

Event Information Pack

ELIZABETH
QUAY

SHAPING OUR
STATE'S FUTURE

 DevelopmentWA

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Please read this event information alongside the
[Elizabeth Quay Event Safety Guidelines](#).

About Elizabeth Quay

Set on the banks of the Swan River, Elizabeth Quay is where the city meets the water—a lively hub of waterfront dining, live entertainment and urban energy. With a stunning 2.7ha inlet, Elizabeth Quay blends history with modern city life. It is a place where waterfront dining meets public art, where ferries and boats glide by and where Perth's riverfront is once again a place to gather, explore and enjoy.

Elizabeth Quay is an iconic, dynamic waterfront precinct that celebrates Perth's cultural heritage, embraces its future and provides a world-class destination.



2. Event types

Looking for the perfect waterfront venue for your next event? Elizabeth Quay is a premier events and entertainment destination, offering a stunning backdrop and versatile event spaces for everything from community events and product launches to festivals and exhibitions.

Our flexible event spaces cater to a variety of events, from community activations, to large public gatherings such as:

- Markets
- Cultural and community fairs/events
- Multimedia attractions
- Outdoor cinemas
- Art installations
- Sporting activations
- Fitness classes
- Charity events
- Children's activities
- Public product displays and brand activations (pop ups, product sampling and launches)
- Photography and film shoots*

All events at Elizabeth Quay must align with the Civic and Cultural Charter (Appendix A).

***Note: Filming or Photography with up to five cast/crew, no equipment and not obstructing footpaths does not require approval or notification.**

3. Promotional signage

Event organisers are encouraged to promote their event through on-site marketing and promotional materials within Elizabeth Quay.

To ensure all materials align with precinct requirements, any artwork, signage or promotional collateral must be submitted for approval prior to printing, production or installation. All associated design, production and installation costs are the responsibility of the event organiser.

For more information or to discuss available promotional opportunities, please contact email: elizabethquay@developmentwa.com.au



Marketing Materials

Decals:

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

- Material: Aluminum Graphic Decal – Non-Slip laminate (external use, aluminum backed, short term, removable, floor graphic).



Pole wraps:

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

- Dimensions: each side is 2000mm H x 1600mm W.
- Material: 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.

All signage to be installed and removed by our preferred supplier, Imagesource. Contact DevelopmentWA for more information.



4. Event requirements

- In alignment with City of Perth noise requirements, event operations must take place between Sunday to Thursday 7am - 10pm, Friday and Saturday 7am - 11pm.
- Event attendance must be appropriate for the hired space.
- Events running longer than 48 hours in total (not including set up and removal), and exhibitions not more than 30 days.
- Exhibitions/installations running longer than 48 hours in total (not including set up and removal), and exhibitions not more than 30 days.
- The event organiser must supervise all contractors during bump-in and bump-out, with a key contact on-site at all times.
- A site induction is required before bump-in.

Event hosts can commence event promotion once they have obtained an Event Licence or Letter of Approval.

Long-term exhibitions and installations may require Development Approval, with assessment undertaken on a case-by-case basis depending on the nature, scale and duration of the proposal.

5. Application requirements

Event organisers are responsible for obtaining any approvals, permits, licences and services required for their event, in addition to submitting an online event application to DevelopmentWA.

An Event Licence or Letter of Approval will only be issued once all required approvals have been obtained and supporting documentation has been provided within the required timeframes. All events held at Elizabeth Quay must comply with relevant legislation, site rules and any conditions outlined in the Event Licence or Letter of Approval.

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

6. Insurance

The event organiser is responsible for obtaining and maintaining all required insurance policies for the event, and for ensuring that all contractors, suppliers and service providers engaged for the event hold appropriate and current insurance coverage. The event organiser must provide evidence of the following insurance coverage:

- Public Liability Insurance of at least \$20 million.
- Workers' Compensation Insurance of at least \$50m where staff or subcontractors are involved, including appropriate Volunteer Insurance cover.
- Evidence of contractor, subcontractor and supplier insurances if requested.

All insurance policies must be valid for the duration of bump-in, event delivery, and bump-out. Specific requirements and conditions will be outlined in your Event Licence, Letter of Approval or contract.



