td>
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<tr>
<td>TYPE OF EVENTS</td>
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<tr>
<td>OPERATIONAL FEATURES</td>
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<tr>
<td>WHAT’S HAPPENING NOW</td>
</tr>
<tr>
<td>SPACES WITHIN</td>
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THE SPACE
Swanston St Forecourt covers a large area with the usable event space approximately 20m long x 10m wide. It is an area subject to high pedestrian traffic making it an ideal location for promotional activations and markets.

The landscaped risers and wide sandstone steps provide a dramatic landscape for performance groups, displays and seating options if required. The ground surface is bluestone concrete pavers.

The Swanston St Forecourt has a weight loading of 7.5kpa, all structures and vehicles must be under this weight.

There are eight flagpoles that are located in this area that can be hired in conjunction with the forecourt. Speak with your Event Coordinator for further details on this. They are required to be booked separately with the space and are not included in the venue hire.

Three national flags (Australian, Aboriginal and Torres Straight Islands) are flown on Flagpoles on the Swanston St Forecourt, these cannot be taken down during bookings.

TEMPORARY STRUCTURES AND SITE PLANS
All proposed event infrastructure for Swanston St Forecourt must be discussed with your Fed Square Event Coordinator. As Swanston St Forecourt is such a high pedestrian traffic area, thought must be taken to ensure pedestrian egress and access to all tenancies is maintained.

Frontage or site lines to Fed Square businesses should not be blocked and access through Swanston St Forecourt should not impede pedestrians or emergency vehicles. For the safety and comfort of patrons, the general open nature of Swanston St Forecourt should be maintained and, depending on the set-up requirements, the installation area may need to be enclosed during set-up and pack-down.

Note that Swanston St Forecourt slopes slightly and the gradient should be considered when planning structures.

Please refer to Main Square Marquee Master Plan.
BACKSTAGE FACILITIES
There are no dedicated back stage facilities for Swanston St Forecourt.

VEHICLE ACCESS AND LOAD-IN
See Loading Dock Access Plan.

STREET LOADING BAYS
Swanston Street has loading bays for commercial vehicles providing access to Swanston St Forecourt and the Square. This loading bay is for bump in and out only. This loading bay is operated by City of Melbourne and permits for longer bump ins must be obtained by the hirer from them directly. Contact your Event Coordinator for further information.

SQUARE HARD STAND AREA
For heavy vehicles, the Square has a hardstand area adjacent to the north side of Transport Hotel. Vehicles must not block entry to Transport Hotel. A Fed Square permit form must be completed with details of the vehicles that are essential to bring on site. Only essential vehicles will be allowed access.

Please refer to Appendix 2 for Vehicle Permit

Unable to load vehicles on site. Vehicles may only park in this area for the duration of equipment delivery and may not remain in this area during an event. Access to the hardstand is limited to certain hours each day. Arrangements must be made with your Fed Square Event Coordinator to remove bollards for access. Access will not be granted at peak pedestrian or event times and larger builds may need to be delivered overnight to ensure the safety of our public and patrons. See your Event Coordinator for access times.

Please see Transport Hardstand Management Plan.

POWER AND DATA DISTRIBUTION
Swanston St Forecourt has single phase, three phase and phone/data lines at various points.

See Appendix 3 for the Fed Square guidelines for electrical installations on site.

All electrical items brought on site need to have current electrical certification and will require a Permit to Work. An electrician may be required to install connections at an additional cost to the Hirer; please discuss a list of preferred suppliers with your Event Coordinator.

LIGHTING
Overhead catenary wires support a permanent lighting system with suspended lamps providing an even pattern of general lighting. Spotlights highlight the building facades surrounding the Swanston St Forecourt. Other additional lighting can be hired through Fed Square.

AUDIO
Swanston St Forecourt is subject to ambient noise from nearby public, transport, traffic etc. Hirers should be aware of this when planning their event. There is no dedicated sound system for this area; however additional requirements can be hired in specifically from Fed Square. Noise levels generated by any sound system must be maintained at an agreed acceptable level at all times.

See Section 8.31 for guidelines on acceptable sound levels.

AMENITIES
Public toilets and baby change facilities are available in St Paul’s Court and the Atrium.
7.9 SKYLINE TERRACE

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<td>DESCRIPTION</td>
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<td>CAPACITY</td>
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<td>SQUARE METERAGE</td>
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<td>CEILING HEIGHT</td>
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<td>TYPE OF EVENTS</td>
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<tr>
<td>OPERATIONAL FEATURES</td>
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THE SPACE
Skyline Terrace is located on the upper level of the Fed Square carpark and offers a versatile blank canvas suitable for a range of events and activations. The event space has been transformed into pop-up restaurants, Winter wonderland, sports courts and far more delightful experiences over the years. With an area of 1800sqm and crowd capacity of 800 and access to power, water and sewage.

If you are organising an event on Skyline Terrace you may need to apply for a POPE (Occupancy Permit for Places of Public Entertainment (POPE) & Prescribed Temporary Structures) from City of Melbourne. A place of public entertainment is defined as an area used for public entertainment which is greater than 500 m².


TEMPORARY STRUCTURES AND SITE PLANS
All proposed event infrastructure for the Skyline Terrace must be discussed with your Fed Square Event Coordinator. The floor area is relatively flat so temporary structures can be installed quite easily. The weight loading limit at the back of the rooftop is 9.5KPA however you need to pass through a 7.5KPA area to reach it. This area is subject to extreme weather conditions and installations must be planned accordingly.

BACKSTAGE FACILITIES
There are no dedicated backstage facilities for the Skyline Terrace.

VEHICLE ACCESS AND LOAD-IN
Bump-in/out can be achieved from Russell St Extension. There are no height and visual restrictions in this area.

POWER AND DATA DISTRIBUTION
Skyline Terrace access to limited power. Please speak with your Event Coordinator.

See Appendix 3 for the Fed Square guidelines for electrical installations on site.

All electrical items brought on site need to have current electrical certification and will require a Permit to Work An electrician may be required to install connections at an additional cost to the Hirer; please discuss a list of preferred suppliers with your Event Coordinator.

LIGHTING
The Skyline Terrace is surrounded by existing lighting. There is no specific lighting infrastructure other than power as detailed on the plan at the end of this section. Additional lighting equipment can be hired from Fed Square or externally.
**AUDIO**

The Skyline Terrace is subject to ambient noise from nearby public transport, traffic etc. Hirers should be aware of this when planning their event. There is no dedicated sound system for this area; however additional requirements can be hired in specifically from Fed Square. Noise levels generated by any sound system must be maintained at an agreed acceptable level at all times.

*See Section 8.31 for guidelines on acceptable sound levels.*

**AMENITIES**

Public toilets and baby change facilities are available in The Atrium. Depending on the nature of your event you are likely required to hire in portable toilets as per the POPE requirements of City of Melbourne stated above. Water and sewerage connections are available.

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**8. FED SQUARE GENERAL EVENT WORKING GUIDELINES**

**8.1 ACCESSIBILITY**

Fed Square has an Accessibility Action Plan which comprises actions relating to physical access, accessible products and services, training activities, non-discriminatory policies, feedback and monitoring procedures.

The overall objective of this plan is to improve the equity of access for people with disabilities. The plan also focuses on activities which create a more inclusive community in which people with a disability have enhanced opportunities to participate.

*These objectives will be realised through:*  

- Support, consultation, advocacy activities and partnerships  
- Progressive upgrade to the quality of physical access to buildings and facilities  
- Training for Fed Square and site staff to increase awareness of disability issues  
- Accessible communications  
- Broad-based and accessible programming  
- Feedback and monitoring

Ramps and elevators are located in parts of Fed Square to aid movement by pedestrians. An accessible pathway is stamped on the cobblestone indicating best pathway to Upper Square. The main stage is serviced by a hydraulic lift and a hearing loop is available in the Square and Deakin Edge.

Fed Square is committed to providing ample ‘accessible’ parking as required during events held on site. Fed Square provides a minimum of 11 permanent ‘accessible’ car spaces within the car park, with additional temporary ‘accessible’ parking spaces provided as required during events that attract larger participation numbers and/or a demographic requiring ‘accessible’ parking.

There is also an accessibility lift in the Fed Square car park. Its dimensions are 2100mm high x 970mm wide (door) x 1960mm deep.

All event Hirers must ensure that they comply with the Companion Card Scheme allowing discounted/free access for carers of people that require them.

All events are required to be fully accessible in accordance with current guidelines.

**8.2 ALCOHOL**

Any person found working under the influence of drugs or alcohol will be asked to leave the premises immediately.
8.2.1 LIQUOR LICENCE
If you are to serve alcohol at your event a Liquor License will need to be applied for at

The approved license must also be on display prior to the commencement of beverage service at your event.
Fed Square security guards must monitor alcohol service, please speak with your Event Coordinator for guard requirements.

8.2.2 RSA
Any staff members serving alcohol on site at your event must have a valid Responsible Service of Alcohol Certificate. This must be accessible on the day.

8.3 AMUSEMENT RIDES
The use of amusement rides is only permitted in outside areas of Fed Square, however can be subject to review and approval. Please speak with your Event Coordinator regarding your plans and for further detail on this. All permitting, insurances and licenses are required from the operator prior to arriving on site.

8.4 ANIMALS
Service animals are permitted on site and in all areas of Federation Square.
Fed Square believes in the safety of animals and patrons whilst working together to promote unique events. Should you be planning Animals/ Pets as part of your exhibition, activity or performance you must advise your Event Coordinator. All animals must be controlled by the handler at all times while on site and be in compliance with the exhibition/ display and handling as prescribed by law. Prior to your event a detailed animal management plan outlining the reason, conditions provided on site and removal of waste and provision of food and water is to be submitted to your Event Coordinator. If larger animals are being used a vet may be required to be on site. No animals can be left unattended on site at any time.
Animal Handling Permit Form is required to be filled out and returned to the relevant Event Coordinator prior to the event.

8.5 AV & EVENT PRODUCTION SERVICES
Audio visual and event production services are provided by Fed Square’s preferred supplier who has vast experience delivering quality event production services in the complex venues at Fed Square.
Your audio visual and event production requirements will be discussed with you and you will be provided with a detailed, itemised AV quote.

8.6 BALLOONS
Fed Square believes in sustainable practices and have banned the use of balloons onsite.

8.7 FED SQUARE BRAND ASSETS
Fed Square brand assets and guidelines are available HERE. Use of the Fed Square logo on any materials must be approved by Fed Square.

8.8 BROADCAST (INC. OUTSIDE BROADCAST)
For large media events an Outside Broadcast (OB) vehicle compound can be located on River Terrace; the following must be adhered to:
Prior to arriving at Fed Square:
- Bump In/Out of major units (including staging, cars in the Square and trucks) is to be carried
out during non-peak times at Fed Square – before 7:00am and after 9:00pm.

