

# EVENT INFORMATION PACK





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## 02 ABOUT YAGAN SQUARE

Set in the heart of the city, Yagan Square is a place to meet, dine and experience the pulse of Perth's urban life. A landmark that bridges Perth's CBD and Northbridge, it's a space where past and present come together.

Once a traditional meeting place for the Whadjuk women, where lakes and landscapes brought people together with an abundance of life, Yagan Square remains a place of connection and community. Stories are woven through its design, its artworks and the experiences shared by the people who come here.

Connecting Northbridge with the CBD, Yagan Square is Perth's ultimate meeting place, event hub and foodie destination. Sitting between Perth Underground Station, the Busport and the new ECU City campus, it's the gateway to the city - and a destination in its own right. Here you'll find some of Perth's best bars and eateries, from the city's largest outdoor beer garden to a hidden speakeasy, rooftop bar and vibrant street food serving flavours from around the world.



## 03 EVENT TYPES

Yagan Square offers versatile spaces for a wide variety of events, from cultural celebrations and community festivals to live performances, family-friendly activities, and vibrant markets. With its iconic digital tower, open-air spaces, and strong pedestrian flow, Yagan Square is the perfect backdrop for engaging and inclusive experiences.

Event types include, but are not limited to:

- Markets
- Cultural and community celebrations
- Art displays and installations
- Food and beverage pop-ups
- Concerts and performances
- Family-friendly activities

All events taking place in Yagan Square must align with the Civic and Cultural Charter (Appendix A).



## 04 OVERVIEW OF EVENTS

We love bringing Yagan Square to life with vibrant events and activations. It's a place where community, culture, and creativity come together, and we're excited to support experiences that reflect that spirit. To help ensure a safe and enjoyable experience for everyone — including nearby residents, local businesses, and visitors — and to stay in line with relevant regulations, we ask that you please follow the guidelines outlined below.

Yagan Square event spaces are managed and operated by CBRE on behalf of DevelopmentWA.

- Event operations must take place between 7.00am to midnight.
- Anticipated attendance within the temporary event space must be appropriate for the size and capacity of the area hired.
- All events cannot run for more than 90 consecutive days.
- Exhibitions or installations may stay in place 24 hours a day but cannot exceed 90 consecutive days duration.
- The Event Holder is responsible for the supervision of all contractors during bump-in and bump-out and must have a key contact on site at all times during these periods.
- A site induction must be completed by Event Holders prior to event bump-in. This is to be completed once arriving to site and upon sign in.
- It is recommended that event hosts do not begin promoting their event until the approval letter or license has been issued.

Events falling outside of these extended event day requirements, may be required to submit a Development Application (DA) through DevelopmentWA's Statutory Planning Division. Please note that the DA process may require a minimum of six months lead time.



## 05 APPLICATION REQUIREMENTS

Event Holders are responsible for obtaining all necessary approvals, licenses, and services from relevant authorities, in addition to submitting an application to DevelopmentWA.

DevelopmentWA can assist with facilitating stakeholder communication for approvals and should be included in emails to external parties regarding third-party approvals at Yagan Square.

An Event Licence or Approval Letter will not be issued until DevelopmentWA has sighted all required approvals and received the necessary documentation within the specified timeframe.

Events taking place in Yagan Square must comply with the following site rules below and the terms of the Events Licence.

## 06 INSURANCE

The Event Holder is responsible for obtaining and maintaining all insurances required for the event, as well as ensuring all contractors, subcontractors, suppliers and personnel engaged by the Event Holder also have the required insurances. The Event Holder must provide evidence of the following insurance coverage:

- Public Liability Insurance of at least \$20 million, ~~noting MRA (Metropolitan Redevelopment Authority) as an interested party.~~
- Workers Compensation Insurance covering all persons engaged directly or indirectly by the Event Holder (including contractors and subcontractors), with cover that meets all statutory requirements.
- Evidence of contractor, subcontractor and supplier insurances may be required.

