



# Venue Rules, Regulations & Safety Information

A guide for hirers at

EXHIBITION PARK

IN CANBERRA

Flemington Road

Mitchell ACT

Correct as at February 2011



## VENUE SAFETY INFORMATION FOR EVENT HIRERS

### 1. ALCOHOL

Hirers/event organisers or exhibitors seeking to provide alcoholic beverage tastings must first seek the expressed permission of EPIC Management to do so. Under a hirer's Licensee Agreement with EPIC, the hirer must:

1. comply with the ACT Liquor Act 2010
2. not omit or act in any way which may breach the ACT Liquor Act 2010
3. must obtain a liquor permit as required under the ACT Liquor Act 2010.

### 2. AMENITIES

Showers and Toilets (159 toilets, 29 urinals, 88 showers, 16 disabled toilets) are located throughout EPIC. Locations are identified on the EPIC Site Plan. For outdoor events expecting large crowds, additional amenities may be required at the hirer's expense. Factors to consider when planning appropriate numbers of amenities include:

Event duration	Type of crowd	The number of crowd expected
Finishing times	Alcohol consumption	The weather

### 3. AMUSEMENT RIDES

Upon advice from ACT Workcover, EPIC has adopted the NSW Construction Safety Regulation relating to Amusement Devices. The hirer must provide evidence that each device has been issued with a certificate of registration and registration number within the previous 12 months as issued by NSW Workcover.

### 4. CAR PARKING

EPIC reserves the right to control and restrict use of areas designated for car parking as required during event.

If you are expecting large crowds at our event, due consideration should be given to car parking. Discussions should be held with EPIC Management in relation to allocation of parking areas and appropriate signage.

### 5. CATERING

EPIC's contract caterers, The Gema Group, has exclusive rights to the supply of food and beverage services at EPIC.

## 6. COMMUNICATIONS

If you are expecting large crowds at your event, due consideration should be given to communication systems. Having an effective means of communicating with a crowd through public address systems or loud hailer is necessary to keep them informed of delays or directional information and is crucial in an emergency situation. Public address systems are installed in most indoor venues within EPIC. EPIC can arrange means for accessing these systems.

Two-way communications are also important for smooth operations of your event. They all serve an important purpose in the event of an emergency.

Please discuss your communication needs with EPIC who can advise as to what is appropriate for your event.

## 7. DANGEROUS GOODS

Dangerous substances are chemicals with properties that are potentially dangerous to people. The storage, use and sale of Dangerous Substances are closely regulated in the ACT. Dangerous substances can include:

- Petrol
- LPG/propane gas
- Pyrotechnics
- Commercial and household cleaning products

Where dangerous substances are stored in quantities greater than prescribed amounts, the occupier of the premises is required to possess a special licence from the Office of Regulatory Services, WorkCover. EPIC holds a Dangerous Substances Licence. Quantities of dangerous substances brought onto the EPIC site by hirers can affect the dangerous substances licensing requirements for the site and must be reported by EPIC to ORS WorkCover. EPIC requires that all hirers disclose the types, quantities and locations of any Dangerous Substances to be brought onto the site for an event.

NOTE: The use of Pyrotechnics in the ACT requires an operator's licence from the Dangerous Substances licensing group, ORS WorkCover. The obligation is on the hirer to obtain and produce this licence on request.

## 6. DIGGING & STAR PICKETS

EPIC has numerous underground services, including electricity, PA Network and gas, which have the potential to create a serious safety risk to anyone digging or installing star pickets for an event. Hirers have a responsibility to disclose any proposed activities that involve digging or the installation of star pickets for the approval of EPIC prior to that activity occurring. If in doubt, dial 1100 "Dial before you dig".

**7. ELECTRICAL CABLING & EQUIPMENT**

Under the ACT OH&S Act, it is necessary to ensure that the risk of electrical shock from substandard electrical cabling is minimised. Accordingly, EPIC has adopted a test and tagging policy for all electrical equipment being used across the site.

