

# Royal Tasmanian Botanical Gardens Guidelines for Major Event Organisers

The Royal Tasmanian Botanical Gardens (RTBG/the Gardens) is an important part of the Tasmanian landscape from a historical, horticultural and environmental perspective as well as a site for public celebration and relaxation.

Many organisations and community groups wish to present events at the Gardens and this is encouraged. The RTBG has a responsibility to ensure that all events and activities are managed in a safe and professional manner that complies with the various legislative requirements for such events, protects the Gardens from damage, protects the public and ensures that public access to the Gardens is maintained.

Major events require careful planning and generally involve a significant lead in time. Organisers may also be required to meet regularly with Gardens personnel in the lead up to a particular event, with event organisers often asked to provide regular progress reports. Please contact the RTBG Administration as early as possible in your planning phase to discuss the possibility of holding an event – phone 03 6166 0451.

These guidelines are designed to assist event organisers in presenting proposals for special events to be held at the Royal Tasmanian Botanical Gardens. They detail the kind of information that is useful to the RTBG in assessing whether your event will be given approval to proceed. We hope you find it useful.

## ***The Royal Tasmanian Botanical Gardens Act 2002***

All events and activities occurring within the Royal Tasmanian Botanical Gardens are subject to the regulations contained in the above Act. An extract of the Act, covering care and management of the Gardens, is contained in this document.

The complete Act is available from [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)

## ***License Agreement***

Organisers of events that are given initial approval by the Royal Tasmanian Botanical Gardens to operate in the RTBG grounds and facilities will be required to enter into a formal license agreement with the Board of the RTBG. No activities will be permitted to commence without such an agreement being in place.

## ***Non-exclusive Access***

It is not possible to provide exclusive access to the Royal Tasmanian Botanical Gardens. It is a public facility and all organised events and activities with the Gardens must be balanced with their impact on public access to the site. Event organisers must be aware that other non-related activities may be occurring or in place during their period of use.

## **Revenue**

Income, including fees, received by the RTBG in relation to major events, venue hire, photography and commercial production activities are used by it to fund its important scientific, horticultural and public programs and recognise the significant public investment in managing and maintaining the Gardens for the benefit of the State of Tasmania.

## **Fees**

The Gardens reserves the right to charge fees for any licensed activities within the Gardens.

## **Temporary Structures and Place of Public Assembly Licences**

- *Do you plan to erect any structures on the site, such as tents, marquees, stages, platforms, tiered seating, gantries, video screens or any other temporary structure?*

State Government legislation, administered by the Hobart City Council, requires that temporary structures be certified by a qualified building surveyor or structural engineer, prior to the issuing of a Place of Public Assembly licence.

- *Have you applied for a Place of Public Assembly licence for your event?*

For information on Place of Public Assembly licences and regulations, please see the Hobart City Council's website – [www.hobartcity.com.au](http://www.hobartcity.com.au), or contact one of the Council's environmental health officers on 6238 2715.

## **Services and Utilities**

- *What services (ie, power, water, toilet facilities, additional rubbish removal), will your event require, and how do you intend to provide these services?*

## **Power Supply**

The Gardens has limited outlets for power supply. Additional power or access to power in areas where it is not generally available will need to be arranged by the Gardens' electrical contractor, at the event organiser's cost. The organiser will be required to pay for the power they use, as metered.

## **Toilet Facilities**

The Royal Tasmanian Botanical Gardens has the following toilet facilities on-site.

Male WCs = 5            Male urinals = 9            Male wash hand basins = 4

Female WCs = 11        Female wash hand basins = 6

(includes 2 x unisex disabled access toilets)

*Please indicate placement of any structures or other installations (including temporary power supplies) on the attached ground plan.*

## **Access**

Vehicular access to the Gardens is strictly limited and tightly controlled. All vehicular access needs to be carefully planned and managed. If there are to be a large number of vehicles accessing the Gardens or it is felt that management of access and vehicles on site will be complex, the RTBG may require that its staff be on hand to manage access. The event organiser may be charged to recover the cost of their time.

