

Event Proposal

Coca-Cola Christmas in the Park

Name of activity:	Coca-Cola Christmas in the Park
Organiser:	John Searle (on behalf of Alan Smythe, Special Events)
Phone:	021882444
E-mail:	john@bestevents.co.nz

Event Summary

Annual Christmas celebration bringing together family and friends and showcasing best of NZ talent. Free entry, large scale Christmas concert - stage and set for performers (singers, dancers), concessions, hospitality, amusements, special effects.

Sport Schedule:

Similar to the 2016 event, a schedule will be developed to enable sport to coexist as much as possible alongside the event.

SITE DETAIL



Traffic Management

<p>Road closures:</p>	<p>Traffic Management Plans to be submitted. Anticipated closure to be:</p> <p>On Saturday (event day) the following roads are expected to be closed from 6:00am until 12am.</p> <ul style="list-style-type: none"> Football Road, Grandstand Road North, Grandstand Road South, Kiosk Road, Wintergarden Road, Little George Street, The Crescent (between Kiosk Road and Football Road). <p>The following roads are expected to be closed from 4:00pm until 12am on Saturday, event day</p> <ul style="list-style-type: none"> Domain Drive (between Parnell Road and Park Road), Lovers Lane, Lovers Lane car park, Lower Domain Drive, The Crescent (between Football Road and Domain Drive), Cenotaph Road, Museum Circuit Road, Maunsell Road Extension, Maunsell Road, Titoki Street, George Street (between Parnell Road and Carlton Gore Road), Park Road (between Grafton Road and Khyber Pass Road), Glasgow Terrace, Boyle Street, Morgan Street, Kingdon Street (between Khyber Pass Road and Short Street), Carlton Gore Road (between Davis Crescent and Park Road). <p>Park Road (between Khyber Pass Road and Carlton Gore Road) is expected to be closed from 9.40pm to 12am as part of the fireworks exclusion zone.</p> <p>Grafton road is expected to be closed for 30 minutes post event at approx. 10.15pm to assist with crowd egress.</p> <p>Grafton Bridge access will be closed to public vehicles on the event day, between 4:00pm until 11:00pm. It will remain open only for pedestrians, cyclists and emergency services between those times.</p> <p>The Air Training Corp (ATC) Cadets will be monitoring the roadblocks and vehicle checkpoints until 7.30pm as they have done in previous years. The key contact is Ben Wells, 021 449 737. At 7:30pm when the cadets finish, the management of these check points will be manned by Evolution Road Service staff.</p> <p>Event marshals will patrol the rear aisles, lost kids, front of house and the fireworks launch site.</p>
<p>Parking restrictions/ Advisory Signage:</p>	<p>Parking restrictions from 6:00am Sunday, prior to the event until Tuesday, following the event are requested on the following roads: Grandstand Road South (Police and authorised event vehicles only), Kiosk Road (authorised event vehicles only).</p> <p>Parking restrictions from 4:00pm until 11:00pm event day are requested on the following roads: Carlton Gore Road, Cenotaph Road, Lovers Lane, all parking areas within the Lovers Lane car park, Museum Circuit, Maunsell Road Extension, Park Road, Titoki Street.</p>
<p>Public transport:</p>	<p>Special event services will be operating on the night: Additional LINK service buses will be operating.</p> <p>Buses picking up and dropping off on The Crescent. Trains will be departing from both the Newmarket and Grafton Stations. Details on the services will be available on www.at.co.nz closer to the date.</p> <p>Auckland Council Arboriculture Specialist will be requested to ensure that tree branches over The Crescent and Lower Domain Drive are not overhanging at a height that will impede safe bus parking and egress along those routes.</p>

Crew parking:	The Duck Pond car parks (approximately 30 car parks) will only be available as overflow parking for crew, participants and mobility parking. Crew will also park in reserved car parks in the Sensory Gardens area.
Mobility parking:	Mobility parking will be available on the lower end of Carlton Gore Road. The car parks at the Domain Drive/Kiosk Road/Grandstand Road intersection will also be used for mobility parking. Able-bodied drivers are asked to drop off passengers with disabilities and then park away from the Domain perimeter due to limited numbers of parks for disability drivers.