All equipment must have been tested and tagged by a qualified electrician within the previous 6 months. It is the hirer's responsibility to ensure this policy is complied with. Electrical cabling and equipment not complying with this policy will not be permitted.

All electrical cabling in public thoroughfares must be hung from catenaries or placed within cable covers. No cable covers can be placed across pedestrian thoroughfares where it may become a trip hazard.

**8. ELEVATED WORK PLATFORMS**

EPIC does not possess an elevated work platform for use by a hirer to access heights not accessible by ladder. EPIC can however nominate several local service providers. Elevated work platforms include cherry pickers and scissor lifts. Most models require the operator to wear a safety harness and to possess a relevant licence to operate.

EPIC requires the disclosure of when and where elevated work platforms are intended for use and expects the hirer to ensure their use is in accordance with the safety requirements described above.

**9. EMERGENCY RESPONSE PLAN**

EPIC has an emergency response plan and evacuation plan covering all users of the site. Each event though brings slight variations to the plan, which must be identified and clearly understood by the hirer and EPIC. Hirers are expected to be available prior to event commencement for a briefing on the emergency response plan by EPIC.

**10. EQUIPMENT**

EPIC has a variety of equipment available for hire. Please contact EPIC's Events Coordinator for details on costs and quantities available.

**11. FIRE REGULATIONS**

Fire presents one of the most serious risks to the safety of participants at any event at EPIC. For this reason strict regulations apply to all events in the area of fire safety. The hirer will not be permitted to obstruct access to any fire extinguisher, fire hydrant, fire hose or any marked fire exit or major egress route out of an area used for the event. Doors must remain available for egress at all times when a building is lawfully occupied.

The ACT Fire Brigade also requires hirers to agree and sign off on specific conditions set by them in relation to fire safety at EPIC. (A form is available from EPIC.)

**12. FIRST AID**

The provision of first aid during an event is the responsibility of the hirer. Access to first aid rooms will be provided to hirers who have suitably trained staff, however first aid equipment will be the responsibility of the hirer. Hirers are required to notify EPIC as to how they will provide first aid coverage for people attending their event. EPIC reserves the right to insist on the provision of first aid coverage where the assessment of safety risk warrants.

**13. FLOOR PLANS**

Floor plans including proposed locations of temporary overlay must be drawn on an EPIC site plan and forwarded to EPIC, 1 month prior to the commencement of the event for approval.

**14. FLOOR LOADS**

Each indoor venue has a maximum floor load. These are set to ensure the floor is not damaged but also to ensure the load itself is stable and does not topple as a result of the flooring's structural integrity failure. Details of the relevant venue flooring capacities are provided in the venue floor plans .

**15. FOOD SAFETY**

EPIC's contract caterer, the Gema Group, have exclusive rights to all food and beverage services. Where temporary food vendors are permitted (permission to be sought from the Gema Group) to be brought on site for an event, it is the hirers responsibility to ensure that the vendors maintain high standards of food safety and possess the appropriate catering licenses in compliance with health regulations.

**16. HORSES**

Horses present unique safety risks to people participating or viewing equestrian activities. The unpredictable nature of some horses at events requires careful consideration by the hirer. Special consideration should also be given to ensuring ambulance services are on standby for equestrian events deemed high risk and to the installation of physical barriers or other means of protecting spectators from a bolting horse. Barriers and other control measures must be approved by EPIC.

The costs of any such barriers will be the responsibility of the hirer.

**17. INSURANCE**

All hirers must possess public liability insurance to the minimum value of \$20 million. Certificates of currency must be provided to EPIC before commencement of the event.

**18. LIGHTING**

Fixed overhead lighting is provided inside all buildings within EPIC. Outdoor areas are lit from street lighting and flood lights in exhibition areas. Dependent upon the needs of the event, additional temporary lighting may be necessary for areas expecting large crowd movements, or where current lighting is inadequate.