- The Hirer must provide the Fed Square Event Coordinator with a Bump In/Out run sheet, stipulating timing of stage set up, truck arrivals and any other aspects relevant to Fed Square.
- The Hirer must supply contact details for the broadcast site manager and key contact personnel
- The Hirer must provide details of ALL vehicles and times of arrivals/departures on site and a proposed site map, ensuring emergency access points are not blocked by any infrastructure.

**Once on site at Fed Square:**

- The Hirer must maintain a 2m clearway immediately adjacent to the Transport wall - this area must be kept clear at all times. Fencing will be set up by the Venue Supervisor prior to trucks arriving on site, in order to assist in keeping this area clear. Fencing must not be moved.
- All cables are to be safely rigged overhead or covered by cable trays. Cables along the ground edge of a building may be uncovered however all cables running across or under steps or pedestrian paths must be covered.
- A Venue Supervisor (or Fed Square Security Guard) must be present when trucks bump In/Out.
- Bollards will remain locked at all times either side of Bump In/Out. The Hirer should contact the Venue Supervisor or Security Control Room for bollards to be opened (only for trucks to come on or off site).
- Power supply is limited, please see your Event Coordinator

8.9 **CANDLES / NAKED FLAMES**

Hirers must not bring flammable gas or liquid, hazardous chemicals or use naked flames on site without prior written approval.

Patio heaters, BBQs and LPG/Butane cooktops cannot be used within any indoor spaces. Approval is required to be provided in advance for the Atrium. Many butane/gas canister cookers or camp stoves have been found to be unsuitable and have been removed from sale, hence these types of devices are not permitted to be used onsite unless it can be verified that they comply with Australian Standards. *(Please the Energy Safe Victoria website for further information www.esv.vic.gov.au).*

Portable gas cylinders must comply with relevant Australian Standards and be placed in an upright position and stored in consultation with Fed Square. When used outside for cooking in marquees, gas cylinders must be placed in a suitable stand or container away from patrons.

BBQs and/or naked flames to be at least 500mm from marquee walls or roofs. Any burn marks to marquees will be charged as damages to the client.

8.10 **CARS / VEHICLES**

Vehicle /Car access on site will depend on the KPA of the vehicle due to the KPA limitations across the site.

*Please refer to Weight Restrictions for KPA loading details.*

A vehicle access form must be completed and signed by an Fed Square authority before access to the site is allowed. This must be completed prior to the event and can’t be done on the day of the event.

*Please refer to Appendix 2 for Vehicle Permit*

Vehicles requiring access to the Main Plaza will require specific information to ensure that it is under the weight limitations for this space.

8.11 **CATERING (FOOD AND BEVERAGE)**

Catering is on a Fed Square preferred supplier basis.
Multicultural festivals are able to propose alternate cultural food stalls (relevant to the festival) for approval by your Fed Square Event Coordinator.

8.12 CLEANING AND WASTE

Fed Square venues are always to be kept clean and safe. Hirers are strongly encouraged to adopt Waste Wise practices in the running of all events.

This can be achieved by:
- Assessing your packaging needs and reducing the quantity you use
- Becoming aware of the alternatives, including reviewing the options offered by green packaging suppliers
- Changing your packaging and using recyclable packaging

Where event cleaning and waste removal requirements exceed the capacity of normal venue cleaning, the hire of additional services will be necessary. Additional services are arranged by your Fed Square Event Coordinator with Fed Square’s preferred cleaning supplier and the costs will be discussed with you and agreed in advance. If additional cleaners are required, they must be booked for a minimum four hours.

Dedicated cleaning service may be required for:
- Additional bins for rubbish containment and recyclables (glass, cardboard and co-mingle)
- Cooking oil containment and removal
- Access to triple interception (for waste water)
- Dedicated cleaners for toilet maintenance at large events
- Pressure hose cleaning of paving

8.13 CONFETTI, FIREWORKS AND PYROTECHNICS, GLITTER, BALLOONS AND/OR STICKERS

Event Hirers are not permitted to use the following on site: confetti, glitter, glitter cannons, balloons, sticky tape, stickers or fireworks.

At no point should any adhesive substance such as sticky tape be used in or around Fed Square. This includes but is not limited to Deakin Edge Seating and Deakin Edge Ticket Booth.

Under special circumstances a limited range of theatrical pyrotechnic effects may be allowed by prior arrangement and approval.

Please discuss any requirements with your Fed Square Event Coordinator to seek advice and guidance for your event.

8.14 CROWD CONTROL

When large attendance numbers are anticipated Fed Square will prescribe a Crowd Control Plan in addition to the standard Site Plan the Hirer is required to complete. At times, it may be appropriate for Crowd Control Plans to be developed in consultation with local authorities and form part of the overall Emergency Management Plan.

The Crowd Control Plan will include:
- Provision for supervision, marshalling and directing of crowds
- Barriers/fences for crowd control and traffic management
- Signage to direct patrons to exits and amenities
- Identification of crowd egress

All crowd control barriers (CCBs) must meet Australian safety standards AS 4687 - 2007.

Once on site on the day of your event, prior to the event commencing, every Hirer will be required to complete a risk assessment checklist with the Venue Supervisor representative. This is to ensure the
event has been bumped-in in accordance with compliance and regulatory requirements and any risks or hazards associated with the event have been reduced or eliminated.

8.15 DAMAGES
The Hirer is responsible for any damage, breakage or loss of equipment and/or furniture. Condition reports will be undertaken pre and post event and any costs associated with damage or replacement of lost items will be charged to the Hirer.

8.16 DANGEROUS ACTIVITIES (HIGH RISK EVENTS)
If you are planning any aerial acts, acrobatics or acts that use sharp implements or animals you must advise your Event Coordinator so that this can be included in the overall risk assessment compiled for the event. A copy of the artists/performers current public liability insurance is required to be submitted to Fed Square. Should rigging be associated with the performance any work will need to be conducted by a company that complies. All details for this must be submitted in advance to your Event Coordinator. Depending on the activity an onsite induction for contractors may be required.

8.17 DRONES
All laws from CASA (Civil Aviation Safety Authority) prohibit drones on the site.

8.18 DRUGS AND ALCOHOL
Any person found to be working under the influence of drugs or alcohol will be asked to leave the premises immediately. Distribution or possession of drugs and alcohol by any persons on site is prohibited.

For Alcohol service/sales please refer to Liquor Licence

8.19 ELECTRICAL WORKS
Any electrical works onsite must be carried out by a certified electrician. Fees for electrical services are to be covered by the Hirer. All electricians working on site must be inducted before commencing work.

Fed Square enforces the use of electrical contractors experienced in supplying temporary electrical installations and will provide contact details of preferred suppliers.

All cables running over ground should be suitably covered by guards or flown overhead by catenary wire. Three-phase cabling should be run overhead or out of public access areas; and this is preferable for all cabling that will be in place for an extended period of time. For a short period of time, cabling can be run on the ground provided they are covered with cable trays or adequately protected and do not create a trip hazard.

Fed Square has preferred electrical contractors for temporary power installation. Please contact your Fed Square Event Coordinator for details. Under specific circumstances it may be possible for other contractors to provide electrical services for events.

Please refer to for Do’s and Don’ts for temporary electrical installations.

8.20 EMERGENCY MANAGEMENT
All events held at Fed Square must have an emergency management plan.
Fed Square has an emergency management plan. Please speak with your Event Coordinator.

8.21 ENVIRONMENTAL SUSTAINABILITY
Fed Square has an ongoing commitment to environmental sustainability, and this is demonstrated through the events program. We encourage Hirers to embrace these practices into their events.

Fed Square is a green venue, with the elements below already in place:

- All Fed Square events are powered by 100% Green Energy
- The Big Screen is powered by 100% Green Energy
• Public toilets are flushed with recycled water collected from water tanks on site
• The majority of public urinals are waterless
• Significant amounts of the outdoor site water requirements for cleaning and gardening use recycled water collected from water tanks on site
• Extensive waste and recycling management system
• All sound is managed within EPA guidelines

To reduce waste:
• All food stalls are encouraged to use 100% biodegradable bags, cutlery, cups, plates etc. (Fed Square can advise of provider)
• Minimise plastic and polystyrene disposable packaging, drinking cups, containers and straws
• Minimise plastic bags and promotional items such as balloons, magnets, flyers etc.
• No balloons
• Encourage recycling food that has not been consumed and use companies such as Second Bite to distribute unused food to homeless or disadvantaged communities
• Water fill barriers must not be used on site – other weighted devices such as sandbags must be used

To protect garden beds and trees:
• No equipment or event infrastructure can be stored in garden beds
• Signage must not be affixed to trees
• Ice must not be emptied on garden beds
• Fences must be set up to protect garden beds in the case of major events and crowds

Noise pollution:
• No more than 82dba for activities conducted on or between Monday and Friday between 9am and 5pm;
• No more than 86dba for activities conducted on or between Monday and Friday between 5pm and 10pm;
• No more than 86dba for activities conducted on either a Saturday, Sunday or an officially designated public holiday between 9am and 5pm;
• No more than 88dba for activities conducted on either a Saturday, Sunday or an officially designated public holiday between 5pm and 10pm.

Other ways you can make your event green:
• Offer a bike valet service
• Encourage participants to use public transport
• Generate a multimedia outcome instead of handing out brochures or programs
• Provide water filling stations

8.22 Fire Safety
Hirers must not bring flammable gas or liquid, hazardous chemicals or use naked flames on site without prior written approval.

The pre event risk assessment will determine the fire safety controls that will be required. The hirer will need to identify any possible risks and advise these for the risk assessment. All fire equipment provided for the event must be accessible and clearly visible on site. Additional fire safety controls will be required for some events – eg smoke machines, pyrotechnics etc.
Fire extinguishers must be a minimum 2.3kg A:B(E) dry powder type and meet AS/NZS 1841: 2007 Portable Fire Extinguishers.

Patio heaters, BBQs and LPG/Butane cooktops can only be used if they have verification they comply with Australian Standards (please see the Energy Safe Victoria website for further information) and your Event Coordinator can provide further information on this.

Portable gas cylinders must comply with relevant Australian Standards and be placed in an upright position and stored in consultation with Fed Square.

When used outside for cooking in marquees, gas cylinders must be placed in a suitable stand or container away from patrons.

8.22.2 FIRE SAFETY FOR TEMPORARY STRUCTURES

All fire extinguishers must be checked to ensure that they are fully charged, indicated by the arrow on the pressure gauge located in the green section. Any anti tamper seals should be intact, and the yellow maintenance indicator tag securely attached.

Signage must be mounted between 1.5m and 2.0m height. Fire extinguisher must be mounted where the bottom part of the extinguisher is at a minimum 100mm off the floor and the top part is at a maximum 1200mm off the floor.

