



Lardner Park

Event Manual

Your guide to running an event at Lardner Park



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Welcome

Thank you for choosing to hold your event at Lardner Park, Gippsland's largest and most versatile indoor and outdoor exhibition and event venue.

Boasting 300 acres of versatile landscapes and over 5,000sqm of flexible undercover facilities, the property is home to a variety of diverse events and activities held throughout the year.

Our friendly and experienced team are committed to working with you to maximise the success of your event.

To assist you with the safe and efficient management of your event, we encourage you to read and refer to the information outlined in this Event Manual. The Event Manual provides you with important details about Lardner Park, the facilities and services provided, plus important contacts to note during your event.

As the nominated event organiser, it is your responsibility to ensure that the requirements set out in Lardner Park Event Manual are observed and performed by yourself, all exhibitors, patrons, contractors, sub-contractors, associates, and their agents. For more detailed information regarding Lardner Park including operating procedures, please contact our office on 03 5626 1373.



Purpose of the manual

This event manual provides you with the important information needed to plan and deliver your event. It contains key details about Lardner Park and our facilities and services, including operating procedures as well as technical details.

Please ensure that the requirements set out in the manual are observed and performed by all exhibitors, contractors, sub-contractors and event staff.

Updates to information in this manual

The information contained in this manual is current however it may be necessary to issue updates and/or changes to information from time to time. Please ensure you refer to the documents provided to you for the most up to date information for your event.

For more detailed information about any area of the venue or our operations, please contact our Events staff.

V2 – June 2020

Location

Street Address

Lardner Park, 155 Burnt Store Road, Lardner 3821

Postal Address

PO Box 366, Warragul 3820

General Office Hours

8:30am – 5:00pm Monday to Friday (closed public holidays)

Phone: +61 3 5626 13 73
Email: office@lardnerpark.com.au
Website: lardnerpark.com.au
Find us on Facebook: @LardnerPark
Find us on Instagram: @lardnerpark

Key Contacts

Chief Executive Officer Craig Debnam E: craig@lardnerpark.com.au P: 0418 515 166	Marketing Manager EA to the CEO Jo Kingwill E: jo@lardnerpark.com.au M: 0407 230 043
Events Manager Pam Ryan E: pam@lardnerpark.com.au M: 03 5626 1373	Finance Manager Barbara Johnson E: barbara@lardnerpark.com.au P: 03 5626 1373
Property Manager Anthony Willems E: anthony@lardnerpark.com.au M: 0408 624 620	Sales Coordinator Alison Green E: alison@lardnerpark.com.au M: 0423 161 226

Map



Travelling to Lardner Park

Situated 12km from Warragul and just over an hour from Melbourne, Lardner Park is conveniently located and easily accessible from the M1 freeway.

From Melbourne:

Take the first exit to Warragul and within 1km of the exit turn right onto Lardner's Track. Follow Lardner's Track for approximately 14km and then turn right onto Burnt Store Road.

From Gippsland:

Coming from Traralgon, take the first exit to Warragul (hospital exit). At the end of the exit ramp there is a roundabout, proceed straight through going past the hospital on your left. Follow Warragul-Lardner Road until you reach a T intersection. Turn left onto Lardner's Track. Follow Lardner's Track along and then turn right onto Burnt Store Road.

Rail

Our closest stations serviced by the V/Line rail services are Drouin and Warragul. Services run regularly between Melbourne and Traralgon, departing from Southern Cross Station and Flinders Street. For timetable information visit <https://www.vline.com.au/Timetables/Train-coach-timetables>

Taxi or UBER

Ask your driver to drop you off at Gate 1 or 4 (event dependant).

Parking

There are multiple car parking areas within the Lardner Park grounds. Please discuss your requirements with your LP Event Manager.

Accessibility

Lardner Park is an accessible venue. We work hard to provide an inclusive environment and to address the needs of all visitors, contractors and employees. Please discuss specific requirements with your LP Event Manager.

Accommodation

There is a range of accommodation establishments close by to Lardner Park. You can visit www.visitbawbaw.com.au/stay for a list of local options. On-site camping and glamping at Lardner Park may also be available for certain events, please talk to your Event Manager for more information.