7. Precinct requirements

Events taking place at Elizabeth Quay must comply with the following site requirements. Acceptance of these conditions is mandatory for events taking place at Elizabeth Quay. To help keep Elizabeth Quay safe, welcoming and enjoyable for everyone, event organisers must comply with the requirements outlined below.

Operational Requirements:

- All bump-in and bump-out times must be scheduled to minimise impacts on the surrounding public areas;
- Events must comply with the Environmental Protection (Noise) Regulations 1997; and If applicable, event organisers must seek relevant health and public building approvals from the City of Perth's Environment and Public Health Unit.

Access and Obstructions:

- Access throughout Elizabeth Quay should be maintained at all times, with event activities planned to minimise disruption to visitors and businesses.
- Accessible access through the precinct should be maintained throughout the event, including during bump-in and bump-out. Further guidance is available in the City of Perth's Disability Access and Inclusion Checklist for Events '[Disability Access and Inclusion Checklist for Events](#)'.
- Entry and exit areas from the event must be adequate for emergency exit and emergency vehicles.
- Event areas requiring fencing must use either temporary picket fencing (preferred) or mesh fencing to Australian Standard AS/ NZS ISO 31000:2009 or crowd control barrier by the event organiser prior to any works commencing.

8. Event licence application steps

1. Discuss the suitability of your event by emailing: events@developmentwa.com.au
2. Arrange a site visit to review the location and requirements.
3. Submit a event application form detailing as much information as possible. This includes a copy of your \$20 million (minimum) Public Liability Insurance and a draft copy of the event site map.
4. We require applications to be submitted for:
 - a. Small events – at least six (6) weeks prior to the event; or
 - b. Medium to large events – at least six (6) months prior to the event, unless agreed to otherwise.

Applications will be reviewed and assessed by the team and a hire quote will be generated.

Once your application has been approved to proceed, a timeline of required documentation for the event will be sent.

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

Required documents include but are not limited to:

- Event overview and stakeholder contacts
- Risk management and traffic management plan
- Runsheet
- Safe Work Method Statement and Job Safety Analysis
- City of Perth temporary food permit for any food and beverage vendors

9. Fees and charges

The fees outlined below apply to the hire of event spaces at Elizabeth Quay and are designed to support a range of events and activations within the precinct. All fees are exclusive of GST. An application fee applies and must be paid at the time an event application is submitted. Venue hire fees relate to the use of the event space only and do not include costs associated with planning, approvals, event delivery or site services. Event organisers should budget for any additional expenses associated with their event, which may include traffic management, road closures, security, cleaning, waste removal, power and water usage, and any site repairs resulting from event activities. Additional fees may also apply for approvals required from the City of Perth or other relevant authorities.

Bump-in and bump-out days are charged at 20% of the applicable hire rate per day, while events of five hours or less, including bump-in and bump-out, may be eligible for a 50% discount. Monthly rates, partial-

space hire and other short-term hire arrangements can be discussed on request.

Events that are assessed as high impact may attract additional fees and are generally charged at 20% above the applicable medium impact rate, including bump-in and bump-out days. Eligibility for discounted rates may be available for registered charitable organisations, community groups and government authorities that provide a public service. Discount eligibility will be assessed as part of the application process.

A bond may also be required to cover the cost of any repairs, cleaning or reinstatement works resulting from the event. The bond amount will be determined based on the venue hire fee and the nature and scale of the event.



APPLICATION FEE

Community	\$100
Commercial	\$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	Major infrastructure, 5,000+ people, extensive road closures and noise impact, long term and/or high impact on reserve.
Major Impact	Major infrastructure, 10,000+ people plus, comprehensive road closure and noise impact, long-term and major impact to reserve.

EVENT HIRE FEES – COMMUNITY RATE

	Low		Medium		High		Major	
Area	Bump-In/Out	Day Hire	Bump-In/Out	Day Hire	Bump-In/Out	Day Hire	Bump-In/Out	Day Hire
Barrack Square	\$30	\$140	\$70	\$350	\$280	\$1,400	-	-
EQ Bridge	\$220	\$1,100	\$550	\$2,750	-	-	-	-
The Landing	\$40	\$210	\$110	\$520	\$410	\$2,075	\$625	\$3,100
Eastern Lawn	\$55	\$275	-	-	-	-	-	-
Western Lawn	\$40	\$210	-	-	-	-	-	-
South Eastern Site	\$40	\$210	-	-	-	-	-	-