EVENT OPERATIONS

Pack in / Pack out:	<p>Pack in: The event organiser would like to mark the site out on Friday prior to the event between 9.00am and midday.</p> <p>Construction of the stage and associated structures begins on Monday following the event.</p> <p>Trucks delivering the containers and equipment will be driving onto the sports fields from the Domain Drive/Kiosk Road/Grandstand Road intersection and via ramp onto fields cnr Grandstand Road South and Football. Vehicle access routes will be around the perimeter of the lower sports fields as agreed at the site handover.</p> <p>Sports clubs/games booked on this site during pack in period will specifically been advised by Council's Community Facilities Department they are able to use the sports field up until and on Thursday prior the event with play able to resume Thursday 14th following the event.</p> <p>Main Event: The concert will begin at 7.30pm and will be completed by 10:10pm</p>
Vehicle access:	Vehicle access to the Domain sports fields is required for the duration of pack in / event / pack out. Vehicle access is also required to Grandstand, upper field toilet block, old Arborist office corner Grandstand Road South.
Noise / Amplified Sound:	Live band and PA system will in operation 7:00pm - 10:10pm on event day. Additionally on Thursday prior to event day (afternoon) there are sound tests prior to first rehearsal on Friday prior to event day
Ground protection:	<p>Pig tail fencing or coning off the artificial cricket pitches during pack in and pack out requested to reduce risk of turf damage. Cricket wickets to be cordoned include 7 through 16 as shown below.</p> <p>Auckland Council Community Facilities team to cover pitches for event with covers</p>



<p>Waste management:</p>	<p>A waste management plan is to be submitted to the waste team at Auckland Council for their approval.</p> <p>The Domain and the surrounding streets will be included in the footprint of this plan, as per the 2016 event. The post event clean is to be completed by Tuesday</p>
<p>Food stalls:</p> <p>Catering / BBQs:</p>	<p>Food and soft drink concessionaires will be operating in the Domain. All concessionaires will be licensed. List requested and will be submitted for review closer to event date.</p> <p>The caterer for the corporate hospitality and back stage areas will be the Compass Group, who will provide all food and alcoholic beverages under a special liquor licence as requested by the NZ Police. The corporate area is by invitation only.</p>
<p>Liquor Ban:</p>	<p>The Council approved liquor ban will be in place once again for this year's event across the entire park.</p>

	<p>The ban includes surrounding streets from the main transport hubs that lead to and from the event. The ban will be actively monitored by Council licensing and compliance Staff as well as event security and the NZ Police.</p> <p>The ban will be in place from 4:00pm on Saturday event day to 7:00am on Sunday, the following day</p>
Alcohol:	<p>Supplied: Yes Sold: No</p> <p>The caterer for the corporate hospitality and back stage areas will be the Dawsons Catering limited, who will provide all food and alcoholic beverages under a special liquor licence as requested by the NZ Police. The corporate area is by invitation only.</p>
Trading:	<p>Yes. Food and soft drink concessionaires will be operating in the park - no liquor will be sold at the event.</p>
Resource Consent:	<p>Resource consent will be obtained by Van Tiel pyrotechnics for the firework display.</p>
<p>On site Operations:</p> <ul style="list-style-type: none"> • Amusement Equipment • Aircraft / Drones • Fireworks • Hazardous substances • Other 	<p>Amusement Equipment Amusement devices will be provided by Mahon's Amusement Devices. All amusement devices will have the necessary Ministry of Business, Innovation and Employment permits.</p> <p>Bouncy Castle Bouncy castles will be onsite. Event organiser will be sent the 'Land-borne Inflatable Operational Guidelines'. Dimensions of inflatables and provider details will be requested. Safe operation practices of these devices will be included in the Event Safety plan.</p> <p>Fireworks The fireworks will be provided and delivered by Van Tiel Pyrotechnics, and will be launched from the wooded bank behind the grandstand. To ensure spectator safety, Carlton Gore Road will be closed to the public for the duration of the display and opened immediately following, the all clear, from the Van Tiel Pyrotechnics.</p> <p>Accessible Area An accessible area will be set aside directly in front of the stage for those with disabilities and their families. Within this area will be several accessible Portaloos.</p> <p>VIP Area The VIP area will be located directly in front of the stage and fenced from the rest of park with low level crowd control barriers.</p> <p>Charity This year's charity collection is for Youthline. Volunteers will be in clearly identifiable t-shirts and will have labelled buckets for collecting donations.</p>