All insurance policies must remain current for the entire duration of bump-in, event delivery, and bump-out. Refer to the Event Licence, Letter of Approval or Goods, Works, Services terms (as applicable) for the specific requirements.

## 07 THIRD PARTY APPROVALS

The Event Holder is responsible for obtaining any necessary third party approvals and licenses relevant to the event, including approvals from City of Perth.

## 08 VENUE PROTOCOLS

To ensure Yagan Square remains a safe, welcoming, and well-managed space for all, events held in the precinct are expected to follow the site rules outlined below.

### Bump-in / Bump-out:

- All bump-in and bump-out times must be scheduled to minimise disruption to surrounding public areas, and events must comply with the Environmental Protection (Noise) Regulations 1997.

Bollard lockdown times:

#### **Weekdays**

Vehicle access into Yagan Square is closed between the times listed below on Monday - Friday.

Times may be adjusted on request.

7am - 9am | 12pm - 2pm | 4pm - 6pm

#### **Weekends**

Vehicle access into Yagan Square is closed on Saturdays and Sundays between the times listed below.

Times may be adjusted on request.

9am - midnight

### Access and Obstructions:

- Events must not prevent access into or through the public realm, unreasonably block or restrict access to buildings or cause undue disruption.
- Access to all workplaces and venues located at Yagan Square must be maintained throughout their opening hours. This includes entrance and exit areas and loading areas.
- Disability access through the site must be considered in relation to events, bump-in and bump-out. More information can be found on the City of Perth's [website](#).
- Event entry and exit points from the event must be adequate for emergency exit and emergency vehicles.
- Events must not create a pedestrian hazard. Event Holders must ensure that equipment associated with the event does not pose a risk to members of the public, site workers and others.
- Event areas requiring fencing must use either temporary mesh fencing that complies with Australian Standard AS 4687:2007 – Temporary Fencing and Hoardings, or approved crowd control barriers. All fencing must be installed by the Event Holder prior to any works commencing.
- Hazard tape and plastic cones are not permitted to be used as event boundary fencing anywhere in Yagan Square.

We encourage you to review the Department of Health's '[Guidelines for Concerts, events and organised gatherings 2022](#)' handbook.

## 09 EVENT APPROVAL - APPLICATION STEPS

### How to obtain approval for holding an event at Yagan Square

#### Step 1: Confirm event suitability and dates

- Discuss the suitability of your event and available dates by emailing:  
yagansquare@developmentwa.com.au

#### Step 2: Arrange a site visit

- Schedule a site visit to review the location and requirements.

#### Step 3: Submit your event application

Submit a completed event application form detailing as much information as possible, including a:

- Copy of Certificate of Currency showing a minimum of \$20 million Public Liability Insurance.
- Draft copy of the event site map.

#### Step 4: Observe submission timelines

- Small events – submit at least six weeks prior to the event; or
- Medium to large events – submit at least six months prior to the event, unless otherwise agreed.

#### Step 5: Application review

- Your application will be reviewed and you will be contacted to discuss it further.

#### Step 6: Receive documentation timeline

- After your site visit and initial discussions, you'll receive a timeline outlining required documents.
- All documents must be submitted no later than six weeks prior to the event.

#### Step 6: Provide final documentation

Required documents include (but are not limited to):

- Final site map
- Suppliers, Contractors and stakeholder contact list
- Risk management and traffic management plan
- Event and Production Run Sheets
- Safe Work Method Statement and Job Safety Analysis
- Temporary food permit for any food and drink vendors (issued by the City of Perth)

## 10 FEES AND CHARGES

Yagan Square event spaces can be hired for the following rates, with discounted rates available for not-for-profits.

### Application and Event Hire Fees apply.

Please complete the "Event Application" at [developmentwa.com.au/yagansquare](http://developmentwa.com.au/yagansquare). Once your application has been received, a hire fee quote will be provided to you. Fees are exclusive of GST.

