

Confirmation of Event/Activity in the Williams Landing Pop Up Park.

Thank you for holding your activity at [Williams Landing Pop Up Park](#) – This is a community led project designed to connect our community and support our local traders as they transition through COVID recovery.

The Pop Up Park will run from 20th November 2020 till 18th April 2021

Please note, first and foremost this is a Park environment set up by community volunteers who have created a space for people to connect and spend time together. We welcome your activities, but we are not event organisers, we do not have access to equipment, tables, additional seating, marquees or generators and you need to adhere to strict safety standards including COVID safety precautions. The space is provided free of charge for you to run your interactive, non-commercial event or activity (time or space permitting).

Whatever you require to hold your event or activity is your responsibility and we recommend you visit the site and familiarise yourself with the environment, the site plan, and accessible electrical points etc.

- We will endeavour to provide you with as much information here to make it easy for you and us to ensure it runs smoothly and safely and we can help promote your activity.
- When you confirm your event, you must provide us with a copy of your Public Liability certificate (**min \$20m cover**), and we recommend you have a copy on your phone or with you on the Day.
- If your activity involves children, you must have a **valid working with children card**. A copy is to be supplied when confirming your activity and be carried with you on the day.
- It is a requirement to comply with COVID safe directives <https://www.coronavirus.vic.gov.au/public-events-information-for-organisers>
- If you are bringing in any electrical equipment it must be tested and tagged. Any electrician can do this for you.
- When you arrive, you must notify either Security, Centre Management, or a Pop Up Park Coordinator before setting up.
- Please arrive at least 15 minutes before your advertised event or longer if you need time to set up.
- When you have finished your event, please take all your belongings with you, and leave the park area in a clean & tidy state.
- If you have any preference on areas within the park, please advise in advance.

The Pop-up Park is a community led initiative.

Thank you to the businesses, groups, and residents of Williams Landing and surrounds, Cedar Woods, Wyndham City Council, and CoLocal

Creating and Promoting your Event

Please create a public event on Facebook and if possible, add the [Williams Landing 3027 @WL3027](#) Facebook page as an additional host so we can aggregate your activity and share it across our channels.

When setting up your event please explain what it is, who it is for and where it will be held. The [Williams Landing Pop Up Park](#) Williams Landing Shopping Centre, 100 Overton Road Williams Landing is sufficient and can be tagged as a venue in Facebook.

Please make sure the dates and times are clear and what people should bring etc. In the current times it is highly recommended that you request that people book for you event and that you have sign in records for appropriate contact tracing and that you have a COVID-safe plan.

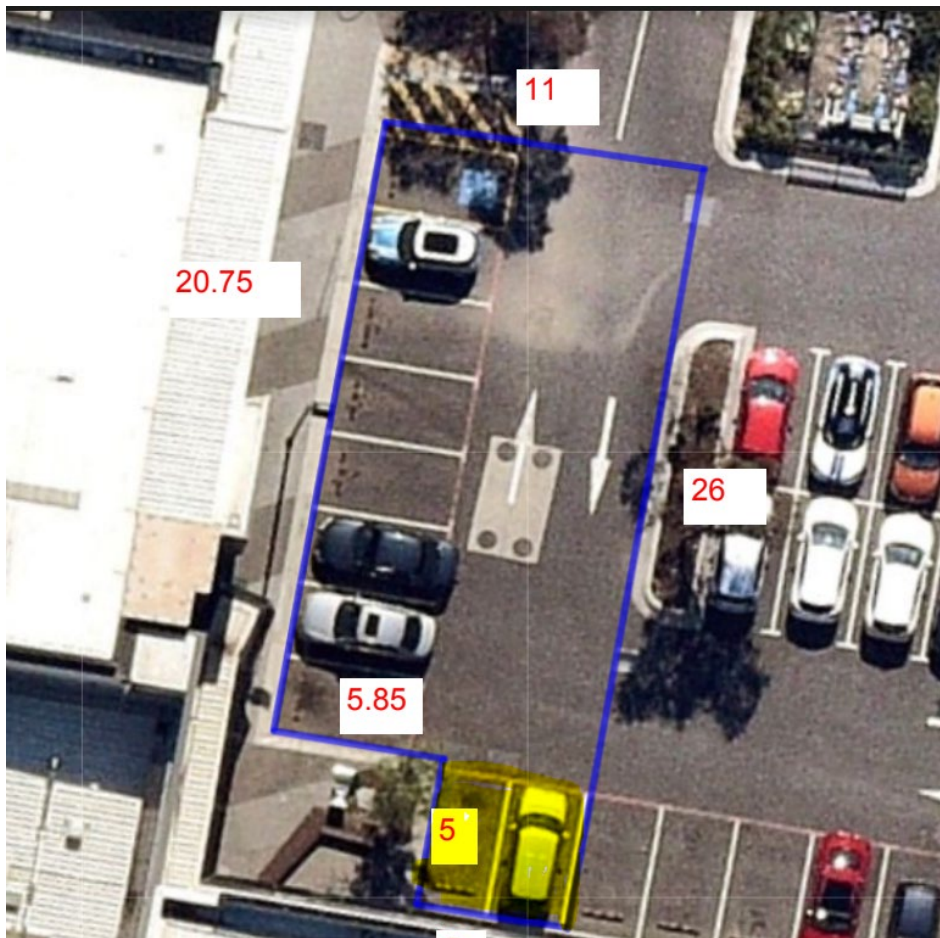
- Is the activity dependent on weather and do you have **option B** of where it will be held if the outdoor weather is bad?
- Include your details on how interested parties can make contact with you including your Facebook page, website, email and contact person and phone number.
- If details change for any reason, please advise us, and amend your events accordingly.
- Activities should be non-commercial, although marketing collateral can be on display but must be properly secured. E.g., Marquee's, Banners etc.
- You can also load your events directly yourself on the Wyndham City Council website. <https://www.wyndham.vic.gov.au/events-experiences/submit-your-event>

Please note photography and live streaming is likely to be happening for the duration of the park this will be shared in our social channels etc. It might be useful to note this in your event.

Electrical Points: There is an electrical point to access in the Park from the tree in the corner.

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This is the Site plan

The allocated entertainment area is in the area highlighted in yellow. The power point extension runs from the tree with the number 5 next to it!

Please note we are operating under a strict Tier 3 Event COVIDsafe plan and check list that is registered with the DHHS – please familiarise yourself with it in the links below– signing the booking form confirms that you have read, understood and will adhere to the terms and conditions.

[WLPOPUP COVID SAFE PLAN.pdf](#)

[Williams Landing COVIDSafe-Event-Checklist Amended 2-12-20.pdf](#)

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Please Confirm your Activity by completing this form and sending back to us at contact@colocal.com.au

Name:

Business or Group:

Contact Number Email

Event	Dates	Times

Checklist

- Supplied Public Liability Certificate Y/N
- Supplied Working with Children Card Y/N or N/A
- I have supplied by COVID-safe plan and sign in sheet for the day.
- Created Events and Tagged in @WL3027 or advised Y/N.
- Scoped site and familiarised with area/site plan Y/N.
- Backup plan for weather Y/N
- Checked my equipment and supplies for the event/activity Y/N.
- Tagged and Tested my electrical equipment Y/N or N/A
- Got my marketing collateral ready including any weighting to secure it safely Y/N.
- Sent in my confirmation via this form.

I understand and take full responsibility for my event and activity and will ensure adequate preparation to ensure its success.

Signed..... Name:Date

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