EVENT HIRE FEES – COMMERCIAL RATE

	Low		Medium		High		Major	
Area	Bump-In/Out	Day Hire	Bump-In/Out	Day Hire	Bump-In/Out	Day Hire	Bump-In/Out	Day Hire
Barrack Square	\$110	\$550	\$275	\$1,375	\$1,100	\$5,500	-	-
EQ Bridge	\$440	\$2,200	\$1,100	\$5,500	-	-	-	-
The Landing	\$165	\$825	\$410	\$2,050	\$1,650	\$8,250	\$2,450	\$12,400
Eastern Lawn	\$110	\$550	-	-	-	-	-	-
Western Lawn	\$80	\$410	-	-	-	-	-	-
South Eastern Site*	\$80	\$410	-	-	-	-	-	-

EVENT HIRE FEES – WATER INLET PER BAY

	Bump in/Out	Day Hire
Water Inlet/Quay (Per Bay) – Community Rate	\$225	\$525
Water Inlet/Quay (Per Bay) – Commercial Rate	\$450	\$1,050

CLEANING COST RATES

	Under 100	100-500	500 - 1000	1000-5000	5000+
Cleaners	1	2	2	3-5	8+

SITE SPECIFIC ADDITIONAL CHARGE RATES	M-F 6AM -6PM	M-F 6PM-6AM	SAT 24 HOURS	SUN 24 HOURS	P/H 24 HOURS
Adhoc Cleaning Rates per hour (Cleaner)	\$51.00	\$57.66	\$73.18	\$95.35	\$117.53

Additional Details:

- While each event will be assessed and discussed individually, a generic protocol is any event over 100 people would require a dedicated cleaner.
- Minimum four hour shift.
- Preferably a minimum of 48 hours' notice, one week if more than one cleaner required.
- Post-event pressure cleaning is required for events running longer than seven days, include food trucks or high foot traffic. Costs typically range from \$800 to \$1,500 per service, depending on the area and scope of works.

SECURITY COST RATES

	Under 100	100-500	500 - 1000	1000-5000	5000+
Guards	0	1	1	2-4	8+

SITE SPECIFIC ADDITIONAL CHARGE RATES	M-F 6AM -6PM	M-F 6PM-6AM	SAT 24 HOURS	SUN 24 HOURS	P/H 24 HOURS
Adhoc Security Rates per hour	\$52.85	\$61.72	\$73.29	\$93.75	\$114.20

The need for security or asset protection will be considered during the assessment of your event application. Event organisers are encouraged to review the Department of Health's Guidelines for Concerts, Events and Organised Gatherings when determining event staffing and security requirements. Additional security or asset protection measures may be required depending on the scale and nature of the event.

Additional Details:

- What is the minimum number of hours for a security or asset protection staff? Four-hours minimum.
- How far in advance does security or asset protection need to be booked? A minimum of 24 hours' notice is generally required, subject to availability and staffing requirements. Larger events or those requiring multiple personnel may require additional notice.

10. 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 booking.
- Submission of this Event Application does not automatically imply approval for your event. Upon assessment of your application, should you be successful, a Letter of Approval or Event Licence will be issued.
- We take no responsibility for any third-party commitments entered into by the applicant if an application is declined.

Appendices

E — Q

APPENDIX A – ELIZABETH QUAY CIVIC & CULTURAL CHARTER

Elizabeth Quay is a world-class waterfront destination in the heart of Perth. Since opening in 2016, Elizabeth Quay has transformed Perth by creating a place where locals and visitors can explore, dine and enjoy the waterfront in the centre of the city.

Located on the edge of the Swan River and Perth CBD, Elizabeth Quay connects the city and water through public spaces, dining, entertainment and cultural attractions. Showcasing the best of Perth's natural beauty and urban centre, it is a place locals return to and a destination visitors come to explore.

Each year, Elizabeth Quay hosts a diverse and inclusive program of events that deliver meaningful, welcoming experiences and contribute to the vibrancy of the precinct. All events, activities and operations at Elizabeth Quay must align with and contribute to the values of the Civic and Cultural Charter:

1. Destination and connectivity

To establish Elizabeth Quay as one of the most visited destinations in Western Australia. A place that captures Perth's natural beauty and vibrant city centre, Elizabeth Quay is also a gateway to experiences, with connections to surrounding attractions across the city and on the water.

