



GREATER  
SYDNEY  
PARKLANDS

# Policy on the use of entertainment and other add-ons

Western Sydney Parklands and  
Parramatta Park

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# Objective

To effectively manage park visitor use of lands under the care and management of Greater Sydney Parklands (GSP).

## Introduction

GSP recognises the important contribution that access and use of open space has to the community. It welcomes, supports and provides opportunities for the community to initiate and participate in a variety of activities.

The increasing number of visitors using entertainment and other items within the park has raised several concerns for the community and park managers, including:

- equity of access – e.g., potential conflict with regular users, management of demand, domination and monopolisation of areas and use of public land
- impact on the park and assets – e.g., items being brought in causing damage to grass areas or other park facilities
- public safety and liability concerns – e.g., injuries to other park users
- impacts upon nearby residents, stakeholders and the public e.g., noise.

This policy addresses the need to manage and balance the use of entertainment and other items for booked activities in Western Sydney Parklands and Parramatta Park.

## Aims

In implementing this policy, GSP aims to:

- ensure equity of access to the park
- ensure the safety of participants
- ensure visitor activities do not impact turf and facility condition and maintenance
- minimise safety and public liability concerns
- appropriately manage the park to prevent conflicts
- minimise impacts on nearby residents, park users and other stakeholders.

## Scope

This policy covers all lands within Western Sydney Parklands and Parramatta Park under the care and management of GSP for all shelter bookings with entertainment or other add-ons.

## Groups excluded from this policy

This policy does not include the management of:

- leased or tenanted areas of Parramatta Park and Western Sydney Parklands
- entertainment and other add-ons at major events which are subject to specific licence conditions.

## Legislation and regulation

GSP is established under the NSW *Greater Sydney Parklands Trust Act 2022*. GSP is responsible for the long-term strategic planning and operational day-to-day management of Parramatta Park and Western Sydney Parklands.

The management of Parramatta Park is guided by legislation, most relevantly the *Parramatta Park Trust Act 2001*, and regulated by the *Parramatta Park Trust Regulation*

The management of Western Sydney Parklands is guided by legislation, most relevantly the *Western Sydney Parklands Act 2006* and regulated by the *Western Sydney Parklands Regulation*.

## Having entertainment and other add-ons

GSP understands that entertainment and other add-ons at your function can help to create a fun and memorable experience for you and your guests. To ensure the safety of you, your guests and other visitors the following items all require prior written approval from GSP:

- mobile zoos, reptile displays or any other animal display
- amusements (e.g.: soft play or giant games)
- amplified music, DJ, public announcement system or band
- single entertainer (e.g.: clown, fairy or magician)
- balloon garlands, backdrops or photo booths
- marquees, stalls or shade structures
- catering by commercial entities.

### ***Number of entertainment and other add-ons***

No more than 2 of the items listed above may be included in your shelter booking request for approval.

In addition to requesting the use of entertainment or other add-ons at your function, you can also request approval for the use of any of the following items:

- signage or power/generators
- vehicle access to grassed picnic areas.

If you want to have more than 2 entertainment or add-ons at your picnic shelter booking, then your booking request would be classified as a small event by GSP, which requires completion of the small event application form.

### ***Prohibited items***

The following items are prohibited to ensure the peaceful enjoyment of all guests. Please respect this environment when holding your event in the parklands.

Prohibited items:

- confetti, rice, flower petals, party poppers
- paint dyes, powders, smoke cannons
- helium balloons
- sparklers, fireworks
- thumbtacks, sticky tape, nails.

## Fees and charges

Where an entertainment or other add-on is approved for use, you will be required to pay the relevant site hire fee and the following additional fees:

- \$85 entertainment and other add-ons fee (per item)
- \$65 administration and processing fee
- \$350 bond (or credit card hold)
- any additional fees for vehicle access or power supply when access is required outside of standard shift times or for multiple vehicle access.

All fees quoted include GST and are subject to change.

### ***Applying for approval for the use of entertainment or add-on***

If you would like to have entertainment and other add-ons with your shelter booking, you will need to make an application via the GSP website.

All applications are assessed on a case-by-case basis and may require further clarification or information. Approval is not guaranteed.

Allow at least 10 days for your application to be processed.

## Vehicle access

Park visitors can drive into the park and use the internal roadway and marked parking bays without prior written approval.