Advertising and Marketing

Event Organisers may use the Lardner Park logo for event marketing, subject to approval from the Lardner Park Marketing Manager. An official Style Guide can be provided to ensure accuracy in marketing and design.

Any marketing collateral produced for your event using branding or referencing to Lardner Park, must be approved by the Lardner Park Marketing Manager prior to distribution/production.

Lardner Park offers a number of promotional opportunities including website listings, social media features and newspaper advertising. Please provide detail and imagery of your event to the Marketing Manager for consideration and action.

If you require referrals to local media businesses for promotion of your event, the Marketing Team will gladly assist.

Lardner Park is active on a variety of social media channels including Facebook, Instagram, LinkedIn, YouTube and Twitter. Please ensure you “like” and “follow” our pages.

ATM Facilities

Unfortunately there are no permanent ATM facilities on site. Some events do provide temporary facilities so please ensure you check prior to arriving or come prepared.

AV

Lardner Park has a preferred supplier for all audio-visual requirements. Your Event Manager will be able to discuss the options available to you for AV and production needs.

Building hand-over

Lardner Park and the Event Organiser will schedule an inspection of the hired venue/s prior to your bump in to verify the condition of the venue and confirm all services have been delivered. Once complete, the building will be handed over to you for the duration of your event hire term.

Building / Smoke Isolations

When undertaking certain activities in the Event Centre, the fire alarm/smoke detectors will need to be isolated; this includes cooking, smoke machines, pyrotechnics and vehicle movements within the building. Event organisers will need to provide a SWMS / Risk assessment prior to use; the organiser will need to have a suitably qualified person to act as fire warden during the period of isolation. Alternatively, Lardner Park can provide a suitably qualified person to supervise.

Bump in & out

During event bump in and out on events which include high-risk works including marquees, temporary structures, fencing etc. the site is considered by Worksafe a construction site. All personal onsite must be dressed appropriately with correct PPE including Hi-Vis, appropriate footwear etc.

Burnt Store Art Space

The Burnt Store Art Space is a collective of local Gippsland artisans, showcasing their art through a variety of mediums to guests and visitors at Lardner Park. The Art Space is located within the foyer of the Events Centre. Lardner Park is proud to provide this space and support the artists who have generously pledged 20% commission from the sale of art to be donated to the West Gippsland Hospital and the Neerim District Soldiers Memorial Hospital.

If you are exhibiting or utilising the foyer area for your event, please refrain from touching, covering or moving any of the art work without prior approval from the Marketing Manager. Signs or banners must not impede or impose viewing of the art.

All art on display is available for purchase, please contact the Marketing Manager if you have an interested buyer.

Car Parking

Lardner Park has multiple options for event parking and finding the best option for your event will be discussed prior to your event. Once the parking plan has been determined, they are not to be altered or changed by the Event Organiser unless permission has been received by the Lardner Park team.

Lardner Park has parking contractors who will assist with parking on the day of your event if determined to be necessary by Lardner Park; costs will be negotiated on an event by event basis.

Catering

Khan's Hospitality Services have the sole catering rights to all food and beverage products for functions held within the Lardner Park Event Centre. For all events held on the property, food and beverage sales must be negotiated with your Event Manager. No catering or food trucks can come on site without the prior knowledge and approval of Lardner Park.

Cleaning

All events and functions held solely within the Lardner Park Event Centre or Boardroom, will be cleaned by our Lardner Park cleaning team. However, facilities should be left in a clean and tidy manner prior to leaving.

For all events held throughout the property including any of the exhibition spaces, cleaning is the responsibility of the event organiser including waste removal. Lardner Park is happy to take care of all cleaning and waste removal needs if you desire, fees and charges will be negotiated prior.

Should you choose to use your own event cleaning team, the property including all buildings must comply with a determined level of cleanliness. The property and all buildings used must be handed back to Lardner Park in pre-event condition, in the instance that this does not happen fees and charges will apply.