2. Inclusive experiences

To provide an inclusive, welcoming and vibrant destination where people can meet, connect and be entertained through:

- Arts, culture and performance
- Discovery, learning and storytelling
- History and nature
- Dining and food culture
- Community celebrations

3. Culture and diversity

To recognise and celebrate Western Australia and reflect cultural diversity through event programming and overall operations.

4. Culture and creativity

To create accessible opportunities for culture and creativity, showcasing Western Australia's artists, creatives and cultural organisations.

5. Economic and social benefits

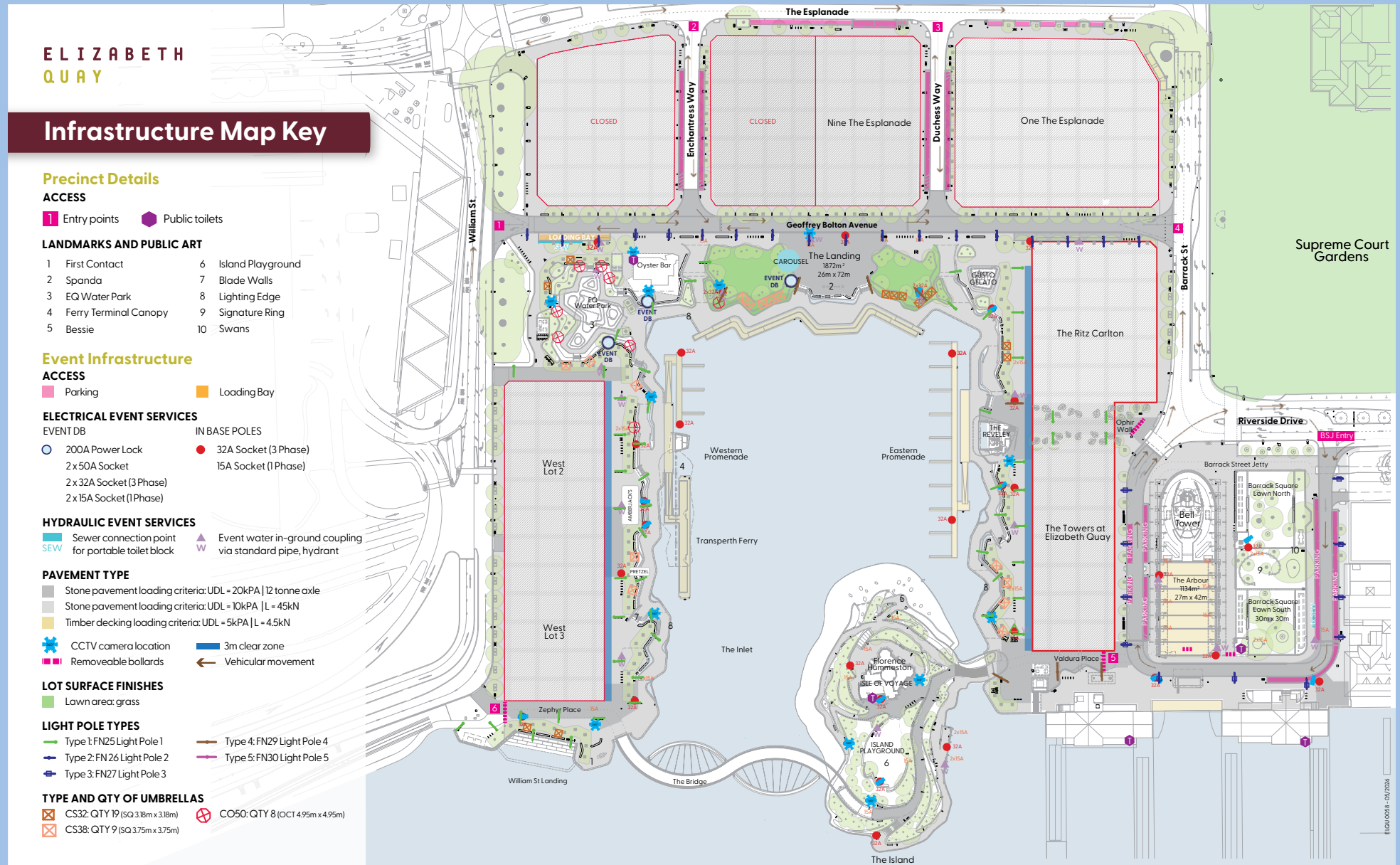
To generate economic and social benefits for Elizabeth Quay and surrounding businesses by establishing the precinct as one of Perth's top tourism destinations and public spaces.