Minimum safety requirements for the installation of fire extinguishers and fire blankets within temporary stalls and marquees:

Kitchens/Food Preparation and/or selling Stall holders

- Kitchen with a deep fat fryer:
  - 1x 40B(E) approx.. 4.5kg dry chemical powder extinguisher or;
  - 1x 2A 4F (approx.. 9 Litre) wet chemical extinguisher

- Kitchen without a deep fat fryer:
  - 1x 2A 20B(E) approx. 4.5kg dry chemical extinguisher

*All extinguishers should be located adjacent to any food preparation area involving cooking and a fire blanket complying with AS/NZS 3504 should also be provided and located adjacent to appliances used for cooking or deep frying.

Temporary Electrical/Gas services

- Generator Equipment or Switch Boards:
  - 1x 2A 20B(E) approx. 2.0kg or;
  - 1x 2A 40B(E) approx. 4.5kg dry chemical extinguisher

- Storage of flammable liquids and/or gas containers:
  - 1x 2A 40B(E) approx. 4.5kg dry chemical powder extinguisher

*Extinguishers must be located adjacent to any electrical generator equipment, switchboard or any flammable liquid or gas containers.

Marquees/Temporary structure above 200m2

- 1x 9Litre water type stored pressure portable fire extinguisher for each 200m2 of marquees to be placed on or adjacent to any doorway or path of travel to any exit.

8.23 FIRST AID

First Aid numbers will need to be determined based on the type of event, which will need to be considered as part of the event risk assessment. As a general rule, for events where there are more than 3,000 people supplementary First Aid may be required.

Metropolitan Ambulance Service may attend events where there is a significant risk to participants.

All Fed Square security officers are trained in Level 2 First Aid. There is a First Aid room located at Fed Square which is available on request.

For providers please see Section 3.8
8.24 FLOOR PROTECTION
The sandstone pavers in Main Plaza and Atrium tiles are easily damaged. Please speak with your Event Coordinator regarding any floor protection that may be required to ensure suitable coverage for certain activities.

Any areas that are having cooking facilities will require a catering mat and astro turf that can be arranged with your Event Coordinator.

Damage sustained throughout the event to any for the floor surfaces are the responsibility of the event organiser.

8.25 FOREIGN LABOUR
Foreign labour working at your event must have a valid working visa and insurances. The insurance must be valid for within Australia.

Prior to commencing work confirmation that staff have an understanding of and abide by safe work practices is required. In addition if using tools and equipment on any tasks ensure they understand the correct and safe use of tools and equipment in accordance with the task being completed and ensure compliance with Australian Safety Standards.

If involved in the Operations on site or in the construction of structures the foreign labour must have a workers compensation policy.

8.26 INSURANCE
All Hirers are required to have a minimum of $10,000,000 public liability insurance. A certificate of currency / confirmation of cover must be provided to Fed Square in order to confirm the event booking.

All contractors of the hirer, working on site, must also provide their Public Liability Insurance.

8.27 INTERNET AND WIFI
Free wireless internet access is available throughout Fed Square suitable for basic browsing, email and social media. Your laptop must be wireless enabled to use this service. Dedicated Wi-fi and dedicated ISDN lines can be arranged with prior notice with your Event Coordinator. Charges will apply for the dedicated lines.

8.28 LASERS
You must ensure that all lasers and laser products are classified, labelled and used in accordance with the Australian Standard AS 2211 Laser Safety.

8.29 LPG
Approval for the use of LPG cylinders is required in advance of your event to ensure compliance with safety regulations. Detailed information for the use of the LPG on site is required in advance which advises how many cylinders will be on site, location and purpose for use as well as delivery / collection information. If advance notice is not received the use of the LPG on site may be banned. No storage facilities will be provided overnight for gas cylinders. Storage will need to be provided by the hirer for used and unused LPG bottles (eg locked cage).

When using LPG in a marquee the size of the cylinder must no exceed 9kg.

8.30 MARQUEES
Fed Square has a preferred marquee supplier. It is also encouraged for the marquee supplier to provide all associated event equipment including (but not limited to) tables, cloths, matting, weights, gas bottles, chairs, and umbrellas. This supplier can meet you on site to go over your marquee requirements and site plans. Your Fed Square Event Coordinator can supply you with contact details if required and setup a meeting on site.

Specialised marquees (i.e. branded) may be used, however must be weighted and secured by the Fed Square preferred marquee supplier. Specialised marquees must not have wheels on the base of key structural poles.
Fed Square has developed a marquee master plan which sets out all possible options for placement of marquees on site. If you wish to place marquees or infrastructure in any other area, this will need approval from your Fed Square Event Coordinator.

Please refer to Main Square Marquee Master Plan.
Please refer to River Terrace Marquee Master Plan

8.31 Multimedia Properties
Fed Square is a unique purpose-designed public space with leading-edge, interactive multimedia infrastructure. The multimedia system is comprised of large LED screens, projection wall and scrolling tickers. It provides a flexible platform for new media artists, cultural events and festivals and other civic-related content providers.

Fed Square welcomes submissions of content for Fed Square’s multimedia assets including media for its screens. Please contact your Fed Square Event Coordinator regarding the use of all multimedia.

Screen Specifications and information.

8.32 Noise Levels
As Fed Square is a public open space with many variables that cause noise to fluctuate on site, it does not strictly fall within any one Environment Protection Authority requirement. Noise levels may be dependent on (but not limited to) where the noise is travelling from; number of people in the area; weather; distance from noise source; and other ambient noises around the site.

The following are the acceptable sound range limits:

- No more than 82dB for activities conducted on or between Monday and Friday between 9am and 5pm;
- No more than 86dB for activities conducted on or between Monday and Friday between 5pm and 10pm;
- No more than 86dB for activities conducted on either a Saturday, Sunday or an officially designated public holiday between 9am and 5pm;
- No more than 88dB for activities conducted on either a Saturday, Sunday or an officially designated public holiday between 5pm and 10pm.
- For dB levels outside the above designated times need to be discussed with the appropriate Fed Square staff during you event planning stage.

8.33 Painting
No facilities are provided on site for painting. If touch up work is required during the build period please speak with the venue supervisor to ensure that safety guidelines are followed as well as proper protection of the area where work is to be undertaken.

Spray painting is generally not permitted on site at any time. If needed for specific art installations approval will be required along with a MSDS (material safety data sheet) and all appropriate PPE (personal protective equipment). Please speak with your Event Coordinator for further information.

There are no provisions for the disposal of paint or hazardous substances at Fed Square.

8.34 Plant Equipment
Mobile plant equipment is available for hire at Fed Square. The Mobile Plant Request Form must be completed and returned to your Event Coordinator in advance for approval. Mobile plant equipment can only be operated by appropriately licenced personnel.

8.35 Personal Protective Equipment (PPE)
Personal protective equipment (PPE) is clothing or equipment designed to be worn to protect them from the risk of injury or illness in the workplace. PPE includes: hearing protective devices, respiratory
protective equipment, harnesses, helmets and eye and face protection. All PPE must comply with the relevant Australian standard, appropriate to the job being performed and in good condition. High visibility clothing and enclosed footwear must be worn on site for load in, site builds and the load out of an event. Please ask your Event Coordinator if you have any questions.

8.36 PAYMENT (VENUE HIRE AND VENUE SERVICES)
To confirm your event a 50% venue hire deposit is payable before you are provided an Event Coordinator to commence work on your event.

The remaining 50% venue hire and estimated service costs are then payable 1 week prior to your event date. If payment or proof of payment is not received prior to your event date you may not be provided access to the venue.

A final invoice will be issued post event for a $0 amount or any additional charges.

8.37 PHOTOGRAPHY
For any filming, streaming, video and audio taping of any portion of an event for commercial purposes approval must be given from Fed Square.

8.38 POWER TOOLS
Please inform your Event Coordinator of the intent to use power tools on site, this includes drop saws, circular saws, routers, planes, jigsaws, angle grinders, brick and tile cutting saws. All portable electrical equipment, appliances and leads must have valid testing and tagging checks. Restrictions apply when using these tools on site and your Event Coordinator can provide further information if required.

8.39 PRAYER ROOM (QUIET ROOM)
A prayer room is available in The Atrium. Please ask a Venue Supervisor for access.

8.40 PUBLIC TRANSPORT
All events are encouraged to promote public transport options to their patrons.

Train - Flinders Street Station is located opposite Fed Square on Swanston St and services all metropolitan train lines

Tram – An accessible super stop is located on Swanston Street and Flinders St. The City Circle free tram service stops at Flinders St.

Bus - Bus stops are located at the corner of Flinders & Russell Streets and Flinders & Elizabeth Streets for routes

It is a legal requirement that any events which may disrupt or increase demand on the public transport system officially notify Public Transport Victoria (PTV).

T: 1800 800 007

For further information please refer to Transport & Parking

8.41 PYROTECHNICS
Under special circumstances a limited range of theatrical pyrotechnic effects may be allowed by prior arrangement and approval.

Please discuss any requirements with your Fed Square Event Coordinator.

8.42 RIGGING
Rigging work conducted across Fed Square spaces must be carried out by Fed Square’s preferred supplier/s. The details of your rigging will be organised in conjunction with your Fed Square Event Coordinator.
8.43 SAND/SOIL
Please advise your Event Coordinator if your event requires the use of sand or soil so that the location can be considered for best delivery access for this. Floor protection must be used prior to the sand/soil or similar being moved into place. Any costs incurred on installation, cleaning or removing is at the cost of the hirer.

8.44 SECURITY
24 hour security at Fed Square consists of a control room supervisor, a comprehensive CCTV coverage and two roving security officers.

Additional security services are available for your event; these requirements and costs will be discussed with you and agreed in advance. All security services at Fed Square must be provided by the preferred Fed Square security supplier.

Security personnel must be booked for a minimum of 4 hours and can provide the following services:

- Static guards for asset protection
- Crowd control / licensed venue security
- Event security / roving personnel
- Access control / event bump-in marshal
- Close personal protection
- Black suit security staff for special events

8.45 SERVICES / UTILITIES

8.45.1 GAS

8.45.2 POWER / ELECTRICITY
Should you require more than a simple connection, an electrical contractor will be required to be engaged for your event. Speak with your Event Coordinator for further information on this and to arrange a quote.

8.45.3 WATER
Water and draining connections are available. Please speak with your Event Coordinator to ensure that these locations will suit proposed location.

8.45.4 WASTE
If waste removal is excessive additional charges may apply. If hazardous waste is being disposed of please speak with your Event Coordinator to ensure necessary arrangements can be made.

8.46 POWER AND DATA / PHONE LINES
Fed Square has single phase, three phase and data lines at various points - refer to the relevant venue plans for specific locations.