EPIC does not possess temporary lighting resources however we can advise on a number of local service providers.

**19. LIQUID WASTE**

In accordance with ACT Health requirements, liquid waste must be disposed of correctly. Each hirer/event organiser is responsible for ensuring that their vendors/exhibitors follow procedures for the correct storage and disposal of liquid waste. Three sullage points are located within the venue (A map showing the location of the sullage points is available from EPIC). Disposal of liquid waste in storm water drains is an offence liable to prosecution.

**20. MARKETING**

All marketing and advertising materials produced for any events being held at EPIC must correctly referred to the venue as either Exhibition Park In Canberra or EPIC.

**21. MATERIALS HANDLING**

Heavy vehicle and forklift movements during equipment move-in and move-out phases of an event can pose a risk to public safety. EPIC requires in advance details of bump-in and bump-out times and expected vehicles to ensure there is no impact on people moving around other parts of the site.

It is the responsibility of the hirer to ensure that all forklift operators are licensed, however EPIC reserves the right to sight the licence of any forklift operator on-site. EPIC has its own forklift and this can be hired with a driver for a set fee.

**22. NOISE REGULATIONS**

All events held at EPIC must operate in accordance with the EPIC's Environmental Authorisation and the Environment Protection Act 1997. As such the maximum noise that your event is permitted to operate at is 45dB(A) at the compliance location (where noise is measured at the back fence line of the nearest residential point located 80 metres from the Budawang Building).

**23. RIGGING**

Sound, lighting and other forms of suspended rigging can be undertaken within many of the indoor buildings across EPIC. Weighted rigging does possess a stress load on the roof of these buildings. Licensed personnel must perform rigging only. EPIC requires rigging plans 3 months in advance of the event for its consideration and approval.

**24. SECURITY**

The provision of security during an event is the responsibility of the hirer. There are CCTV cameras located at all vehicular entry and exit points throughout EPIC. EPIC reserves the right to insist on the provision of security if the event type and numbers attending warrant. Should EPIC insist, the hirer must engage a security firm suitably accredited to operate in the ACT.

<p>25. SIGNAGE</p>	<p>All hirers/event organisers must adhere to EPIC's Signage Policy.</p> <p>Event advertisements can be placed on EPIC's electronic sign located within the venue at the corner of Flemington Road and Northbourne Avenue, Lyneham. Specifications, costs and application forms can be obtained from EPIC.</p>
<p>26. SMOKING</p>	<p>Health regulations prohibit smoking in all enclosed buildings throughout EPIC and at outdoor eating and drinking areas as per the <i>Smoke-Free Public Places Act 2003</i>. Hirers are expected to enforce this legislative requirement.</p>
<p>27. TEMPORARY STRUCTURES</p>	<p>Temporary scaffolding, grandstands, fencing, signage and tents are all structures potentially susceptible to wind and weight loading problems. Inaccurate design or construction of such structures can have a significant impact upon public safety under certain conditions.</p> <p>All temporary structures should be designed and installed by suitably qualified persons. All grandstand structures must be inspected by an independent engineer and certified for occupation before the commencement of the event.</p> <p>Major structures like tents or grandstands have a major wind load capacity, beyond which it is unsafe to use. The hirer is responsible for liaising with the supplier of such materials to establish maximum wind loading capacity.</p> <p>Rubber covers to remove any sharp edges must cap tent pegs, poles and star pickets that are below one metre in height and protruding from the ground.</p>
<p>28. TRANSPORT ON-SITE</p>	<p>Hirers are required to provide information on the type of vehicle activities likely during the event. Hirers will be responsible for ensuring that all vehicle operators are competent and possess the relevant licenses and protective equipment. Many of the thoroughfares within EPIC are gazetted public roads and therefore normal road rules apply.</p> <p>EPIC reserves the right to sight the relevant licenses and take appropriate action where non-compliance occurs.</p>