

EVENT APPLICATION INFORMATION PACK

2025





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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.



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).

*Note: approval or notification is not required from the Precinct Activation Team for filming or photography that has 5 or fewer cast/crew, and doesn't require blocking of footpaths with equipment, lighting, etc.



04 MARKETING SUPPORT AND MATERIAL

DevelopmentWA welcomes marketing material to help promote your event or activation. 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 organiser.

Floor Decals:

- Supplier: Our recommended supplier for print, installation and removal of decals is Imagesource.
- Material: Alumni Graphic Decal – Non-Slip laminate (external use, aluminium backed, short term, removable, floor graphic)
- Process: Installation and removal should occur outside business hours to minimise disruptions to the site and general public.

Pole Wraps:

- 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.



05 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 - 12.00am.
- Anticipated attendance within the temporary event space must be appropriate for the size and capacity of the area hired.
- All events, except exhibitions or installations, cannot run for longer than 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.
- 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 event 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.



06 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 License 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.

07 INSURANCE

Event applicants must provide evidence of the following:

- Public Liability Insurance coverage of \$20 Million, listing DevelopmentWA as an interested party.
- Workers Compensation insurance coverage for any employees involved in the event.

08 THIRD PARTY APPROVALS

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

09 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.

Operational Requirements:

- 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.
- If applicable, the Event Holder must seek relevant health and public building approvals from City of Perth's Environment and Public Health Unit.

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 in the City of Perth's '[Disability Access and Inclusion Checklist for Events](#)'.
- 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 to Australian Standard AS/NZS ISO 31000:2009 or crowd control barriers. 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 fencing anywhere in Yagan Square.

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

10 EVENT LICENSE APPLICATION STEPS

To obtain approval for holding an event at Yagan Square, please follow the steps outlined below:

Discuss the suitability of your event and available dates with the Precinct Event Manager:

CBRE Tel: (08) 9320 0000 Email: yagan@cbre.com.au

Arrange a site visit with the CBRE Precinct Event Manager.

Submit a completed event application form detailing as much information as possible. You will also need to submit a copy of your Certificate of Currency showing a minimum of \$20 million public liability insurance. Public Liability Insurance and a draft copy of the event site map.

We require applications to be submitted for:

Small events – at least six weeks prior to the event; or

Medium to large events – at least six months prior to the event, unless agreed to otherwise.

Following receipt of your application, this will then be reviewed and assessed by the Yagan Square Activation Team. You will then be contacted to discuss in further detail.

A timeline of required documentation for the event will be sent through once a site visit has been completed and discussions about the event have commenced.

Documents are to be received no later than **six weeks prior** to the event.

Inclusive documents are but not limited to:

- Event overview and stakeholder contacts
- Risk management and traffic management plan
- Runsheet
- Safe Work Method Statement and Job Safety Analysis
- Temporary food permit for any food and drink vendors (*issued by the City of Perth*).

11 FEES AND CHARGES

Yagan Square event spaces can be hired for very competitive rates and also offers discounted rates to not-for profit and charities.

Application and Event Hire Fees apply.

Please complete the "Event Application" form at developmentwa.com.au/yagansquare for a fee estimate.

Fees are exclusive of GST.

Application Fee

Application Fee	Not for Profit	Commercial
Yagan Square	\$75	\$225

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 Low	Not-For-Profit Medium	Commercial Low	Commercial Medium
The Amphitheatre	\$123	\$246	\$615	\$1,230
William Street Mall	\$250	\$625	\$1,000	\$2,500
Bump-in/out per day fee	Not-For-Profit Low	Not-For-Profit Medium	Commercial Low	Commercial Medium
The Amphitheatre	\$25	\$50	\$123	\$246
William Street Mall	\$50	\$125	\$200	\$500
Banner pole hire; (8 x 3000); (6 x 2000)	\$35 per day per pole (Minimum booking: 6 x banners 7 x days)			
Filming, drone and/or photography	Application fee only			

- * note weekly rate is 7 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.

12 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 contracting staff.

Cleaning Cost Rates:

Site specific additional charge rates	Weekday (6am - 6pm)	Shift (6pm - 6am)	Saturday (24hrs)	Sunday (24hrs)	Public Hol (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 generic protocol is any event over 100 people would require a dedicated cleaner.
- **What is the minimum number of hours for an adhoc 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 (6am - 6pm)	Shift (6pm - 6am)	Saturday (24hrs)	Sunday (24hrs)	Public Hol (24hrs)
Adhoc Security rates (EON Protection)	\$55.41	\$64.98	\$77.46	\$95.44	\$121.55

Additional Details:

- Rates exclude GST.
- Minimum four hour shift.
- Minimum of 24 hours' notice.
- Rates fixed until 30 June 2024.

13 PAYMENT TERMS

- The application fee must be received before the application will 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 this Event Application does not automatically imply approval for your event. Upon assessment of your application, should you be successful an Event License will be issued.
- * We take no responsibility for any third-party commitments entered into by the applicant if an application is declined.



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 and reflects 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.

To support and promote the activities of the local businesses and economy in and around Yagan Square.

6. 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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