It is therefore in the event organiser's interests to keep the number of vehicles requiring access to the Gardens to a minimum.

- Access for the Gardens is through the depot gate unless otherwise arranged.
- No vehicles are permitted in the Gardens between 10am and 5pm.
- No vehicles are permitted to remain on site unless they are specifically part of the event or display (eg, food stalls). Vehicular access is to be for the purpose of loading or unloading only.
- Parking is to be outside of the Gardens and is at the individual drivers' risk and cost.
- Speed Limits apply. Vehicles must not exceed walking speed in the Gardens as all vehicular traffic within the Gardens is on footpaths.
- No vehicles are permitted on the lawns or garden beds under any circumstances, other than under the specific direction of authorised Gardens personnel.
- No animals or pets are permitted to enter the Gardens even if confined to vehicles.

## **Truck and vehicle size limit:**

- **Weight:** Vehicle size should be kept below 8 GVM to minimise damage. There is an absolute limit of 10 GVM on trucks in the Gardens, as the paths are narrow and are not constructed to withstand heavy traffic. Please note that some areas have a limit of 2GVM – if unsure, please ask a staff member.
- **Length:** There is also a physical limit on the length of vehicles that can get through the Gardens depot and gates.
- **Height:** The maximum allowable vehicle height to avoid damage to trees is 3.2 metres.

## **Site Protection**

The Gardens is an environmentally sensitive heritage site. The Gardens does not allow structures to be erected or equipment to be located within the drip line of or under a tree canopy. No pegging of structures, perforating the ground, or vehicles being driven over grass is allowed due to the presence of irrigation and other services under the surface.

- Outline what steps you will take to ensure protection of turf, trees, horticultural exhibits and heritage features during the installation of the above structures, equipment and facilities.

**Nothing is to be attached to any plant or tree**, nor should any part of a Gardens' display be impacted upon in any way. Cost of repairs or replacement of any damage to exhibits or equipment caused by the activities of the event will be paid for by the agreed organiser.

### ***Root Rot (Phytophthora) Hygiene Procedures***

This disease is widely distributed in Tasmania and is a significant threat to the Gardens. This disease is spread in soils, in the Gardens case mostly in soils attached to tools, boots, equipment and vehicles. Our aim is to prevent the further spread of this disease;

- All vehicles (wheels, wheel arches, and under body), tools and equipment (including tent pegs) entering and exiting the Gardens during the festival period must be free of foreign soils.
- Nobody is permitted to walk on the garden beds without specific authority from a member of RTBG staff.

### ***Food, Drink and Merchandise***

- *Will food and refreshments be available at the event?*

The RTBG has a restaurant and catering service on site – have you consulted with its staff about providing your food service? No other caterer or food service is permitted within the Gardens without the express permission of the RTBG.

A copy of the necessary Temporary Food Outlet registration form will be required prior to the event for each approved food outlets, along with menus and pricing for any third-party caterer that is approved by the RTBG.

### ***Alcoholic Beverages***

The RTBG is a licensed site. **No** alcohol may be sold or brought onto the site for use in a public event unless purchased through the Botanical Gardens Restaurant.

Beverages in glass are not permitted on site for safety reasons.

### ***Litter Management***

- *What arrangements will you make for collection and removal of litter at your event?*

The event organiser is responsible for ensuring that the site is maintained in a clean and tidy state for the duration of the event and for removing litter from the site. Recycling options are to be utilised wherever possible.

### **Insurance**

All event organisers must provide evidence of applicable Public Liability insurance cover to a minimum amount of \$20,000,000.00

### **Risk Management**

- *Who will be undertaking the risk assessment for your event?*
- *What are the factors that may pose a risk to your own personnel, to the general public, to Gardens personnel and to the fabric of the Gardens?*
- *What steps will you put in place to minimise or eliminate these risks?*

Event organisers are advised to see the Tasmanian Event Directory for advice on risk management strategies and procedures (see above).