6. Excellence, pride and place

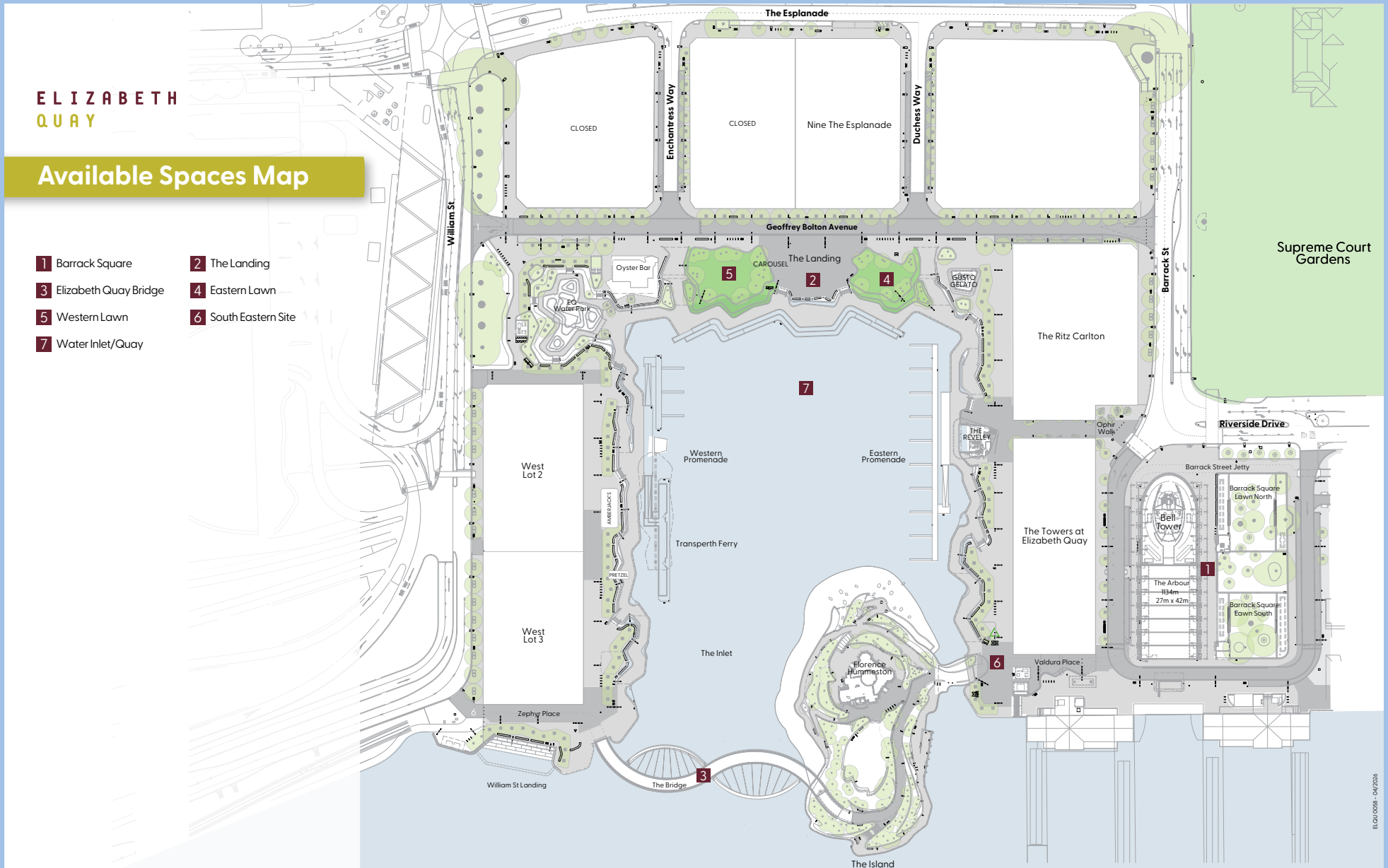
To be a place that sustains excellence, reflects our community and makes Western Australians proud:

- A safe and welcoming space to meet and spend time
- Accessible, family-friendly and intergenerational
- Celebrates Perth's heritage and culture
- Beautiful, clean and relaxing
- Healthy and active
- Vibrant and welcoming day and night
- Regarded by locals and visitors as a must-visit destination

APPENDIX B – ELIZABETH QUAY INFRASTRUCTURE MAP



APPENDIX C – ELIZABETH QUAY AVAILABLE SPACES MAP

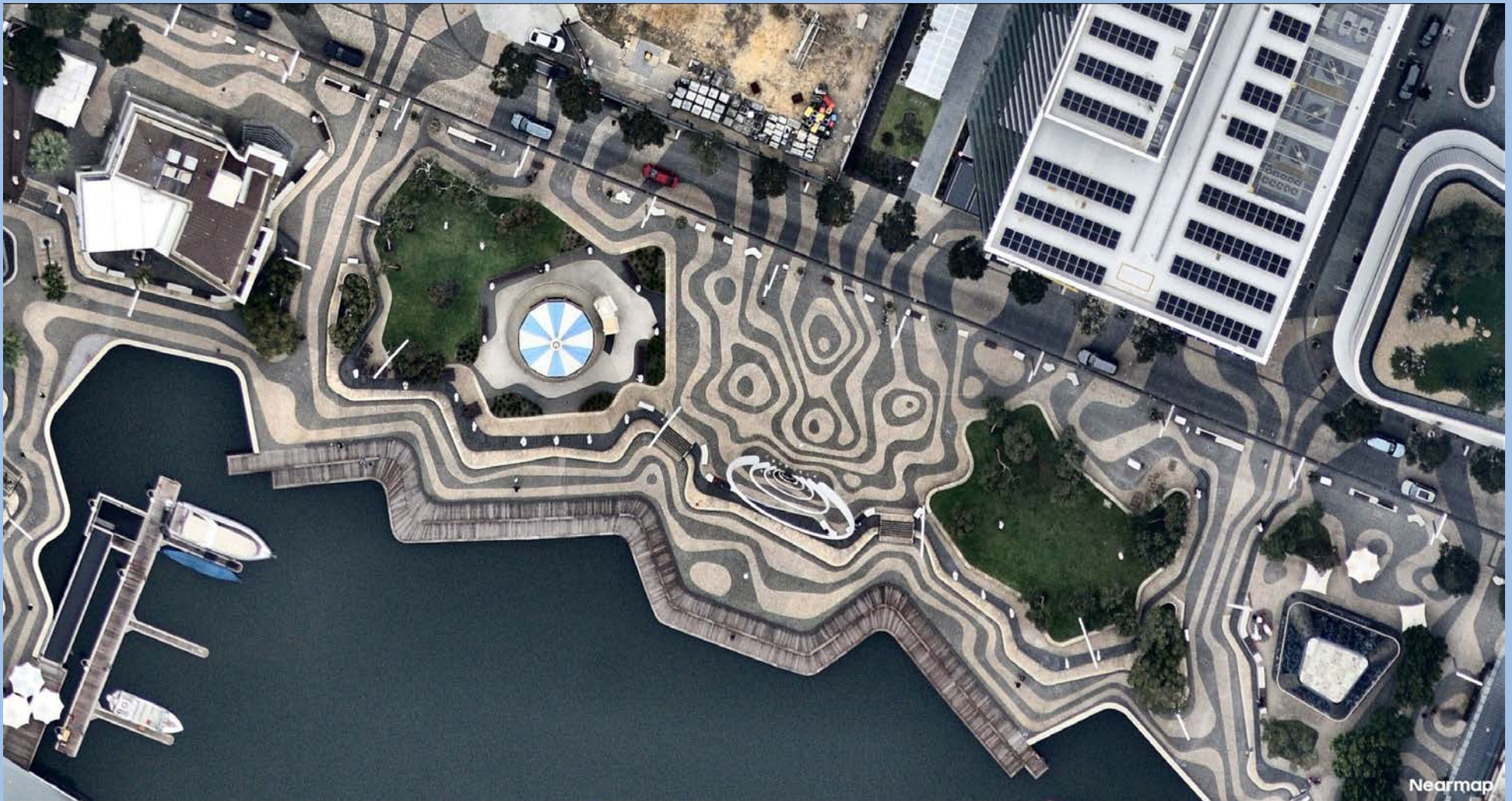


APPENDIX D – ELIZABETH QUAY AERIAL PHOTO (WHOLE PRECINCT)