Fed Square offers Data lines including Broadband Internet, PSTN (Digital phone lines) and an ISDN line that can be patched to various locations around Fed Square. Please see Event Coordinator for detailed power and data plans.

8.47 SHARPS
Safe sharp disposal units are located in both the male and female bathrooms in the public facilities on site at Fed Square.
8.48 SHIPPING CONTAINERS

Shipping containers can be used onsite for event activations. The standard Fed Square compliance around weight limits and OH&S requirements apply.

See Temporary Structure Guidelines

There are two standard methods for bump in and out:

- Using a forklift and skates to maneuver into position - This is the preferred method for bump in, as it allows the container to be moved into a suitable position easily and complies with the site weight loading requirements. Using this method, the container is lowered onto skates from a truck/crane at a loading bay/hardstand and then pushed into place with a forklift (Fed Square has a forklift onsite available for hire).
  
  Note: Fed Square does not supply the skates. Due to weight loading restrictions, forklifts are not to be used to lift the full weight of the container at any time.

- Dropped into position from a crane - cranes can only access loading bays and hardstand areas due to site weight loading restrictions.

In some instances, cranes can be parked on Flinders St, however partial road closure and traffic management is required and this is the responsibility of the Hirer. A Site Services permit must be approved by City of Melbourne and Fed Square takes no responsibility for City of Melbourne discussions and approvals.


If a shipping container is modified in any way an engineer certificate of compliance (form 1507) must be supplied; shipping containers that are unmodified do not require a certificate. Please see your Event Coordinator for further information on required OH&S paperwork.

8.49 SIGNAGE

8.49.1 BANNER AND FLAG GUIDELINES AND DIMENSIONS

Signage, banners and flags can be displayed in various locations around Fed Square, acting as an effective means of creating visibility, impact, promotion and recognition of your event. Approval by Fed Square must occur prior to such activity taking place. No drilling or permanent fixing is permitted.

Anchor 277

Please consider not dating your flags and reusing for future events.

8.50 SITE PLANS

An event site plan drawn to scale is to be provided to Fed Square prior to the event and must be approved by your Fed Square Event Coordinator. Fed Square may assist in the preparation of these documents.

Site plans must contain all infrastructures brought on site and including but not limited to the following information:

- Temporary fencing
- Emergency access and egress
- Licensed liquor consumption areas
- Portable toilets
- Entertainment sites
- Temporary structures, incl. marquees
- Signage
- Trestle tables
- Umbrellas

Scale site plans for each venue are included in this Manual and are available as PDF or Vectorworks from your Fed Square Event Coordinator.

### 8.51 SMOKING/ VAPING

Smoking and Vaping are prohibited across the site at Fed Square. Areas adjacent to Fed Square can be used for smoking or vaping.

### 8.52 STAGING

If your stage is a height of 1m or over it will require handrails and balustrade. If the stage planning provides for two or more steps, then a handrail must be present on at least one side of the steps. Due to the undulation at Fed Square staging in certain areas require specialist staging. Please speak with your Event Coordinator for information relating to your event.

Any raised platform, including seating banks over 100m2 required a permit from the City of Melbourne.

The top stage of Deakin Edge requires a ramp to be placed to make the stage accessible. Your Event Coordinator can assist with availability and pricing if required.

### 8.53 STORAGE - PRE AND POST EVENT

Secure storage at Fed Square is available at an additional charge of per day (maximum 5 days prior to event and maximum 2 days post event). Please see your Event Coordinator for charges.

*Pre-Event Day Deliveries Info Sheet*

### 8.54 TOILETS

Public toilets and baby changing facilities are located in the Atrium and St Paul’s Court. Other public toilets can be accessed in ACMI and the NGV when open.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>MALE</th>
<th>FEMALE</th>
<th>ACCESSIBLE/ BABY CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Toilets - St Paul’s Court</td>
<td>4WC</td>
<td>8WC</td>
<td>1WC</td>
</tr>
<tr>
<td></td>
<td>3m urinal trough</td>
<td>6WB</td>
<td>1WB</td>
</tr>
<tr>
<td></td>
<td>4WB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Toilets - Atrium / Deakin Edge</td>
<td>5WC, 5U</td>
<td>10WC</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>4WB</td>
<td>6WB</td>
<td></td>
</tr>
</tbody>
</table>

Fed Square may require that portable toilets be hired for large events. There are sewer connection points on the River Terrace, Paddock and Skyline Terrace. These should be used for long term installations in preference to stand alone facilities.

### 8.55 TRAFFIC MANAGEMENT

Should any areas around Fed Square require to be closed for the load in or out from your event a traffic management plan will need to be submitted for approval. This plan needs to be completed by a traffic management company. Relevant exclusions zones will be required to be set up in accordance to the plan.

### 8.56 USHERS

The hirer may provide their own ushers for an event on site, if the hirer is unable to arrange please speak with your fed square Event Coordinator who can arrange at an additional cost for your event.
8.57 VENUE SPECIFICATIONS

Refer to Section 7 - Venue Information.

8.58 WATER (DRINKING)

Water Mains can be accessed from one location on the River Terrace and three locations in the Square. Temporary water stations required for large events may be connected to these sources. Access to water main outlets needs to be provided by Fed Square Venue Supervisors or Security. If you wish to arrange this please discuss it with your Fed Square Event Coordinator.

State Government sanctioned water restrictions may restrict the use of water for events and these restrictions must be observed for all events. Drinking fountains are located around the site.

8.59 WEAPONS

Fed Square does not permit weapons for any purpose and they are prohibited on site. If it is a requirement as part of your event to display or sell weapons your Event Coordinator will be able to assist you on compiling a weapons assessment in consultation with head of security.

8.60 WELCOME TO COUNTRY– ABORIGINAL

A Welcome to Country is where an Aboriginal or Torres Strait Islander custodian from the local area or region welcomes people to their land. This may be done through speech, song, dance or ceremony.

It is important to Advise you Fed Square Event Coordinator if you are holding a Welcome to Country as part of your event. Some important points to consider when planning a welcome to country:

• Are you including a smoking ceremony? If you are then please let your Event Coordinator know as it may require the smoked detectors to be isolated and a fire warden dedicated to the venue. Please note additional charges will apply if this is the case.

• Is body paint being used by the artists? Will this be done on site or will they arrive ready? Your Event Coordinator will work with you to provide a space and will arrange plastic to be laid for protection.

8.60.1 ACKNOWLEDGEMENT TO COUNTRY

Alternatively as part of your event you may wish to acknowledge the traditional owners of the land with some wording at the commencement of the event. A suggested sample for this -

I/ we would like to begin by acknowledging the traditional owners and custodians of the land on which we meet today, the Wurundjeri people of the Kulin Nation. I/ we wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region. I/ we pay my/ our respects to their Elders both past and present.

The land that Fed Square is on is traditionally home to both the Wurrundjeri and Boon Wurrung peoples.

Should you wish to organise a Welcome to Country, you can contact Aboriginal Affairs Victoria:

Freecall: 1800 762 003   E: aboriginalaffairs@dpc.vic.gov.au
8.61 WELDING / HOTWORKS

Any Hot work/ welding to be completed as part of your event at Fed Square will require prior approval. In support of your application please provide a risk assessment and Safe Work Method Statement (SWMS)

Please see the Welding and Hot Work Permit Form.

8.62 WET WEATHER CONTINGENCIES

Due to the complex nature of each Fed Square venue, if a Hirer wishes to plan for a contingency for bad weather a variety of measures must be put in place to manage this before this can occur; if you require a second venue as a contingency plan, you must book this in at the time of your initial booking. Additional fees will apply to this booking.

An event with a contingency plan requires the following associated documentation:

- A signed off risk assessment identifying the risks associated with changes to the primary event brief. This document will include inherent changes to security and other resource requirements.
- A signed off contract outlining any costs associated with activating the contingency plan.
- A management plan as to how the contingency will activate, be managed and by when and associated extra resource charges.

If a contingency plan stipulates venue reallocation, the following guidelines will apply:

- No relocation of Level 3 events
- Consideration to Level 2 events only if risk assessment of contingency has been undertaken and signed off

Level 1 and considered Level 2 events may be relocated if:

- There is minimal infrastructure and any activity will not impact on or change existing risk assessment
- Complies with venue layout plans and capacity levels
- Other events and activities will not be compromised
8.63 WIND MANAGEMENT

The Fed Square Venue Supervisor is responsible to report on the forecast for the day and activate wind management plans as required. The forecast is taken from the Weatherzone website which feeds directly from the Bureau of Meteorology.

When severe weather alerts are activated for the Central region (of which the Melbourne CBD is in) then these take precedent over all previous forecasts.

The banners on the main stage are rated to 140 km/hr wind gusts. If a forecast or severe weather alert exceeds this threshold then all stage banners are to be removed or tied off.

The event umbrellas are rated to 30 km/hr average wind speed. If a forecast or severe weather alert exceeds this threshold then all event umbrellas are to be removed.

All temporary structures must have engineering certification that includes a wind rating. If a forecast or severe weather alert exceeds the threshold of a wind rating, then the wind management plan should be activated. The default average wind rating is 30km/hr for infrastructure that does not have a wind rating.

The default wind management plan for a temporary structure is:

a) cordon off the structure with barriers at a distance from the structure that is equal to the height to allow a safe area should it fall over, then
b) remove structure from site if it is practical and safe to do so.

8.64 WORKING AT HEIGHTS

Any contractors that will be working at heights will need to complete a Permit to Work. Client/contractors need to abide by all duties and requirements of the Victorian OHS Act 2014 and the Victorian OHS Regulations 2007 and most specifically the following sections from the regulations:

- **PART 3.2** Noise
- **PART 3.3** Prevention of Falls
- **PART 3.5** Plant
- **PART 3.6** High Risk Work
- **PART 4.1** Hazardous Substances
- **PART 3.2** Noise
- **PART 3.3** Prevention of Falls
- **PART 3.5** Plant
- **PART 3.6** High Risk Work
- **PART 4.1** Hazardous Substances

- **PART 5.1** Construction
- **DIVISION 2** Control of Risk
- **SUBDIVISION 1** Duties of Employers
- **SUBDIVISION 2** Duties of Principal Contractors
- **PART 6.1** Licences
To legally operate a temporary or mobile food premises in Victoria, you must:

1. Register or notify your temporary and mobile food premises with one council in order to operate anywhere in Victoria
2. Lodge a statement of trade (SOT) to let all relevant councils know where and when you will be trading in their districts

You can contact Streatrader for assistance on 1300 085 767 or streatrader@health.vic.gov.au.

As a minimum requirement, food stalls operating at Fed Square must have the following per stall:

- Matting under them to prevent any damage to the surface;
- Water container with warm water and a tap valve;
- Liquid soap;
- Paper towels;
- Bucket underneath to collect dirty water;
- Need to be under a roof with a minimum three-sided marquee (incl. BBQs);
- Fire extinguisher and fire blanket per stall;
- Must use 100% biodegradable bags, cutlery, cups, plates etc. (your Fed Square Event Coordinator can advise a provider).