### **Public Safety**

- *What arrangements do you have in place to ensure the safety of the General Public?*

The RTBG may require that a number of its staff and/or its nominated security personnel be in attendance during any event, to ensure that it is run in a safe manner and to assist in the event of an emergency. The cost for staff time and security services must be paid by the event organiser.

- *Will any part of the event be occurring after dark?*

Only limited areas of the Gardens have permanent lighting. You may need to arrange additional lighting to enable patrons to safely exit following your event.

- *How many people are you expecting to attend your event?*

The RTBG may at its discretion place a limit on the number of people who may be admitted to an event. The event organiser is responsible for ensuring that this number is not exceeded, and for implementing appropriate promotional, communication and admission strategies.

### **Occupational Health and Safety**

All activities within the Gardens must conform to workplace occupational health and safety guidelines.

**Worksafe Standards Tasmania** - [www.wst.tas.gov.au](http://www.wst.tas.gov.au)

### **Traffic Management**

If the event is likely to attract large numbers of patrons to the Gardens over a short period of time, it is necessary to carefully consider and plan for the impact of the associated traffic and parking issues that will arise.

The Gardens lie within a high-traffic area of Hobart. Parking within the vicinity is limited and event organisers must take appropriate steps to ensure that the potentially negative impacts of large amounts of traffic at their event are minimised and managed.

- Event organisers should check with Council and other relevant organisations to ascertain what other events and activities may be occurring in the vicinity at the same time.
- The event organiser must liaise with appropriate authorities, including but not limited to, Hobart City Council, Tasmania Police and the State Emergency Service regarding management of traffic and parking issues.
- Events should encourage patrons to use public transport wherever possible, and where appropriate instigate 'park and ride' services to facilitate access to the site.

### ***Budget***

Please attach a budget for your event, containing details of all costs and income relating to it. The budget may require fine-tuning in consultation with Gardens' management.

The budget should also clearly indicate whether costs included are estimates or fixed quotes, and whether income (including funding and sponsorship), is confirmed or hoped for. Details of funding applications and sponsorship requests and their progress are also helpful.

### ***Benefits to the Gardens***

The potential benefits of hosting your activity will be taken into account when deciding whether to grant permission for it to occur. Event organisers need to consider what benefits there will be for the RTBG by hosting an event onsite and how these might be further developed to achieve maximum benefits for all.

### ***Promotion and Marketing***

#### ***How will you promote your event?***

Please detail all promotional, marketing and advertising you will be undertaking. How may the benefits of hosting your event be enhanced through your promotional activities?

### ***Signage***

What signage, banners or other public displays do you intend to display and how will they be displayed/affixed. (Please include samples or wording if possible.) Signage must not obscure or conflict with RTBG signage.

### ***Sponsors and Partners***

What partners, sponsors or other sources of funding and support does your event have?

How will these be acknowledged?

How will the support of RTBG be acknowledged?

***Approval Authority***

The authority to approve or deny applications for any activities within the Gardens is held by the Director of the Royal Tasmanian Botanical Gardens, whose decision is final.

***License Agreement***

Once approval for any commercial activity is granted, the applicant will be required to enter into a formal license agreement with the RTBG. No activities will be permitted to commence within the Gardens until such an agreement is fully executed and in place.

## Royal Tasmanian Botanical Gardens Act 2002 (No. 58 of 2002) (excerpts)

The Act provides for the imposition of penalties for the contravention of these regulations.

### PART 3 - Care, control and management

#### 21. Directions by authorised officer

(1) An authorised officer may give any reasonable direction to persons in the Botanical Gardens.

(2) An authorised officer may give a direction for the purpose of –

(a) limiting the number of persons who may enter any part of the Botanical Gardens; or

(b) closing to the public all, or any part, of the Botanical Gardens or any road, path or building in the Botanical Gardens; or

(c) ensuring compliance with this Act.

(3) An authorised officer may direct a person to leave the Botanical Gardens, or any part of the Botanical Gardens, if that person –

(a) enters the Botanical Gardens, or part of the Botanical Gardens, unlawfully; or

(b) causes any annoyance or inconvenience to other persons in the Botanical Gardens; or

(c) commits an offence under this Act.