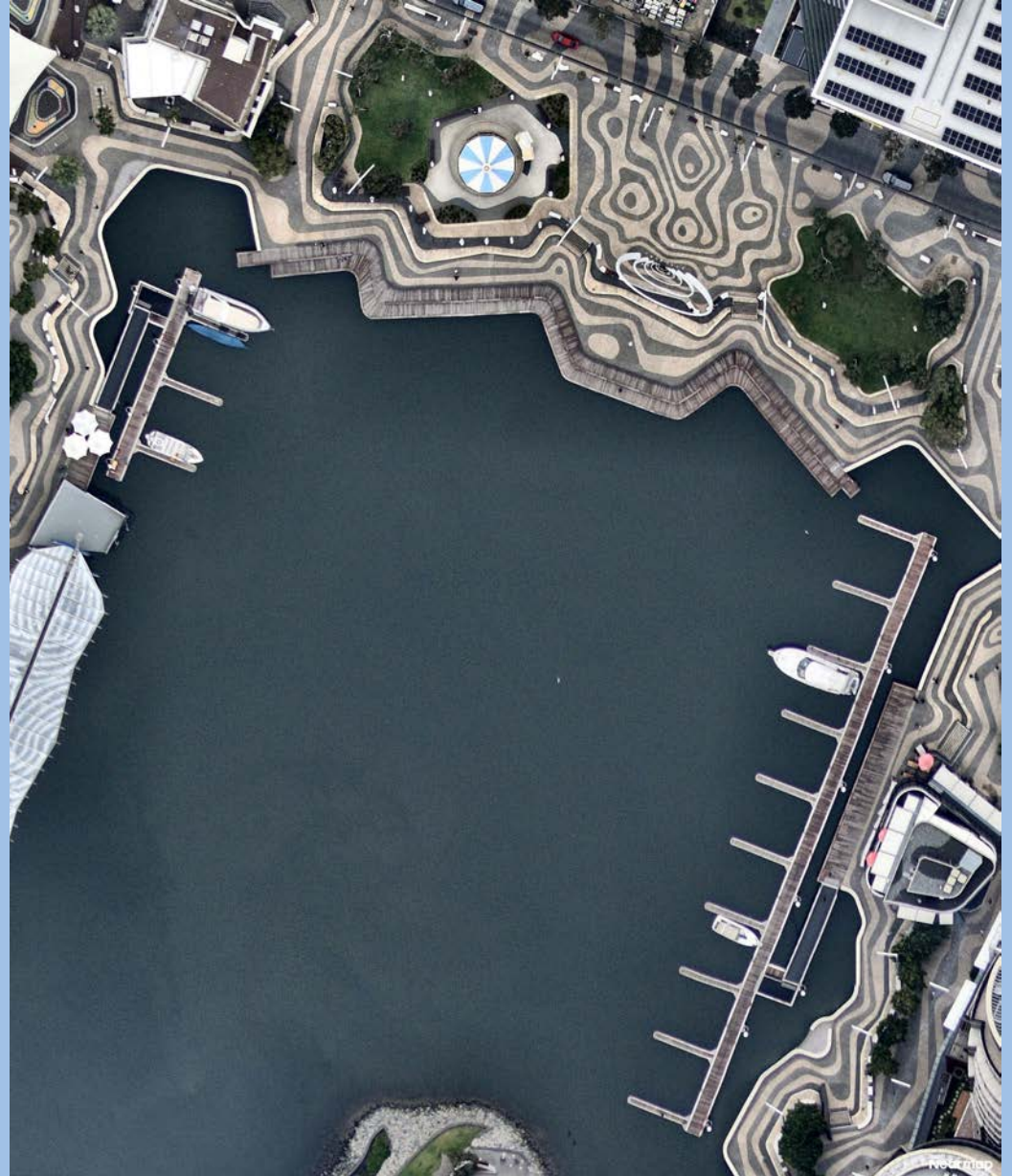
E — Q

APPENDIX E – ELIZABETH QUAY AERIAL PHOTO (THE LANDING)



