

## Events

<b>Category:</b>	Community	<b>Version:</b>	1
<b>Date of Issue:</b>	01-11-08	<b>Contact:</b>	Operations Team Coordinator

### Purpose

To guide Northey Street City Farm to host safe and inclusive events that celebrate permaculture, our community and our diversity, as well as to ensure that we are well placed to host other groups' events here.

### Policy

1. Events should promote and celebrate diversity and sustainability, attainable by hosting events in partnership with multi-cultural groups, government groups and organisations that encourage such ideals.
2. Events are inclusive and no entry fees are charged. Costs are covered through donations, raffles, food and drink sales, and, where possible, grants and sponsorship.
3. Events should be advertised in an environmentally sustainable fashion: recycled paper flyers, radio and word of mouth, email, etc.
4. Events rely heavily on volunteer energy, above and beyond regular helpers. Larger events are supported by informal committees, which are open to anyone to join.
5. With larger events, there is scope for some part-payment to the activity coordinators, at the discretion of the Events Committee. This decision must be endorsed by the Operations Team and have an approved budget.
6. All large events should have a 'Plan B' that deals with location/entertainment etc., in the case of adverse weather/disasters.
7. Event Committees should estimate attendance numbers and provide appropriate facilities, including temporary toilet facilities where required.
8. The Event Coordinator is responsible for all waste management and should organise extra receptacles if needed. Part of the event planning process should include a post-event clean-up and recycling strategy.
9. Food or beverages are to be served in washable crockery where possible. For larger events, disposable containers should not be sold in polystyrene containers, and organisers should make every effort to minimise the generation of waste and litter (using organic, re-useable or compostable products) and encourage recycling by suppliers and patrons.
10. All Farm events are drug and alcohol free. The Event Coordinator takes responsibility for behavioural or safety issues, with support of the Event Committee members and other key Farm personnel.
11. The Event Committee should also be aware that legislation and council regulations apply to events, e.g., permits and regulations for road closure, fires, food stalls, amplified music.
12. The Farm members, as well as other community organisations, are welcome to use The Farm space for community and private events, arranged through the Operations Team. Costs for this are to be negotiated, but pricing should reflect an appropriate amount to cover the convenience of resources used (toilet, water, power, kitchen), any replacement or cleaning costs and any labour costs (someone to unlock, supervise etc.). In keeping with our community permaculture principles, pricing can also reflect the individuals/groups relationship and contribution to The Farm.
13. All neighbours (residential, sporting, business) are to be considered, informed and invited to events.

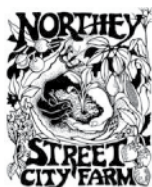


## policy and procedures manual

14. The Winter Solstice event provides for the “sharing of the surplus” through one-third of the profit made (up to \$600), which is provided to support an overseas permaculture activity.

### Procedures

1. See the Harvest Festival Guidelines or Winter Solace Festival Guidelines for detailed procedural information on these events. These documents can be obtained from the office.



northey street city farm

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• caring for people • caring for the earth • sharing the surplus •