#### 22. Camping

(1) A person, except with the written consent of the Board, must not, in the Botanical Gardens –

(a) camp or reside; or

(b) erect or occupy, or cause to be erected or occupied, any structure.

(2) An authorised officer may direct a person who, without the written consent of the Board, has erected or occupied, or caused to be erected or occupied, any structure to remove the structure.

(3) A person must comply with any direction given under subsection (2).

(4) If a person fails to comply with a direction under subsection (2), the authorised officer may remove the structure.

(5) The Board and any authorised officer are not responsible for the safekeeping of, or for damage to, any structure removed under subsection (4).

#### 23. Vehicles

(1) A person, except with the written consent of the Board, must not, in the Botanical Gardens –

(a) cause or permit any vehicle, other than a perambulator, stroller or wheelchair, to stand or be parked on any lawn, grass, parkland, garden or path; or

(b) drive, ride or use any vehicle, other than a perambulator, stroller or wheelchair, otherwise than on a road or path; or

(c) park a motor vehicle other than in an area of the Botanical Gardens that has been set aside for the parking of motor vehicles; or

(d) abandon a motor vehicle.

(2) An authorised officer may take charge of, and remove or tow away, or cause to be removed or towed away, from the Botanical Gardens any motor vehicle that –

(a) is parked in contravention of subsection (1)(c); or

(b) the authorised officer believes on reasonable grounds to have been abandoned.

#### 24. Disposal of rubbish

A person must not –

(a) bring any rubbish into, or deposit it for disposal in, the Botanical Gardens; or

(b) leave any rubbish in the Botanical Gardens except in a place or receptacle provided for that purpose; or

(c) deposit, or allow to escape, in the Botanical Gardens any pollutant within the meaning of the Environmental Management and Pollution Control Act 1994.

## 25. Protection of Botanical Gardens

A person, except with the written consent of the Board, must not, in the Botanical Gardens –

- (a) damage any lawn or green, otherwise than in the course of, and as a normal incident to, an organised recreational or sporting activity; or
- (b) remove, uproot, climb upon or cause damage to any tree or other vegetation or part of any tree or other vegetation; or
- (c) remove any dead timber, log or stump, whether standing or fallen; or
- (d) deface any rock or dig up any soil, sand, stone or similar substance; or
- (e) damage, deface, interfere with or remove any part of, or anything that forms part of, the Botanical Gardens; or
- (f) destroy, capture, injure or interfere with any animal; or
- (g) destroy or interfere with the habitat of any animal; or
- (h) bring into, or allow to remain in, the Botanical Gardens any animal other than a guide dog, as defined in the Guide Dogs and Hearing Dogs Act 1967, that is in harness.

## 26. Recreational activities

A person, except with the written consent of the Board, must not, in the Botanical Gardens –

- (a) operate any mechanically propelled model aircraft, boat or similar thing; or
- (b) operate any motorised equipment, other than a wheelchair, for recreational or other purposes; or
- (c) land any aircraft, hang-glider, hot air balloon or parachute; or
- (d) fly a kite or similar item or release balloons; or
- (e) play or listen to any music at a volume likely to cause a nuisance or annoyance to any person; or
- (f) operate or use a loudspeaker or public address system or apparatus; or
- (g) address a function, public meeting, demonstration or gathering; or

(h) jog otherwise than on a road, path or specially designated circuit; or

- (i) play or practise golf; or
- (j) throw, kick or hit any object other than on designated land; or
- (k) fish or swim in any pond, lake, stream or ornamental water; or
- (l) use any drinking fountain otherwise than for drinking; or
- (m) light any fire; or
- (n) discharge any fireworks or a firearm; or
- (o) participate in an organised recreational or sporting activity; or
- (p) climb on, or attach items to, any structure.