As a minimum requirement to operate a food stall at Fed Square, the client must ensure that:

- BBQs and/or naked flames to be at least 500mm from marquee walls or roofs;
- Burners and/or naked flames are not to be placed on flat fold tables without a heat proof mat or similar underneath the unit;
- All hired catering equipment to be returned in a clean condition;
- Excess foodstuffs to be placed in the designated bin;
- Excess oils to be placed in the designated bin;
- Excess grey water to be placed in the designated bin.

Please speak to your Event coordinator if you plan of having food stalls as part of your event, there is a detailed Food Stall Guidelines document available on request.
### EVENT PERMIT FORM

<table>
<thead>
<tr>
<th>Event Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Name:</td>
<td></td>
</tr>
<tr>
<td>Client on Site Contact Name:</td>
<td>Contact No:</td>
</tr>
<tr>
<td>Date(s):</td>
<td></td>
</tr>
<tr>
<td>Time(s):</td>
<td></td>
</tr>
<tr>
<td>FSPL Events Coordinator Name:</td>
<td>Contact No:</td>
</tr>
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### Event Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Site</th>
<th>Contact</th>
</tr>
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<tbody>
<tr>
<td>St Paul's Court</td>
<td>Main Square</td>
<td></td>
</tr>
<tr>
<td>Swanston St Forecourt</td>
<td>Flinders Shard Edge</td>
<td></td>
</tr>
<tr>
<td>Atrium</td>
<td>Ampitheatre</td>
<td></td>
</tr>
<tr>
<td>Atrium Ceiling</td>
<td>River Terrace</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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### Contractor(s)

<table>
<thead>
<tr>
<th>Contractor(s)</th>
<th>Site Contact No:</th>
<th>Expected Number of Employees:</th>
<th>Description of Work</th>
<th>SWMS/Risk Assessment Supplied Y/N</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Car / Truck / Van / Trailer / Mobile Plant etc.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Number Plate</th>
<th>Gross Vehicle Mass (kgs)</th>
<th>VEHICLE WHEELHOUSE</th>
<th>Track Width (m)</th>
<th>Track Length (m)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
<td></td>
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</tbody>
</table>

Location Access via:

![Track Diagram]
# Engineering Temporary Structures Information (If Required)

### Temporary Structure Types:
*Please refer to Fed Square Temporary Structure Guidelines*

<table>
<thead>
<tr>
<th>General Structure</th>
<th>Shelters (tents and marquees)</th>
<th>Inflatable Structures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artistic Installations</td>
<td>Truss Structure</td>
<td>Stages, Decking and Platforms</td>
</tr>
<tr>
<td>Amusement Structures</td>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Operational activities such as scaffolds for building works</td>
<td>Pyrotechnics*</td>
<td></td>
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**Location:**
*Refer to Fed Square Fireworks Guidelines*

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Structure Name:</th>
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</thead>
<tbody>
<tr>
<td>Engineering Drawing Required (Yes/No/NA):</td>
<td>Engineering Certificates (126 Certificate) Supplied (Yes/No/NA):</td>
</tr>
<tr>
<td>Other as required/supplied (Yes/No/NA):</td>
<td></td>
</tr>
<tr>
<td>Weight (kgs)</td>
<td>Height (m)</td>
</tr>
<tr>
<td>Structure Details:</td>
<td></td>
</tr>
<tr>
<td>Ballast (as required):</td>
<td></td>
</tr>
<tr>
<td>Live Load kPa (if required):</td>
<td></td>
</tr>
<tr>
<td>Wind Rating (k/ph):</td>
<td></td>
</tr>
<tr>
<td>Wind Management Plan Supplied (if required):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Structure Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Structure:</td>
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<tr>
<td>Engineering Drawing Required (Yes/No/NA):</td>
<td>Engineering Certificates (126 Certificate) Supplied (Yes/No/NA):</td>
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<tr>
<td>Other as required/supplied (Yes/No/NA):</td>
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</tr>
<tr>
<td>Weight (kgs)</td>
<td>Height (m)</td>
</tr>
<tr>
<td>Structure Details:</td>
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<tr>
<td>Ballast (as required):</td>
<td></td>
</tr>
<tr>
<td>Live Load kPa (if required):</td>
<td></td>
</tr>
<tr>
<td>Wind Rating (k/ph):</td>
<td></td>
</tr>
<tr>
<td>Wind Management Plan Supplied (if required):</td>
<td></td>
</tr>
</tbody>
</table>

### Client Details:

| Client Representative Name: |
| Client Representative Title: |
| Client Representative Signature: |
| Date: |
A licensed electrician with public liability insurance is required to install any temporary three-phase connections. Documentation must be received by Fed Square 14 days prior to the event.

Due to the safety risks inherent in providing temporary power in a public areas, Fed Square insists on the use of one of its preferred electrical contractors for the installation of a temporary power supply. The hirer should contact the preferred contractor directly for the purposes of obtaining a quote:

**Event Power Solutions**
T: 1300 026 066  E: info@eventpowersolutions.com.au  
A: 28 Cook St, Port Melbourne 3207 VIC

**Event Electrics** (Greg Hogan)
T: 0418 322 542  E: greg@eventelectrics.com.au

A certificate of electrical safety must be obtained by the Hirer from a licensed electrician with a copy forwarded to Fed Square on completion of the installation.

In accordance with progressive management practices, and legislative requirements, Fed Square maintains a policy that all temporary electrical connections must comply with:

**AS/NZS 3002:2008 Electrical installations** - Shows and carnivals  
**AS/NZS 4249:1994 Electrical safety practices** - Film, video and television sites

All cables and appliances brought on site, including new equipment placed into service for the first time must be tagged to:

**AS/NZS 3760:2003 In-service safety inspection and testing of electrical equipment**

A certificate of electrical safety must be provided to Fed Square after completion of the installation by the electrician.

---

**APPENDIX 4 - TEMPORARY ELECTRICAL INSTALLATIONS**

**SAFETY SWITCHES**

**DO USE PERMANENT OR TEMPORARY SAFETY SWITCHES**

**CABLING**

**DON’T LEAVE UNPROTECTED CABLES IN PUBLIC AREAS**
DO USE CABLE TRAYS AND FENCING. PLACE CABLES AWAY FROM PEDESTRIAN AND VEHICLE TRAFFIC

PLUGS

DON’T LEAVE EXPOSED PLUGS OUTSIDE OR IN AREAS WHERE THEY CAN BECOME WET

DON’T USE PLASTIC BAGS OR ELECTRICAL TAPE

DO USE A LEAD SAFETY BOX
ELECTRICAL APPLIANCES

DON’T USE INDOOR APPLIANCES OUTSIDE

DO USE APPLIANCES RATED FOR OUTDOOR USE

DO PROVIDE WEATHER PROTECTION WITH ADEQUATE VENTILATION
APPENDIX 5 - LOADING DOCK ACCESS PLAN

FED SQUARE DELIVERY ACCESS PLAN

FLINDERS STREET (AT CBD STREET LEVEL)

SERVICE ROAD (AT RAILWAY TRACK LEVEL) ENTRY VIA RUSSELL ST OR BATMAN AVE

RUSSELL STREET (AT CBD STREET LEVEL)

DELIVERIES

FED SQUARE CAR PARK (ENTRY VIA RUSSELL ST OR BATMAN AVE)

THROUGH TO ZINC AT FED SQUARE

APPROVED DROP OFFS AND DELIVERIES ONLY

FED SQUARE LOADING DOCK
Prior to arriving at Fed Square:

- Bump In/Out of major units (including staging, cars in the Square and trucks) is to be carried out during non-peak times at Fed Square – before 7:00am and after 9:00pm.
- The Hirer must provide the Fed Square Event Coordinator with a Bump In/Out run sheet, stipulating timing of stage set up, truck arrivals and any other aspects relevant to Fed Square.
- The Hirer must supply contact details for the broadcast site manager and key contact personnel
- The Hirer must provide details of ALL vehicles and times of arrivals/departures on site and a proposed site map, ensuring emergency access points are not blocked by any infrastructure.

Once on site at Fed Square:

- The Hirer must maintain a 2m clearway immediately adjacent to the Transport wall – this area MUST be kept clear at all times. Fencing will be set up by the Venue Supervisor prior to trucks arriving on site, in order to assist in keeping this area clear. Fencing must not be moved.
- ALL cables are to be safely rigged overhead or covered by cable trays. Cables along the ground edge of a building may be uncovered however all cables running across or under steps or pedestrian paths must be covered.
- A Venue Supervisor (or Fed Square Security Guard who have been fully briefed) must be present when trucks bump In/Out.
- Bollards will remain locked at all times either side of Bump In/Out. The Hirer should contact the Venue Supervisor or Security Control Room for bollards to be opened (only for trucks to come on or off site).
# General Requirements for All Events

**Fed Square OH&S Induction** - Clients to sign in/out with security (please speak to your Event Coordinator regarding these requirements

**Event Risk Assessment** - This will be provided by your Event Coordinator

**Site Map** - Location of your event and any associated infrastructure (inc. fencing during construction, traffic management etc.)