Facilities/Utilities

Portaloos/Toilets:	<p>Existing Toilets Access: No</p> <p>It is anticipated that there will be 200 portables, 8 urinal units, 2 accessible toilets for the public areas, and 4 multi-pan units for each corporate hospitality areas and 4 in the back of house area. These will be monitored, cleaned and serviced throughout the evening. Pack in from Thursday 7th December and pack out Sunday 10th December.</p>
<p>Structures:</p> <ul style="list-style-type: none"> • Fencing • Marquees / EZI-ups • Gantries • Staging • Bouncy castles • Other 	<p>Marquees:</p> <p>12 x (6m x 6m) 1 x (6m x 9m) 3 x (6m x 3m) 2 x (5m x 5m) 1 (10m x 30m) – Corporate area 1 x (10m x 10m) – Corporate area 5 x (3x3 EZI-ups) – For charities</p>

	<p>Stages: 1 x (15m x 12m)</p> <p>Chairs/tables: - No. of chairs: 650 - No. of tables: 80</p> <p>Fencing: - Type: picket, 2m, 1.8 and 1.2m - Meters: 1000m</p> <p>Other: Signage, lighting scaffold tower, Xmas tree</p> <p>The front of house event structures include but are not limited to:</p> <ul style="list-style-type: none"> • Main stage 12m high covered, 15mx12m • Lighting and sound towers • Filming platforms • Christmas tree • Marquees ranging from 3x3 up to 30x15 <p>The back of house event structures include but not limited to:</p> <ul style="list-style-type: none"> • 3 x OB trucks • 2 x porta coms for the On Site Operations Centre (OSOC) • 12 x marquees sizes to be confirmed (performers)
Building Consent:	Building Consent applications will be lodged for the Stage and Marquee/Christmas tree.
Signage:	A range of commercial branding and signage associated with this event will be erected around the Auckland Domain. Signage, reminding attendees that the event is alcohol free. The legal liquor ban signage will be erected to inform patrons of the liquor ban.
Lighting:	Yes - 8 light towers. There will be lighting on site as part of the staging etc.
Electricity / Gas/ Power / Generator:	Power Access: Requesting access to power box outside Arborist shed for pack in power Generators: 2 x 400 KVA; 1 x 45 KVA

Health and Safety

Health and Safety plan:	Event safety plan will be submitted to the Auckland Council Health and Safety Advisor for review.
Lost Kids:	Professional staff will manage and operate the Lost Kids tent from 3:00pm. The area will be identified by a large balloon with clear 'Lost Kids' signage. Lost kids are registered and the name of the person picking them up is recorded. In the event that any children remain in the tent after midnight, the NZ Police will assume responsibility for the children.
Security:	<p>Platfrom4 Group has been appointed to provide security service for this year's event. They were the security company at the 2014/15/16 events.</p> <p>The security plan will for the third year have an expanded a pre and post event, external environments security presence, and active liquor ban enforcement by NZ Police.</p> <p>The event command and control structure will be developed in consultation with the NZ Police.</p> <p>Various security passes will be issued; these will be required on the day of the event to access secure areas. Passes are also required for vehicles to enter the park from 7am on the day of the concert.</p> <p>Security will be on site from the commencement of pack in for asset protection including the heritage gates at the entrance to the Domain and the cenotaph and museum</p>

	surrounds. The museum has advised that they will also have a security presence around the museum.
Police	Police arrangements to be confirmed. Anticipated support: They will be in attendance and will have a communications base near OSOC.
St Johns	St John will be in attendance, they will have a communications base next to the On Site Operations Centre (OSOC), with the main operational base and clinic backing onto Kiosk Road.
Public Liability Insurance:	Requested.

EVENT COMMUNICATIONS

<p>Local notification:</p> <ul style="list-style-type: none"> • Event letter drop • Advisory signage/mechanisms • Public notices 	<p>Residents and businesses surrounding the Domain will receive event notification by the way of letter drop 2 weeks prior to the event day.</p> <p>Road closure notices will be published as per traffic management requirements.</p> <p>Key effected stakeholders will receive notification from ACE events.</p>
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