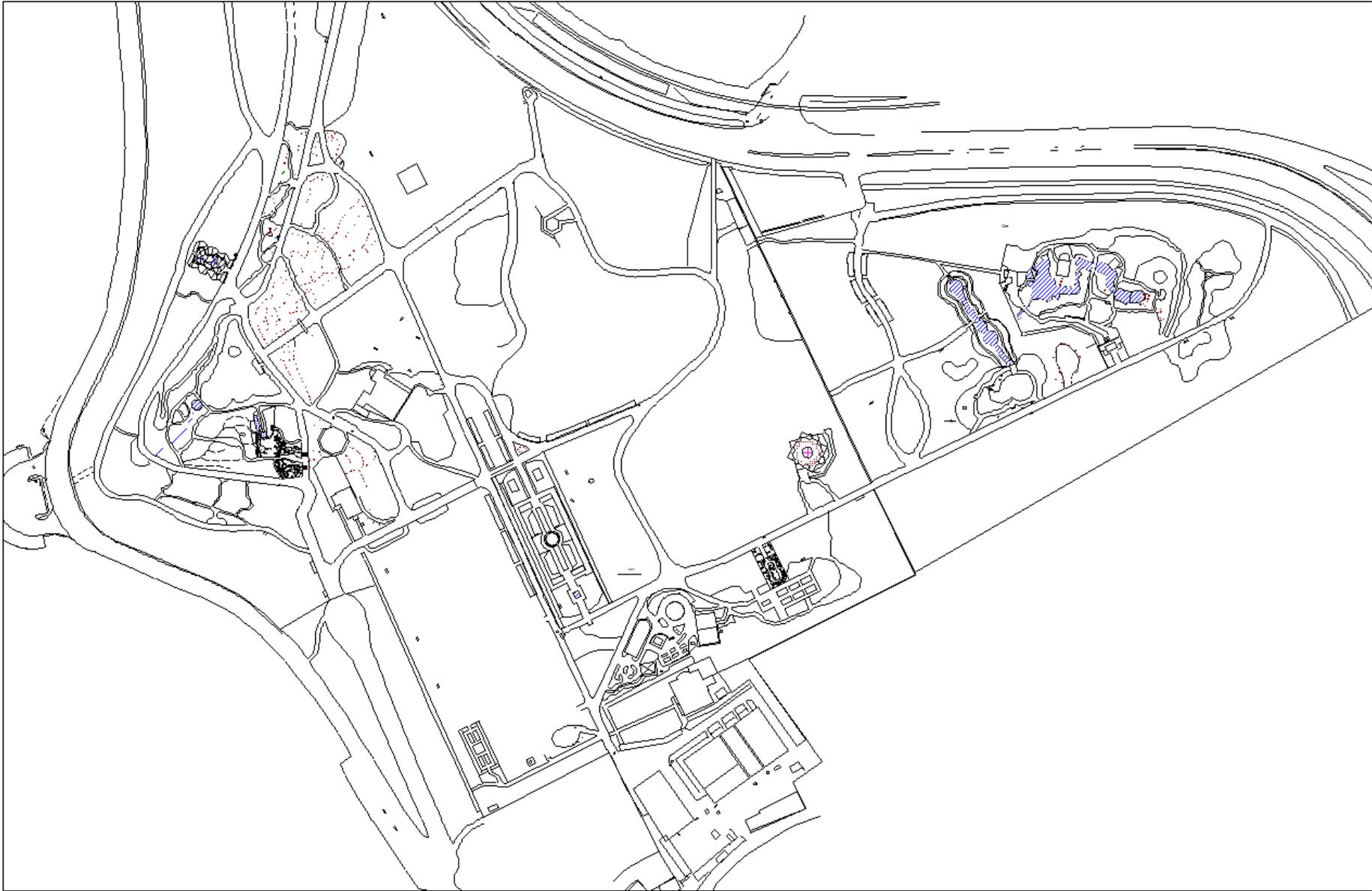
## 27. Commercial activities

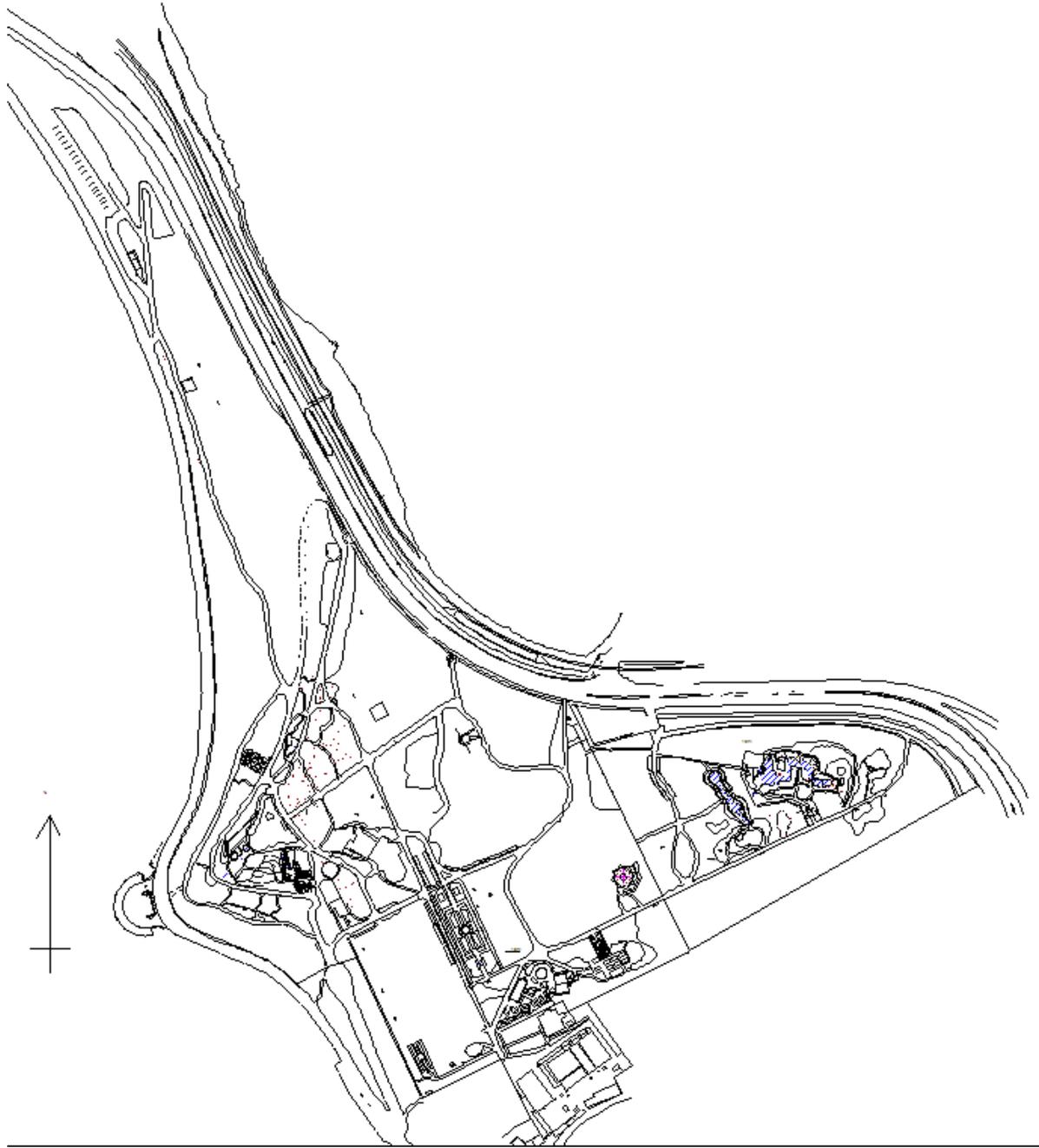
A person, except with the written consent of the Board, must not, in the Botanical Gardens –

- (a) collect or attempt to collect money; or
- (b) sell, hire, attempt to sell or hire, expose for sale or hire, or solicit for sale or hire, papers, printed matter, food or other goods or services; or
- (c) conduct, or assist the operation of, an amusement, entertainment, instruction or performance for money or other consideration; or
- (d) use television, video, cinematographic or photographic equipment for commercial purposes; or
- (e) display or distribute any advertising matter, sign, bill, poster or other printed matter.