### Application Fee

| Application Fee | Not for Profit | Commercial |
|-----------------|----------------|------------|
| Yagan Square    | \$100          | \$220      |

### Fee Impact Rating

|               |                                                                                                                                                 |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Low Impact    | Low to no infrastructure, 50 – 999 people, no noise impact, minimal disruption and short period in the precinct.                                |
| Medium Impact | 1,000+ people, Some infrastructure, some disturbance. E.g., short term installation of marquees, food trucks.                                   |
| High Impact   | Upon discussion and includes significant infrastructure, high level of disturbance or long-term duration. E.g., markets, concerts or festivals. |

### Event Hire Fees

| Event day per day fee                | Not-For-Profit<br>Low                                                | Not-For-Profit<br>Medium | Commercial<br>Low | Commercial<br>Medium |
|--------------------------------------|----------------------------------------------------------------------|--------------------------|-------------------|----------------------|
| Amphitheatre                         | \$140                                                                | \$350                    | \$550             | \$1,375              |
| William St Mall                      | \$275                                                                | \$690                    | \$1,100           | \$2,750              |
| Bump-in/out per day fee              | Not-For-Profit<br>Low                                                | Not-For-Profit<br>Medium | Commercial<br>Low | Commercial<br>Medium |
| Amphitheatre                         | \$30                                                                 | \$70                     | \$110             | \$275                |
| William St Mall                      | \$55                                                                 | \$140                    | \$220             | \$550                |
| Banner pole hire; (8 x 3m); (6 x 2m) | \$35 per day per pole (Minimum booking: 6 x banners over seven days) |                          |                   |                      |
| Filming, drone and/or photography    | Application fee only                                                 |                          |                   |                      |

\* Note weekly rate is seven days.

\* Bump in/out days charged at 20% of the above rates per day.

\* Discounts of 50% may apply for events 5 hours or less, including bump-in and bump-out.

\*\* Monthly rates, partial space rates and shorter-term rates to be negotiated.

\*\*\* Events are classed as high impact upon further discussion with our events manager and a rate will be charged at 20% more than the medium impact rates including bump in/out.

\* Discounts of 50% may apply for:

- Charitable organisations: Organisations registered with the Charitable Collections Advisory Committee.
- Community Organisations/Groups: Sporting and other types of recreational clubs, Parents and Citizen groups, Social Clubs, Special Interest Associations, etc., which are guided by a committee and constitution and could be eligible for incorporation under the Associations Act 1987.
- Government Authorities: State/Commonwealth Government departments and other semi government instrumentalities which provide a specific public service (e.g., Police Service, Water Authority, DFES). Does not include government enterprise services.

## 11 BOND

| Bond                                                                                            | Rate                           |
|-------------------------------------------------------------------------------------------------|--------------------------------|
| We may charge the Event Holder a bond to cover any site repairs that are a result of the event. | Determined off venue hire fee. |

The Event Application and Hire Fees are for venue hire only. The Event Holder must factor in additional cost items including but not limited to; road closures, event security, cleaning and waste removal, site power and water usage, site damage and repairs. Please note there will also be additional costs for City of Perth and any other road approvals, should the event application be granted.

An estimate for our onsite staffing costs will be provided prior to the event application being approved. Event Holders are also able to use their own contractors.

### Cleaning Cost Rates:

| Site specific additional charge rates | Weekday<br>(6am - 6pm) | Shift<br>(6pm - 6am) | Saturday<br>(24hrs) | Sunday<br>(24hrs) | Public Hol<br>(24hrs) |
|---------------------------------------|------------------------|----------------------|---------------------|-------------------|-----------------------|
| Adhoc cleaning rates (BIC cleaner)    | \$49.25                | \$55.66              | \$70.66             | \$92.08           | \$113.48              |

### FAQ

- **Will my event require a cleaner?** While each event will be assessed and discussed individually, a general protocol is any event over 100 people requires a dedicated cleaner.
- **What is the minimum number of hours for a cleaner?** Two-hours minimum.
- **How far in advance does a cleaner need to be booked in?** A minimum of 24 hours notice, depending on number of staff required. If more than two cleaners are needed, one week notice is required.