Vehicle access to closed-off grassed picnic areas requires prior written approval and is only permitted at the Gawi Shelter or Mana Shelter in Parramatta Park or Acacia Shelter or Bung Shelter in Western Sydney Parklands for vehicles dropping off or picking up approved entertainment or other add-ons.

### ***Applying for approval***

When applying for approval please ensure you provide us with:

- a description of what the vehicle access is required for
- the number and types of vehicles that require access
- specific times vehicle access is required.

### ***Conditions of approval***

If approval is granted:

- it will be for specific vehicle/s and period, you will not be able to alter the vehicles or times of access without prior written approval
- the vehicle/s will be escorted/directed by the ranger, no access will be provided before the ranger is onsite.

# Amusements

Due to the greater risks associated with mechanical amusements and rides, we do not generally permit their use at functions relating to shelter bookings.

The use of inflatable amusements is not permitted.

Amusements like soft play and large outdoor games require written approval and are only allowed at specific shelters: Gawi and Mana shelters in Parramatta Park, and Acacia and Bung shelters in Western Sydney Parklands.

## ***Applying for approval***

When applying for approval please provide us with:

- a copy of the hire company's certificate of currency for public liability insurance
- information about the amusements including type, size and fabric
- any special access or other requirements.

## ***Conditions of approval***

If approval is granted:

- you must always ensure that the amusement is:
  - supervised by a qualified operator or suitable trained responsible adult
  - operated following the manufacturer's specifications and its Work Cover NSW Registration
- the certificate of currency for public liability insurance provided must be valid for the date the amusement will be in the park.

## Mobile petting zoos and reptile displays

Use of a mobile petting zoo or reptile display requires prior written approval and is only permitted at the Gawi and Mana shelters in Parramatta Park and Acacia and Bung shelters in Western Sydney Parklands.

Pony rides are not permitted. All reptiles must be non-venomous.

### ***Applying for approval***

When applying for approval please provide us with:

- a copy of the mobile petting zoo/reptile display company's certificate of currency for public liability insurance
- information about the type of animals, number of animals and size of enclosure
- any special access or other requirements.

### ***Conditions of approval***

If approval is granted:

- you must ensure that:
  - animals are always kept under control, are given adequate shelter and have a supply of clean drinking water
  - all waste, including straw/hay/bedding material is removed from the park
- it will be for a specific zoo or display, you will not be able to alter the number of animals, types of animals or enclosure size without prior written approval
- the certificate of currency for public liability insurance provided must be valid for the date the mobile petting zoo or reptile display will be in the park.

## Music, bands, DJs, public announcement systems

Park visitors can use small portable stereos, music players or radios at their function without prior written approval on the condition that noise is kept to a reasonable level that doesn't disturb other visitors.

Use of amplified music, DJs, bands and public announcement systems require prior written approval and are only permitted at the Gawi and Mana shelter in Parramatta Park and Acacia and Bung shelter in Western Sydney Parklands.

### ***Applying for approval***

When applying for approval please provide us with:

- detailed information about the type and number of equipment being used
- any special access or other requirements.

### ***Conditions of approval***

If approval is granted:

- it will be for a specific item (e.g., DJ or band), you will not be able to alter the item without prior written approval
- ensure that all speakers point towards the shelter/area being used and not towards other areas of the park
- noise must be kept to a reasonable level so as not to disturb other park visitors or neighbours
- the ranger has absolute discretion in determining whether interference or nuisance is taking place and may issue directions to any responsible person to take remedial action to reduce noise levels. It is an offence to fail to comply with the reasonable directions of an authorised officer and fines apply for non-compliance.



## Single entertainer

Use of a single entertainer (e.g.: clown, fairy, magician) is permitted within all bookable picnic shelters in Western Sydney Parklands and Parramatta Park. Written approval is still required.

### ***Applying for approval***

When applying for approval please provide us with:

- a copy of the entertainer's certificate of currency for public liability insurance
- details of their activity/performance (e.g.: performing magic tricks, balloon animals or craft activities)
- any special access or other requirements.

### ***Conditions of approval***

If approval is granted:

- it will be for a specific entertainer; you will not be able to alter the entertainer or the activities without prior written approval
- the certificate of currency for public liability insurance provided must be valid for the date they will be in the park.

# Shade structures, marquees and hired furniture

Park visitors can use a single domestic shade structure at their function without prior written approval if it is no larger than 3m x 3m, has no sides and is properly weighted down. No pegging is allowed.