## 28. Obstruction

A person must not obstruct an authorised officer in the performance of his or her functions.





# Royal Tasmanian Botanical Gardens EVENT PROPOSAL

***To be read and completed in conjunction with RTBG Event Guidelines.***

Name of Event: \_\_\_\_\_

Describe the event (e.g. Concert, Theatre, Circus, Rally, Dance Party, Film & Photography, Product Launch, Media Event, Marquee Function, Festival, Sporting event)

\_\_\_\_\_

Event Organiser \_\_\_\_\_

Australian Business Number \_\_\_\_\_

Name of key contact \_\_\_\_\_

Phone (bh) \_\_\_\_\_ (ah ) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Fax Number \_\_\_\_\_

Event Date/s \_\_\_\_\_

Bump in Dates Bump out Dates \_\_\_\_\_

No. of spectators/audience expected \_\_\_\_\_

Cost of Participation (eg Ticket Prices, if applicable) \_\_\_\_\_

Start Time(s) \_\_\_\_\_ Finish Time(s) \_\_\_\_\_

Location requested (please describe clearly the area you wish to use and indicate it on the attached map).

\_\_\_\_\_

Number of staff or personnel you will have on site: \_\_\_\_\_

Please provide information about the your previous experience of producing similar events to the one you are proposing, including events in sensitive outdoor environments, the other members of the production team and their relevant event experience (such as organising committee members, staff, key volunteers).

*Attach details on extra sheets as necessary.*

**Temporary Structures and Services**

Please detail any structures, major props, lighting fixtures or other installations you propose to install.

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Have you applied for a Place of Public Assembly licence for your event? .....

What services (ie, power, water, toilet facilities, additional rubbish removal) will your event require, and how do you intend to provide these services?

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*Please indicate placement of any structures or other installations (including temporary power supplies) on the attached map.*

**Vehicular Access**

Please detail the number and size of vehicles that will be involved in your event.

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**Site Protection**

Please detail the steps you will take to ensure that there is absolutely no damage or negative impact on the fabric of the Gardens resulting from your activities.

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**Food and Beverage**

Will food and refreshments be available at the event? .....

Have you liaised with the RTBG Restaurant regarding provision of catering services for your event?

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If you wish to use third party caterers, please provide details, including menus and pricing, for each outlet proposed.

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**Risk Management**

Who will be undertaking the risk assessment for your event?

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What are the factors that may pose risks to your own personnel, to the general public, to Gardens personnel and to the fabric of the Gardens?

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What steps will you put in place to minimise or eliminate these risks?

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**Public Safety**

How many people are you expecting to attend your event? .....

Will any part of the event be occurring after dark? .....

What arrangements will you have in place to ensure the safety of the General Public?

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**Traffic Management**

Have you checked with the Hobart City Council and other relevant authorities about what other events and activities may be occurring in the vicinity at the same time?

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Have you discussed your project with appropriate authorities, including but not limited to, Hobart City Council, Tasmania Police and the State Emergency Service regarding management of traffic and parking issues?

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What procedures have you put in place to manage traffic and parking at your event?

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**Budget**

Please attach a budget for your event, containing details of all costs and income relating to it. Please indicate whether costs are estimates or quotes, and whether income is confirmed or projected. The budget may require fine tuning in consultation with Gardens' management.

**Promotion and Marketing**

How will you promote your event? Please detail all promotional, marketing and advertising you will be undertaking.

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**Signage**

What signage, banners or other public displays to you intend to display and how will they be displayed/affixed. (Please include samples if possible.)

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**Sponsors and Partners**

What partners, sponsors or other sources of funding and support does your event have?

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How will these sponsors and supporters be acknowledged?

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How will the support of RTBG be acknowledged?

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**Benefits to the RTBG**

What will the benefits to RTBG be from hosting your event?

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*Please attach additional information or pages as necessary.*

*Please return the completed form and accompanying information to*

*Marketing and Events  
Royal Tasmanian Botanical Gardens  
Queens Domain, Hobart TAS 7000*