### Security Cost Rates:

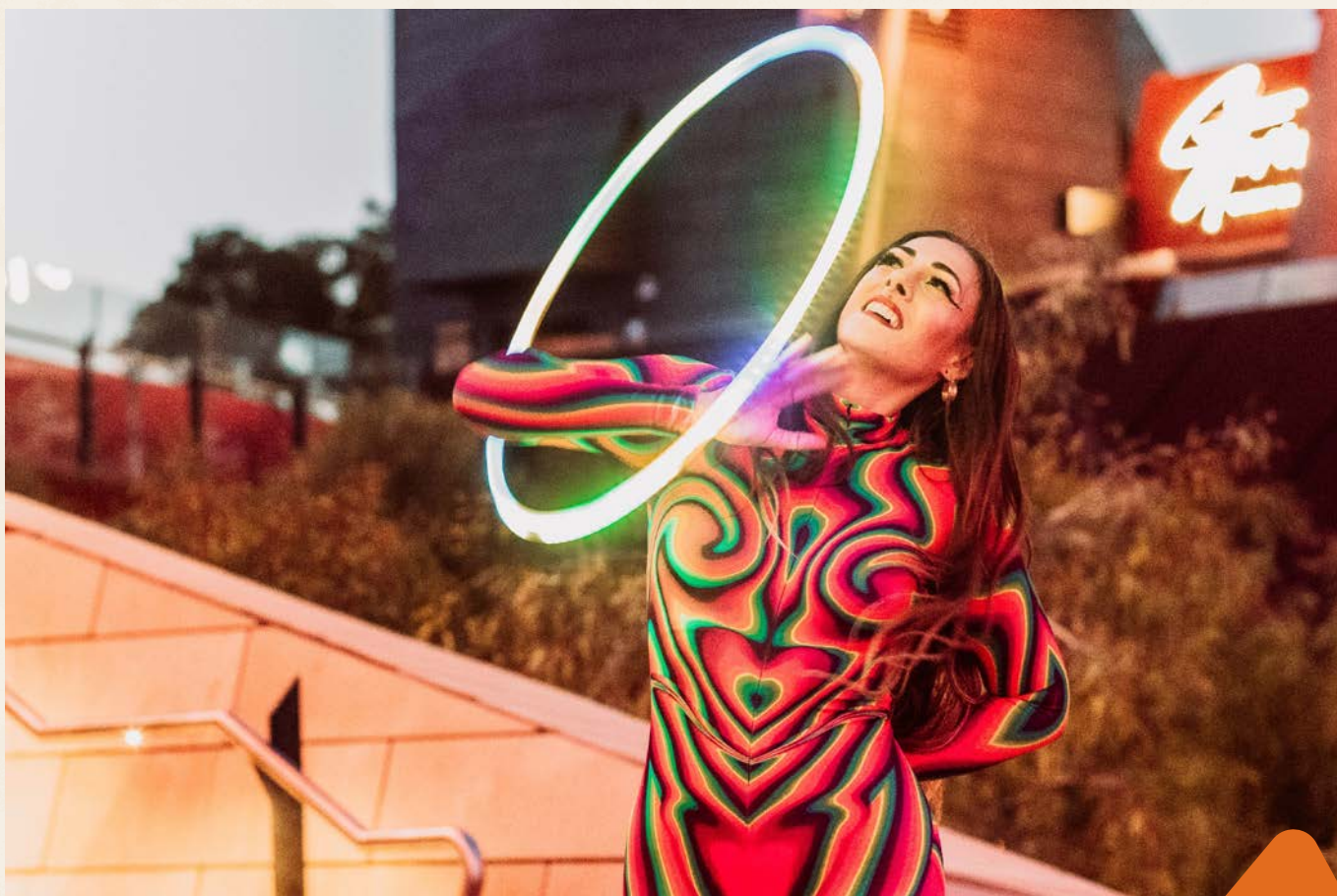
| Site specific additional charge rates | Weekday<br>(6am - 6pm) | Shift<br>(6pm - 6am) | Saturday<br>(24hrs) | Sunday<br>(24hrs) | Public Hol<br>(24hrs) |
|---------------------------------------|------------------------|----------------------|---------------------|-------------------|-----------------------|
| Adhoc security rates (EON Protection) | \$50.45                | \$58.92              | \$69.97             | \$89.95           | \$109.92              |