**Public Liability Insurance ($10 million)** - Client/contractors/subcontractors

**Professional Indemnity Insurance ($10 million)** - Client/contractors/subcontractors (required for engineering or other specialist activities

**WorkCover Insurance** - Client/contractors/subcontractors

**Electrical Equipment** - Must be tested and tagged

**Hazardous Substances / Dangerous Goods** - Approved by Fed Square OH&S Manager (Material Safety Data Sheets / Safety Data Sheets must be provided

## Part 1: Small Events - Promotions, Pop-up / Teardrop Banners, Musical Performers etc.

**Freestanding Banners** - Provide details of engineering specifications and weighting

- **YES** - please supply the following
- **NO** - skip to Part 2

## Part 2: Medium Events - Artistic Installations, Marquees, Vehicle Access, Small Inflatable Structures etc.

**Permit Form** - Permit to Work and/or Vehicle Access Permit

- **YES** - please supply the following
- **NO** - skip to Part 3

**SWMS for Build / assembly / mobile plant** - Step by step work plan, barriers, site supervision and emergency procedures

**Mobile Plant Licenses** - Forklifts, Boom lifts etc (if applicable)

**Trade Licenses** - Electrical, Plumbing, Construction Induction Cards etc (where applicable)

**Building / Engineering Sign Off for Structure** - Including drawings, wind rating, design details and weight (inc. ballast)

## Part 3: Large Events - Rigging, Staging, Scaffolding, Restricted or Roof Access etc.

**Permit Form** - Permit to Work, Hot Work, Restricted / Rooftop Access, Fire Isolation & Vehicle Access

- **YES** - please supply the following
- **NO** - skip to Part 4

**SWMS for Build / assembly / mobile plant** - Step by step work plan, barriers, site supervision and emergency procedures

**Mobile Plant Licenses** - Forklifts, Boom lifts etc (if applicable)

**Trade Licenses** - Electrical, Plumbing, Rigging, Crane Driving, Construction Induction Cards etc (where applicable)

**Building / Engineering Sign Off for Structure** - Including drawings, wind rating, design details and weight (inc. ballast)

**Scaffold** - Certified to Australian Standards and built by appropriate licensed person (Tag for structures greater than 4m)
## GENERAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Form</td>
<td>Permit to Work, Hot Work, Restricted / Rooftop Access, Fire Isolation &amp; Vehicle Access</td>
</tr>
<tr>
<td>SWMS for Build / assembly / mobile plant</td>
<td>Step by step work plan, barriers, site supervision and emergency procedures</td>
</tr>
<tr>
<td>Mobile Plant Licenses</td>
<td>Forklifts, boom lifts etc (if applicable)</td>
</tr>
<tr>
<td>Trade Licenses</td>
<td>Electrical, plumbing, rigging, crane driving, Construction Induction Cards etc (where applicable)</td>
</tr>
<tr>
<td>Building / Engineering Sign Off for Structure</td>
<td>Including drawings, wind rating, design details and weight (inc. ballast)</td>
</tr>
<tr>
<td>Scaffold</td>
<td>Certified to Australian Standards and built by appropriate licensed person (Tag for structures greater than 4m)</td>
</tr>
<tr>
<td>Requirements for Amusement Structures</td>
<td>Engineering certification, ops manual, maintenance / inspection log, operator training</td>
</tr>
<tr>
<td>Requirements for Fireworks / Pyrotechnics</td>
<td>License, exclusion zones, MSDSs, notifications (VMIA, Tenants, CASA, VicPol, MFB, Victorian WorkCover Authority &amp; CoM)</td>
</tr>
</tbody>
</table>

### Significant Load Bearing Structures

- Medium to high risk and / or project value greater than $350,000

#### A. Purpose and scope; bump in / out schedule, hoarding, map of the bump in / out set up

#### B. Management structures and personnel (including contractors and subcontractors)

#### C. Information / training / instruction of staff, contactors and subcontractors

#### D. Risk assessments / safe work method statements / JSAs etc

#### E. Traffic management plan (including a map of proposed pedestrian and vehicle access areas)

#### F. Record keeping

#### G. Emergency procedures (reference to Fed Square Site Safety Rules)

#### H. Building / occupancy permit (where applicable)
INTRODUCTION:
Temporary structures are widely used for a variety of activities at Fed Square. These include; events, operational works and tenant related activities.

Examples include:
- Viewing facilities (including temporary seating)
- Shelters (tents and marquees)
- Inflatable structures
- Artistic Installations
- Platforms and supports for performers such as stages
- Media facilities such as supports for flood lights, loudspeakers, TV cameras, vision screens and press boxes
- Operational activities such as scaffolds for building works
- Stages
- Truss structures
- Amusement structures (rides) eg. Ferris wheels, chair swings etc

All weight blocks / ballast must be covered with presentable wrapping eg. canvas

Temporary structures are those that are not fixed to existing buildings or land and are only in place for a short period of time or for a specific event / activity.

TYPES OF STRUCTURES:

GENERAL STRUCTURES:
A general structure is any item that has an area of 2m² or more and weighs in excess of 100kg. The types of structures involved vary, as this category incorporates everything from small display units through to large temporary stage installations.

INFLATABLE STRUCTURES:
This involves installations that are air filled structures, which can be for display purposes or habitable. Common examples include inflatable buildings, gantries and sculptures. Inflatables that involve play or interaction are considered to be amusement structures.

AMUSEMENT STRUCTURES (RIDES):
This category includes any installation that is used for entertainment purposes. Examples include chair-o-planes, carousels, jumping castles, ferris wheels and inflatable slides.

COUNCIL PERMITS:
City of Melbourne Permits are required in certain circumstances, which must be obtained directly from council by clients.

Permits are required in the following circumstances:
- Siting Permits for Temporary Structures
- Stage or platform exceeding 150m²
- Tent, marquee or both with a floor greater than 100m²
- Seating stand that accommodates more than 20 people
- Prefabricated building exceeding 100m²
• Occupancy Permit for Places of Public Entertainment (POPE)
• Enclosed or substantially enclosed area greater than 500m²

**REQUIREMENTS**

All temporary structures are to be designed by an experienced and competent practitioner, and installed to satisfy strength, stability, and serviceability requirements in accordance with accepted engineering principles and relevant Australian and international standards.

All temporary structures require approval from Fed Square prior to being installed on site. Most of these structures require specific documentation and sign-offs.

To assist you in determining what is required for your temporary structure, please refer to Guidance Tables 1 & 2. These guidance tables categorise structures depending upon the size, weight and time taken to erect / dismantle them, as all of these elements will impact on the level of risk and associated controls required.

*The tables help determine the following:*

- Minimum wind speed that the structure needs to be able to withstand:
  - Note: It is always best to try and increase the wind speed of your structure to limit the chance of it being removed should forecast wind speeds be higher than the structure can accommodate.
  - Consideration should also be given to the amount of time the installation will be on site, as well as the location (i.e. higher wind speeds are required for long-term installations.)
- If a wind management plan (WMP) is required. Please see Guidance Table 3 - Example Wind Management Plan.
- If you are required to submit a Fed Square permit to work.
- Requirements for drawings / imagery of the temporary structure.
- Design requirements, items that may be required include:
  - 1507 certificate issued by a suitably qualified structural engineer.
  - Additional guidance information can also be found in the IStruct Temporary Demountable Structures Guidance on procurement, design and use publication by the British Institute of Structural Engineers.
- Who has to inspect the structure once it has been installed.
- Whether you need an Occupancy Permit from the Building Commission, a Siting Permit for Temporary Structures or Occupancy Permit for Places of Public Entertainment (POPE) from Council.
- Weight restrictions:
  - Note - Fed Square is typically limited to a live load capacity of 5kPa, please see Section 5.1 - Weight Restrictions for further information.

**DISCLAIMER**

This document is designed to provide general guidance in relation to temporary structures at Fed Square. It is the responsibility of the client / contractor / tenant to seek professional advice from a suitably qualified person in relation to all temporary structures. Fed Square may be able to provide assistance if required.
### Temporary Structure Parameters

<table>
<thead>
<tr>
<th>Height (m)</th>
<th>Weight (kg)</th>
<th>Area (m²)</th>
<th>Set up/pack down time</th>
<th>Min. Wind Design 3 sec wind gust in km/h as per AS/NZS1170</th>
<th>Equivalent Average Min Wind Speed (km/h)</th>
<th>Fed Square Work Permit required?</th>
<th>Drawings/photos with dimensions</th>
<th>Is the structure Habitable and or Significant?</th>
<th>Wind Management Plan?</th>
<th>Siting or Occupancy permit from City of Melbourne**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SMALL STRUCTURE</strong></td>
<td>&lt;2</td>
<td>&lt;100</td>
<td>&lt;2</td>
<td>&lt;2 hours</td>
<td>42</td>
<td>30</td>
<td>If being built on site</td>
<td>✔</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>2-8 hours</td>
<td>56</td>
<td>40</td>
<td>42</td>
<td>✔</td>
<td>X</td>
<td>✔</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>MEDIUM STRUCTURE</strong></td>
<td>&lt;1.5</td>
<td>&lt;2500</td>
<td>&lt;25</td>
<td>2-8 hours</td>
<td>70</td>
<td>50</td>
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<td>✔</td>
<td>✔</td>
<td>X</td>
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<td></td>
<td>8+ hours</td>
<td>90</td>
<td>64</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>X</td>
<td>X</td>
<td>Grandstand or 500m2 area only</td>
</tr>
<tr>
<td><strong>LARGE STRUCTURE</strong></td>
<td>&gt;1.5</td>
<td>&gt;2500</td>
<td>&gt;25</td>
<td>&lt;2 hours</td>
<td>108</td>
<td>78</td>
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<td></td>
<td>2-8 hours</td>
<td>126</td>
<td>90</td>
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<td>X</td>
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<td></td>
<td>8+ hours</td>
<td>144</td>
<td>103</td>
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<td>✔</td>
<td>✔</td>
<td>X</td>
<td>X</td>
<td>Grandstand or 500m2 area only</td>
</tr>
</tbody>
</table>

* Certificates and written advice must include details of design standards, total weight of the structure and wind speed as noted in the ‘requirements’ section of this document (this should include any attachments referred to by the engineer i.e drawings, wind management plans etc).

** Please refer to City of Melbourne for further information regarding Siting permits for Temporary Structures & Occupancy permits for Permits of Public Entertainment (‘grandstand’ refers to a seating stand that can accommodate 20 or more people).

**Please note:**

- All structures will need to be physically inspected by the client once installed, to ensure they are safe, secure and fit for purpose.

- Wind gusts are based on Bureau of Meteorology weather information, which stipulates that gusts are typically 40% higher than forecast average wind speeds.

- All structures must be designed to meet minimum wind design 3 sec wind gusts, equivalent average minimum wind speeds are a guide for monitoring purposes only.
<table>
<thead>
<tr>
<th>Temporary Structure</th>
<th>Parameters</th>
<th>Set up/pack down time</th>
<th>Min. Wind Design (3 sec wind gust in km/h) as per AS/NZS 1170</th>
<th>Equivalent Average Min Wind Speed (km/h)</th>
<th>Fed Square Work Permit required?</th>
<th>Drawings / photos with dimensions</th>
<th>AS 3533 compliance</th>
<th>Details of ballast</th>
<th>Is the structure Habitable and/or Significant?</th>
<th>Can people go inside the structure?</th>
<th>Would it cause significant damage or injury if it were to fail?</th>
<th>Siting or Occupancy permit from City of Melbourne**</th>
<th>Wind Management Plan?</th>
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</thead>
<tbody>
<tr>
<td>INFLATABLES</td>
<td>All</td>
<td>All</td>
<td>&lt;2 hours</td>
<td>42</td>
<td>30</td>
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<td>✓</td>
<td>✓</td>
<td>✓ (unless occupiable)</td>
<td>✓</td>
<td>x</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2-8 hours</td>
<td>70</td>
<td>50</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓ (unless occupiable)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>8+ hours</td>
<td>90</td>
<td>64</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓ (unless occupiable)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>AMUSEMENT STRUCTURES **</td>
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<td>All</td>
<td>&lt;2 hours</td>
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<td>40</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓ (if applicable)</td>
<td>✓</td>
<td>x</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2-8 hours</td>
<td>90</td>
<td>64</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓ (if applicable)</td>
<td>✓</td>
<td>x</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8+ hours</td>
<td>144</td>
<td>103</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓ (if applicable)</td>
<td>✓</td>
<td>x</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

+ Need to provide documented evidence from the manufacturer that the device complies with relevant sections of the Australian Standards for Amusement rides and devices (AS 3533).
++ Need to provide information on the location of ballast required (i.e., number of tie points and weight per anchorage), which cannot exceed 5kPa.
* Certificates and written advice must include details of design standards, total weight of the structure and wind speed as noted in the 'requirements' section of this document (this should include any attachments referred to by the engineer i.e., drawings, wind management plans, etc).
** Please refer to City of Melbourne for further information regarding Siting permits for Temporary Structures & Occupancy permits for Permits of Public Entertainment (‘grandstand’ refers to a seating stand that can accommodate 20 or more people).

