

Event Booking Requirements @ Federation Square

This list outlines step-by-step what is required of you to confirm your booking:

1. Initial Enquiry

You must complete the [Event Enquiry Form](#) on our website. This is an opportunity for you to explain the nature of your event activity including the location/s and date/s you had in mind.

2. Assessment

Fed Square Pty Ltd will assess your submission as well as our space and resource capacity, and you may be contacted to provide further information. You will hear from us in the following five business days. If we cannot accommodate your event you will be advised by email.

3. Tentative booking

You will be allocated an Event Coordinator who will contact you to gain a full understanding of your event. They will also send you links to our event planning documents, and outline the timeframes for key deliverables.

4. Venue Hire Agreement/ Deposit/ Public Liability Insurance

You will be required to sign a Venue Hire Agreement and pay a deposit to secure the space. Please note that the VHA, invoice and PLI must all be in the name of the Hirer.

You must take out and keep current during the hire period, Public Liability Insurance to cover your organisations' legal liability for an amount not less than \$10 million.

5. Site Meeting

Once the Venue Hire Agreement has been signed and deposit paid, your Event Coordinator will book in a site visit (if required), and continue with the event planning process.

6. Event Quotation

After your first meeting, your Event Coordinator will develop a quotation based on the information they have received. You will need to sign the quote and return this to your Event Coordinator.

7. Risk Assessment/ Permit to Work

You must complete a Risk Assessment for your event activity on the appropriate Fed Square Risk Assessment template. If you are installing any significant infrastructure (refer to FSPL Temporary Structures Guidelines), you/ your contractor will need to provide additional OH&S documents.

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