### Additional Details:

- Rates exclude GST.
- Minimum four hour shift.
- Minimum of 24 hours' notice.
- Rates fixed until 30 June 2026.

## 12 PAYMENT TERMS

- Application fees must be received before applications can be processed.
- If the necessary documentation and payment of hire and bond fees are not received by the required dates, we reserve the right to cancel the event.
- \* Submission of your Event Application does not automatically imply approval for your event. Upon assessment of your application, should you be successful, an Event License or Approval Letter will be issued.
- \* We take no responsibility for any third-party commitments entered into by the applicant if an application is declined.



## 13 MARKETING SUPPORT AND MATERIAL

DevelopmentWA welcomes marketing material to help promote events and applications. Please note, all artwork must be submitted for approval prior to going to print. The design, production and associated costs of all marketing materials are the sole responsibility of the event holder.

### Floor Decals:

Event holders can enhance their activations with custom floor decals, offering a creative way to guide visitors or add visual impact. Our recommended supplier, Imagesource, provides high-quality Alumni graphic decals with a non-slip laminate suitable for external use. These short-term, removable graphics are installed and removed outside business hours to minimise disruption to the site and to the public.

### Pole Wraps:

Event holders can add visual branding at using custom pole wraps. Each wrap is designed for durability and easy installation.

- Dimensions of each side are 2000mm H x 1600mm W.
- 5mm coreflute with velcro to connect the two ends and eyelets on corners to secure with cable ties once installed. One sheet of coreflute, V cut each panel (4 x panels - 400mm each) with tab and velcro.



## 14 APPENDIX A - YAGAN SQUARE CIVIC & CULTURAL CHARTER

All events, activities and operations taking place at Yagan Square must contribute to the values of the Civic and Cultural Charter:

1. To make Yagan Square a significant event destination, highly valued by the people of Perth that celebrates the unique spirit of Western Australia.
2. To create a strong partnership with the Whadjuk Noongar people.
3. To provide a stimulating and comfortable environment where all Western Australians and visitors to Perth can meet, connect and be entertained through:
  - Arts, culture and performance
  - Technology, innovation, media and design
  - Discovery, learning and storytelling
  - History and nature
  - Food and beverages
  - Joining together as a community
4. To provide a focal point that recognises and celebrates WA's heritage, produce, environment and culture along with reflecting cultural diversity in all overall operations and programming.
5. To explore new and bold ways to stimulate culture and creativity, and communicate Western Australia as a hub of the arts and innovation.
6. To support and promote the activities of the local businesses and economy in and around Yagan Square.
7. To be a place that sustains excellence and makes Western Australians proud:
  - A safe place to meet and spend time
  - Vital and welcoming
  - Attractive and clean
  - Beautiful and relaxing
  - Casual and accessible
  - Family focused and intergenerational
  - Celebrates heritage, our past, present and future
  - Indigenous and multicultural
  - Entrepreneurial and inspiring
  - Participation and engagement
  - Healthy and active
  - Enlivened throughout the day and evening
  - Regarded by both locals and visitors as a 'must visit' destination.

# 15 APPENDIX B - YAGAN SQUARE INFRASTRUCTURE MAP



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DEVWA 0830 - 10/2025