Please note:

- All structures will need to be physically inspected by the client once installed, to ensure they are safe, secure and fit for purpose.
- Wind gusts are based on Bureau of Meteorology weather information, which stipulates that gusts are typically 40% higher than forecast average wind speeds.
- All structures must be designed to meet minimum wind design 3 sec wind gusts, equivalent average minimum wind speeds are a guide for monitoring purposes only.
### GUIDANCE TABLE 3
### EXAMPLE WIND MANAGEMENT PLAN

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor weather forecasts via Weather Zone and Bureau of Meteorology (BoM) websites prior to the event</td>
<td>Client</td>
</tr>
<tr>
<td>Monitor real-time weather conditions during the event via Weather Zone and BoM websites (Fed Square will advise of any BoM alerts). A wind meter may also be used to monitor local conditions i.e An anemometer.</td>
<td>Client &amp; Fed Square</td>
</tr>
<tr>
<td>The structure is rated to ?? km/h and should not be constructed if winds are forecast to approach (within 80% of the maximum wind speed) or exceed this threshold.</td>
<td>Client &amp; Fed Square</td>
</tr>
<tr>
<td>In the event that winds approach the safety threshold during the construction of the structure or during the event, the structure should be cordoned off and dismantled in consultation with Venue Supervisors and Fed Square Security.*</td>
<td>Client &amp; Fed Square</td>
</tr>
<tr>
<td>In the event of unforeseen weather conditions occurring and it is not practical to implement the above, the client must inform Venue Supervisors and Fed Square Security immediately, as this may require the implementation of the Fed Square Emergency Plan.</td>
<td>Client &amp; Fed Square</td>
</tr>
</tbody>
</table>

* It is not always practicable to cordon off a large area, so consideration needs to be given to the practicality and necessary infrastructure / personnel required to implement this type of control.

**IMPORTANT:**
BoM alerts take precedence over all forecasts and WMPs must be enacted as required based on this information.
APPENDIX 9 - ATRIUM FLOOR PLAN

APPENDIX 10 - ATRIUM EXHIBITION DISPLAY SYSTEM PLAN
Unload vehicle on the Russell Street Extension. There are no height restrictions for vehicles on the Russell Street Extension. There is a weight restriction of 12kPa. Temporary parking permits are required from Fed Square to leave vehicles unattended.

Equipment can be transferred to Deakin Edge upper level and south end of the Atrium by hand or trolley approximately 60m to the venue.

Rectangular doorway measures: 2750mm (h) x 1650 (w).

2 x triangular doorways measure: 2200mm (h) x 1100mm (w) at the top and 1800mm (w) at the bottom.

Equipment can be transferred to Deakin Edge stage level by hand or trolley via the Car Park lifts approximately 100 metres to the venue. Take the lift to Level 3 and enter Deakin Edge through the glass door side entrance.

Vehicles can be unloaded from Flinders Street into the Atrium but must not be left unattended here. If you require vehicles to be unattended while unloading a temporary parking permit is available from Fed Square on the Russell Street Extension.

Contact Phone Numbers:
Fed Square Pty Ltd: 9655 1900
Fed Square Security: 9655 1999
Fed Square Car Park: 9655 1995

Following drop off vehicles can be parked at Fed Square Car Park. Entry to the car park is via Russell Street Extension or Batman Avenue.
EVACUATION ORDERS

Inform Warden of the following:

- What the emergency is
- Location of the emergency
- How the emergency originated
- Whom the emergency has affected

Assist with evacuation of all public
Evacuate to assembly area
Remain at assembly area until advised
Unload vehicle on the Russell Street Extension. There are no height restrictions for vehicles on the Russell Street Extension. There is a weight restriction of 12kPa.

Temporary parking permits are required from Fed Square to leave vehicles unattended.

Equipment can then be transferred by hand or trolley 60m to the venue.

Rectangular doorway measures:
2750mm (h) x 1650 (w).

2 x triangular doorways measure:
2200mm (h) x 1100mm (w) at the top and 1800mm (w) at the bottom.

Equipment can be carried down 3 stairways to Stage level. Each aisle has 24 stairs approx. 1 metre wide.

Contact Phone Numbers:
Fed Square Pty Ltd: 9655 1900
Fed Square Security: 9655 1999
Fed Square Car Park: 9655 1995
Use of mobile plant access in and around the plaza outside of designated work areas, may be prohibited during peak times of pedestrian traffic and will require advice and approval to do so by your Fed Square Event Coordinator:

- Monday - Friday: 11.30 - 14.30
- Friday - Saturday: 19.00 - 01.00
- Sunday: 14.00 - 18.00

The use of bone yards may be required if construction is scheduled to occur during the above peak times of pedestrian access. Bone yards are to be set up for storage of event infrastructure during a build with the following considerations:

- Secure and safe from the general public
- Close to construction/builds taking place
- Located only in the permitted areas of infrastructure
- Not blocking tenancies, exit routes or high volume pedestrian routes
- To be made as aesthetically pleasing as practical

Mobile plant is permitted access into and around the plaza outside of the restricted times above. All work areas must be separated from the general public by fencing or barriers and signage to be displayed at all times. Barriers may be in the form of bollards and hazard tape.

All mobile plant equipment and vehicles **MUST** be accompanied by a spotter and have hazard lights engaged at all times when outside of the designated work areas i.e. during transit between the plaza and the loading dock.

Under no circumstances should mobile plant, vehicles or construction drive over or occur over the storm water grates situated within the plaza.

All emergency and wheelchair access must remain clear and accessible at all times. These are egress to the River Terrace, Swanston Streets and Flinders Street.

Event infrastructure must not block access or line of site to Tenancies around the plaza.

Minimum 2m egress must be available at the top of Western Terrace when planning event infrastructure layout.
Use of the Transport hardstand loading area is strictly prohibited during the following peak times of pedestrian traffic:

- Monday - Friday: 11.30 - 14.30
- Friday - Saturday: 19.00 - 03.00
- Sunday: 14.00 - 18.00

Total vehicle and trailer length over 18 meters are not permitted on the hardstand.

Any vehicles required to use the hardstand area outside of the area indicated on the plan below, must gain approval from Fed Square and is only allowed access between 03.00 – 11.00 on any day.

Vehicles larger than 4 tonne must only occupy hardstand for 1 hour maximum. Approval required from Fed Square if required for longer and Transport Hotel must be notified.

All deliveries must contact Fed Square Security upon arrival on 9655 1999 to gain access to hardstand area.

Flexi guard barriers must be set up to enclose the loading area prior to any loading or unloading on the vehicle.

Delivery vehicle to park on the southern side of the flag pole as indicated on the plan below.

Loading and unloading of vehicles is to be conducted on the northern side of the flag pole as indicated on the plan below.

When using a forklift ensure that ‘Forklift in use’ signage is on display around the barriers. All vehicles and mobile plant MUST be accompanied by a spotter when operating outside of the designated work/loading area.

Only 1 delivery vehicle at a time allowed access to the hard stand.
FLAG/SUPER BANNER GUIDELINES

Banners/flags are most appropriately used to display the visual images associated with event, activities or festivals. They are a decorative medium and are not intended to be purely advertising in nature. They should be an addition to other promotional material.

Each banner/flag can only have a maximum of 20% the total area allocated for direct sponsorship recognition, such as company’s logo or naming rights.

Following are recommendations on how to make your banner/flag design most effective:

- Graphics to be bold and simple
- Keep text to a minimum and use where it forms part of the established image of the event or logo

Representatives of Fed Square must approve the banner design before production commences. These designs should be submitted to Fed Square preferably six weeks prior to proposed installation.

Fed Square reserves the right to protect major naming rights sponsors within the venue so that banners/flags cannot advertise products or services, which compete with the products and services of major naming rights holders.

Fed Square reserves the right to reject banners/flags which may prejudice the name or reputation of Fed Square or which are otherwise unsuitable for any reason.

The Hirer is responsible for ensuring that the banner/flag display is at all times in good condition and is not torn, frayed or disheveled. Fed Square should reserve the right to remove any banner, which is in poor condition, and require the Hirer to replace the banner/flags at the Hirer’s cost.

Banners/flags remain the property of the Hirer and the banners/flags may be re-used providing they are deemed to be in good condition by Fed Square. Fed Square does not take responsibility for lost, stolen or damaged banners/flags. Fed Square provides no general security in relation to the banners/flags and provides no representation or warranty that the banners/flags will be safeguarded by Fed Square or its contracted security company.

GLASS BALUSTRADE BANNER

The glass balustrade located above Time Out café can only be used for the promotion of events, exhibitions and festivals being conducted at Fed Square.

The decision to allocate advertising space and duration of the display will be at the discretion of Fed Square and is subject to existing event client bookings, sponsorship agreements and compliance with specific style guidelines.

**Dimensions:** 16,100mm total length (cut into 7 x 2,300mm panels) x 700mm height.

**Materials:** Banner is required to be made from 3mm forex or corflute.

MATERIAL TO DISPLAY BANNER

The banner panels are to be slid in between the glass and steel uprights which hold them tight against the glass. If required, double-sided tape can be used to ensure the banners sites neatly, provided adhesive is cleaned off after the banner is removed. No eyelets, ties or other means of fixing the banner are acceptable.

INSTALLATION

Installation and removal of the banner is the responsibility of the Hirer and must be done upon the dates agreed with Fed Square.
A-FRAMES, FEATHER BANNERS AND OTHER FREE STANDING SIGNS

Use of A-frames, feather banners and other free standing signage is permitted on site and would fall under the Fed Square wind management plan. All free standing items must be removed from site if average forecast wind speeds exceed 30km/hr.

Free standing signage will be classed as a temporary structure and a permit application is required if it exceeds the following parameters:

- more than 2 meters high,
- more than 100kg in weight,
- more than 2 square meters in size.

LECTERN SIGNAGE

Lecterns are available for use by events held at Fed Square (check with your Event Coordinator for costs) and house a front display panel which can be utilized to promote the relevant event.