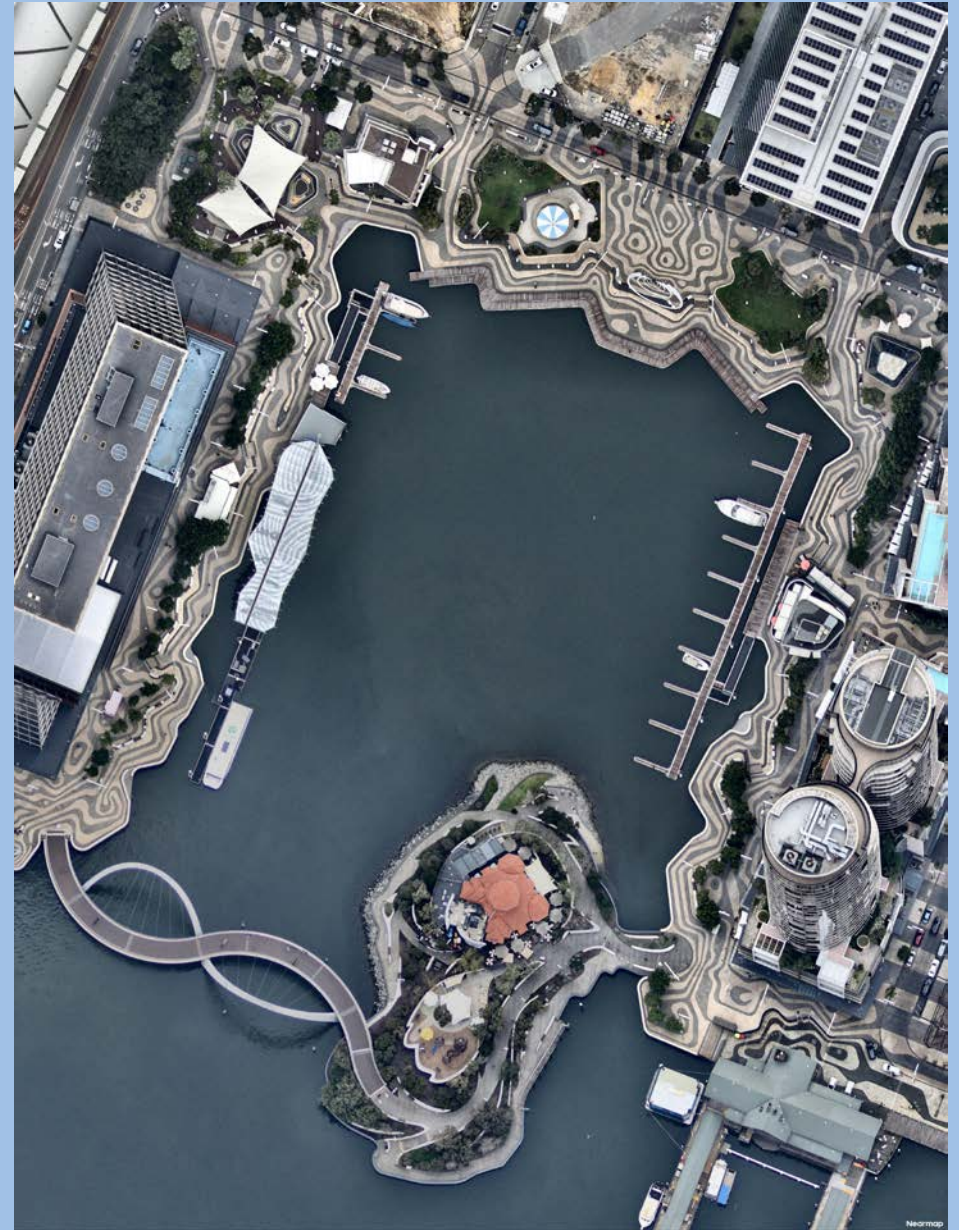
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APPENDIX F – ELIZABETH QUAY AERIAL PHOTO (WATER INLET)



E — Q

APPENDIX G – ELIZABETH QUAY AERIAL PHOTO (THE LANDING AND WATER INLET)



E — Q

APPENDIX H – AERIAL PHOTO (BARRACK SQUARE)



E — Q

ELIZABETH QUAY

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