Written approval is required for multiple structures, marquees or shade structures larger than 3m x 3m and is only permitted at the Gawi and Mana shelter in Parramatta Park or Acacia and Bung shelter in Western Sydney Parklands.

Use of hired services (e.g. pop-up picnic suppliers) or hired furniture (e.g. tables, chairs, barbecues, stages) requires prior written approval and is only permitted at the Gawi and Mana shelter in Parramatta Park or Acacia and Bung shelter in Western Sydney Parklands.

## ***Applying for approval***

When applying for approval please provide us with:

- a copy of the hire company's certificate of currency for public liability insurance
- size, dimensions and weight of the marquee/equipment
- confirmation of how it will be secured (e.g., weighted, no pegging)
- any special access or other requirements.

## ***Conditions of approval***

If approval is granted:

- it will be for a specific-sized structure, you will not be able to alter the size of the structure without prior written approval
- marquees can only be weighted (not pegged) following the manufacturer's instructions
- the certificate of currency for public liability insurance provided must be valid for the date they will be in the park.

# Catering

Park visitors can have food at their function without prior written approval.

Use of third-party catering suppliers, including, spit roast caterers, coffee/ice cream vans, food trucks, mobile pizza ovens and other catering services requires prior written approval and is only permitted at the Gawi and Mana shelters in Parramatta Park and Acacia and Bung shelter in Western Sydney Parklands.

## ***Applying for approval***

When applying for approval please provide us with:

- a copy of the catering company's certificate of currency for public liability insurance
- information about the type of catering and size of any equipment and structures
- any special access or other requirements.

## ***Conditions of approval***

If approval is granted:

- it will be for a specific caterer; you will not be able to alter the caterer or the type of catering without prior written approval
- the certificate of currency for public liability insurance provided must be valid for the date they will be in the park
- during '**TOTAL FIRE BAN**' periods only the park's barbecues are permitted for use. Fires of any kind are not permitted. On the day of your booking check the NSW Rural Fire Service website (<https://www.rfs.nsw.gov.au/>) for Total Fire Ban status. Heavy fines apply for noncompliance with the Rural Fires Act 1997.

# Signage

All park visitors can decorate picnic shelters with birthday banners, streamers and the like on the condition that they are tied to a picnic shelter with string or streamers and they are removed by the visitor before leaving the shelter. This does not need approval.

Use of political signs, promotional material, company banners or directional signage requires prior written approval and is only permitted at the Gawi and Mana shelters in Parramatta Park and Acacia and Bung shelter in Western Sydney Parklands.

## ***Applying for approval***

When applying for approval please provide us with:

- the type, number and size of all signs
- confirmation of where and how they will be displayed
- any special access or other requirements.

## ***Conditions of approval***

If approval is granted:

- it will be for a specific size and number of signs, you will not be able to alter the size, number or type of signs without prior written approval
- signs may be tied to a picnic shelter with string or be free-standing
- the signs must be taken down and removed at the end of your booking.

# Backdrops and balloon garlands

Use of backdrops and balloon garlands are permitted within all bookable picnic shelters in Western Sydney Parklands and Parramatta Park. Written approval is required.

## ***Applying for approval***

When applying for approval please provide us with:

- a copy of the hire company's certificate of currency for public liability insurance
- the type, number and size of items
- confirmation of where and how they will be displayed
- any special access or other requirements.

## ***Conditions of approval***

If approval is granted:

- it will be for a specific size and number of items, you will not be able to alter the size, number or type of item without prior written approval
- it may be tied to a picnic shelter with string or be free-standing
- it must be taken down and removed at the end of your booking
- the certificate of currency for public liability insurance provided must be valid for the date the item will be in the park.

## **Review**

This policy will be reviewed every 2 years or as determined by GSP.

## **Responsibility**

The Senior Manager, Visitor Services, is responsible for the overall management of this policy.

## **Further information**

For further information or enquiries about entertainment and add-ons, please contact GSP at:

### **Western Sydney Parklands**

Phone: (02) 9895 7500

Email: [bookings@wspt.nsw.gov.au](mailto:bookings@wspt.nsw.gov.au)

### **Parramatta Park**

Phone: (02) 9895 7599

Email: [bookings@ppt.nsw.gov.au](mailto:bookings@ppt.nsw.gov.au)