Dimensions (also see graphic on right)

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>840mm length x 540mm width (see diagram below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials</td>
<td>Sign must be made from corflute.</td>
</tr>
<tr>
<td></td>
<td>Sign must be attached to the lectern using male Velcro only</td>
</tr>
</tbody>
</table>

Note: All measurements shown are in millimetres.
Detailed event site plan to be submitted to and approved by Fed Square including stall names and locations.

There must be no marquees positioned;
- Directly opposite each other
- Either side of the egress from the Plaza stairs to the River Terrace or directly opposite the stairs on the River Terrace
- Within 2 meters of the south facing Transport wall to allow vehicle access to Transport’s storeroom.

Refuse storage areas to be implemented as required by cleaning contractors.

Back of house access chute to be fenced off as required by event contractors and security.

No event infrastructure to be positioned within 2 meters of the south facing Transport wall to allow access to Transport’s storeroom.

All work areas must be fenced off with use of bollards and hazard tape, to clearly separate from the general public.

All mobile plant must operate within designated work areas at all times and may only operate outside these zones when in transit to and from the River Terrace.

Any movement of mobile plant outside of a designated work area must be supervised by a dedicated spotter.

Stall holder vehicle access for bump in/out not permitted within ½ hour of the event beginning or ending. These times may vary at the Venue Supervisor’s discretion.

Stall holders only permitted to unload/load vehicle while on river terrace and must exit their vehicle immediately thereafter. Parking available within the Fed Square car park.

All vehicles to enter from the chain gate end of River Terrace and exit through the Swanston St. bollards at the top.

All vehicles must have a spotter and travel at a slow walking pace. Hazard lights must be engaged.

Barriers and signage to be set out to ensure clear access available through the chain gate tunnel and from Swanston St between the bollards and the Swanston St. curb. Signage to indicate access times and locations.

Event guards/personnel to be positioned at the chain gate and Swanston St. bollards to direct the quantity and flow of stall holder vehicle access. Security/Venue Supervisor to be roving on River Terrace and managing vehicle flow and access for the chain gate guard.

Maximum 5 vehicles allowed access on the River Terrace at one time. This may be less and may vary at the discretion of Security/Venue Supervisors.

Where required, stall holders will be required to bump in order with the stall at the top of River Terrace allowed first access and the stall at the bottom allowed last access. This to be marshalled by the chain gate guard and used when a large number of stalls are bumping in/out.

Stall holder bump in guidelines to be tailored to the individual event and posted to ALL stall holders via the event client.

No event infrastructure or vehicles are to be placed on the grass areas without Fed Square approval. Any damage that occurs to the grass caused by an event will hold the event client liable for the cost to make all damages good.
• No vehicle access onto the granitic sand areas without Fed Square approval.

• Clear access must be maintained upon completion of bump in/out of an event.

Outside broadcast units must;
- Provide site plan for approval by Fed Square prior to event
- Provide contact details of OB personal
- Not block any emergency access or pedestrian access
- Allow for a minimum 2 meter clearance from the transport south wall (access for storage room)
- All cables are to be safely overhead or covered by cable trays (cables alongside of building is ok, cables must be covered if running across or under steps and pedestrian paths)
- Bollards will remain locked at all times after bump in/out. Venue Supervisor/security to be contacted for bollards to be opened (only for trucks/cars to come in/out)
- There is limited power in this area. Please speak with your Event Coordinator for requirements

STALL HOLDER BUMP IN/OUT INSTRUCTIONS RIVER TERRACE

• Vehicle access to the River Terrace will ONLY be allowed at the specified times as per the Venue Hire Agreement

• Vehicles must enter the River Terrace from Batman Avenue via the chain gate (bottom end) and exit at Swanston St (top end) as shown on the diagram attached.

• Vehicles will only be allowed access when the traffic marshal located at the chain gate gives authority. Please be aware that vehicle numbers on River Terrace are restricted to 5 or less vehicles and there may be a delay before access is granted.

• Stall holders only permitted to unload/load vehicle while on river terrace and must exit their vehicle immediately thereafter. All-day parking is available within the Fed Square Car Park (fees apply).

• All vehicles must have a spotter and travel at a slow walking pace. Hazard lights must be engaged.

• Vehicles MUST remain on the Fed Square (North) side of the River Terrace light poles at all times. Weight restrictions do not allow for vehicles to drive on the river side (South) of the light poles.

• Stall holders MUST arrange electricity requirements with event organizer PRIOR to the event day.

• All electrical devices MUST be electrically tested and tagged prior to the event day. Any item that does not meet these requirements will NOT be allowed to plug into power supplied at Fed Square.

• All food stall holders MUST adhere to the ‘Food Stall Guidelines’ document and will NOT be allowed to operate if they fail to do so.
FEDERATION SQUARE DIGITAL FAÇADE

CONTENT OVERVIEW:

- Content must be rated G/PG and be suitable for screening in a public space to all members of the general public.
- Content must be delivered to the nearest minute.
- All roadside facing text must stay on the north façade for minimum 45 seconds.
- Content must meet Federation Square’s Civic and Cultural Charter. The charter can be seen [here](#).
- Content that is not paid advertising should not be of a promotional/advertising nature for commercial purposes. This includes deliberate product/location placement.
- The inclusion of logos/credits/external websites/social media accounts must have prior approval.
- Content must not contain rapid changing, flickering or flashing lights and altering images that form a pattern.
- Content facing roadside must not be deemed distracting.
- Content submitted must have all required rights, permissions, licenses and copyright required by law to public exhibit.
- Content must not be libellous, defamatory, obscene, sexually, racial, culturally or ethnically offensive, harassing, intimidating, hateful, discriminatory or abusive. Content must not be political, religious or commercial in nature.
- Content should not include sudden movements or changes.
- Content can not show road networks.
- Content can not include movement, colours, or shapes that could be mistaken for traffic signals, signs or instructions.
- Content that is to be displayed as full façade, around the building is subject to prior Fed Square approval made at the time of booking and signing of a Venue Hire Agreement, and must comply with the following guidelines:
  - Slow moving
  - Contain transitions (fades/dissolves) and slow cuts between each edit – quick cuts are very jarring
  - Roadside facing content must not be distracting for traffic
  - No solid traffic light colours – Red/Green/Orange
  - Roadside content must not resemble traffic signals, traffic signs or warning signals
  - Layout of the screen to be taken into consideration - e.g. true centre of the screen

CREATIVE GUIDELINES:

The size of the digital façade means that what seems to be moderate pace on a smaller screen, will track much more quickly across the façade. At this scale, moving content becomes more disorientating and imposing. High speed movement, such as panning is hard to follow and is distracting to the vehicles. Content should not include quick titles, pans or cuts. The speed of transitions is equally important, and hard cuts should be avoided. Slow editing pace with cuts, dissolves and crossfades work best.
If changing frame rate ensures you conform your content to the correct frame rate and export to the correct frame rate.

**NORTH FACADE - FACING FLINDERS STREET**

North Façade needs to be specifically designed using the North Façade template and will be displayed for 1 minute. Content needs to be slow moving, not distracting, no solid traffic light colours or resemble traffic signals, traffic signs or warning signals.

The North façade screen is 926x2456.

*North Facade Video Delivery Specs:*  
- For Digital Façade  
- 926x2456  
- H.264/MP4  
- 25fps  
- No audio

*North Facade Poster Delivery:*  
- PNG File  
- 926x2456

**SQUARE DIGITAL FACADE- FACING PLAZA**

**CREATIVE GUIDELINES**

The size of the digital façade means that what seems to be moderate pace on a smaller screen, will track much more quickly across the façade. At this scale, moving content becomes more disorientating and imposing. High speed movement, such as panning is hard to follow and is distracting to the vehicles. Content should not include quick titles, pans or cuts. The speed of transitions is equally important, and hard cuts should be avoided. Slow editing pace with cuts, dissolves and crossfades work best. If changing frame rate ensures you conform your content to the correct frame rate and export to the correct frame rate.
The centre of the screen is not true.

Shards: these can be individually designed - the perfect place for evolving colour schemes or including social media information

Full Digital Facade Delivery Specs:

- Video Resolution: 4K
- 4642x2456
- Video: H.264
- Video: mp4/Still: PNG
- 25fps
- Encoded to 100Mbps
- Audio: 0db
- Delivery via Dropbox, OneDrive, Google Drive, USB
**ACCESS:**

- Fed Square Loading Dock access via Batman Avenue.
- Go the Loading dock supervisor and present your email confirming booking.
- Sign out the key for Cage 6 (event drop off cage)
- Loading dock supervisor can show you the cage.
- Load equipment into the cage.
- Return the key to the loading dock supervisor.

**EVENT DAY:**

- Contact the Venue Operations Supervisor (VOS) on 0423 292 270
- The V.O.S will meet you at the loading dock and sign the key out to you.
- A trolley is available if required.
- If you require assistance with transportation of event equipment, please inform your Event Coordinator in advance so they have appropriate time to book labour staff and if necessary, a forklift & driver.
- At the end of event please return the key to loading dock and sign it back in

**POST EVENT:**

- Please return the cage key to the loading dock before you leave site.
- The cage can only be booked for 2 days post event to make it available for the next event.
- The cost will increase to $120 per day after the 2 days post event.
- A fee will be incurred if the key or lock is lost.

**IMPORTANT:**

- Fed Square has CCTV operatives and roving guards onsite 24 hours. But we do not accept any responsibility for lost, damaged, or stolen equipment. The cage is under shelter but is exposed to the weather, we recommend any important or valuable equipment be delivered on the day of the event under your own supervision.

**FED SQUARE LOADING DOCK:**

- Access Via Batman Avenue
# ANIMAL HANDLING PERMIT

Fed Square believes in the safety of animals and patrons whilst working together to promote unique events. This permit form is required to be filled out and returned to the relevant Event Coordinator prior to the event.

### 1. Applicant’s Wildlife Demonstrator License Details

<table>
<thead>
<tr>
<th>Wildlife License No:</th>
<th>Expiry Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Holder’s Name:</td>
<td></td>
</tr>
<tr>
<td>Wildlife Handler Telephone No:</td>
<td></td>
</tr>
<tr>
<td>Wildlife Company (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Wildlife Company Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Wildlife Company Address:</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Event Details

| Event Name: | |
| Event Dates: | |
| Dates and times animal/s on display | |
| Type of animal on display | |

Please describe how you propose to use wildlife on site?

I understand the terms and conditions of Fed Square’s Animal Handling Guidelines and will ensure all information provided is accurate and adhered to. I acknowledge Fed Square has the right to cancel or delay any animal component if information isn’t accurately completed, supplied or does not meet our guidelines.

<table>
<thead>
<tr>
<th>Signature of Wildlife License Holder:</th>
<th>Date:</th>
</tr>
</thead>
</table>