Contractors & Exhibitors

Lardner Park has a duty of care under the Occupational Health & Safety Act 2004, that all contractors engaged for your event must be pre-approved by Lardner Park prior to the commencement of any works. All contractors must complete the Lardner Park induction and sign in and out on arrival and departure of the site.

Any Contractor or Exhibitor coming onto the site in any capacity must provide a copy of their Public Liability Insurance (coverage to \$20 million).

Any contractor completing high-risk works or works requiring a licence must provide a copy of their licence, risk assessment or safe work method statement prior to the commencement of works.

Damage

An appraisal of any damage caused during an event will be documented and photographed where possible. Any costs incurred to amend or reinstate the property or facilities to their original condition will be on-charged to the Event Organiser.

Deliveries

Deliveries may only be made to the venue during the scheduled bump-in times for your event. Deliveries should be addressed to:

Lardner Park

Event Name (*please note your event name here*)

Gate 4, 155 Burnt Store Road Lardner 3821

Please ensure each item dispatched to Lardner Park has been labelled with the following details:

- Company name and stand number
- Contact person and contact number
- Name of exhibition/event

Please Note: Lardner Park staff are not authorised and are unable to sign for the delivery of any goods, packages or other materials on behalf of any exhibitor.

Delivery drivers and couriers must comply with all posted or verbally enforced speed restrictions and directives of Lardner Park staff, contractors or appointed representatives.

Driving onsite

All internal roads at Lardner Park are limited to 10km/h (walking pace). Please be aware of pedestrians and other vehicles while onsite. During events, the **pre-defined event space** is a no vehicle area, golf carts and some RTV's are excluded. Talk to your Event Manager if you need golf carts and we will organise (charges will apply).

Electrical

Any electrical power connections excluding standard plugs/ leads must be performed by Lardner Parks nominated licensed electrical contractor.

Any electrical items brought on site must be tested and tagged to Australian Standard AS/NZS 3760. All temporary items or hired products must have a three-month test period.

Emergency Evacuation

Emergency evacuation procedures are tailored according to the event location on the property. Your Event Manager will discuss and provide you with a plan prior to commencement of your event.

Events Centre

For those utilising the Events Centre, please note that we do not permit candles, open flames or confetti in the building. We also ask that you not use sticky tape or adhesives on the walls or glass.

Event Sign-off

A preliminary inspection of your event set up will be carried out at the completion of bump-in by the Lardner Park Operations Manager, in conjunction with the event organiser or representative. A copy of the event sign off report will be signed by the organiser, acknowledging any items of concern or action and committing to the rectification of these items before the event officially commences.

Once completed, Lardner Park will notify you that the event complies with Lardner Parks Licence Agreement and is approved to open.

A Lardner Park Electrical Safety Certificate must be completed by contractors after any electrical installation works are carried out. Lardner Park have preferred Electrical Contractors, please discuss with your LP Event Manager if electrical works are required.

Exhibits Requiring Approval

Please refer to the following conditions for items being displayed while at Lardner Park:

Animals

- Domestic animals, excluding guide dogs, are not permitted onsite unless as a pre-approved exhibit, activity or performance
- All permitted animals within the licensed area must be on a leash, or in an enclosed pen under the control of a handler at all times
- All approved animal exhibits, activities or performances must comply with the Victorian Prevention of Cruelty to Animals Act 1986 and Victorian Prevention of Cruelty to Animals Regulations 2008

Amusement Rides and Devices

- No mechanical or inflatable amusement rides or devices are to be used in an event without Lardner Park approval. If you intend to use such amusement equipment, approval must be sought in writing from the Event Manager no less than 21 days prior to an event.

Cooking within Buildings

- Cooking of food on stands is possible however prior approval must be obtained from Lardner Park.
- Fire Alarm/smoke detectors will need to be isolated, and the cost for a Fire Warden must be paid for by the Event Organiser.
- All current food regulations must be adhered to and a 2.3kg dry powder fire extinguisher compulsory.
- No naked flame or coal BBQ's are permitted to be operated within venue buildings.
- All LPGas appliances must be compliant with the Energy Safe Victoria - Code of Practice for the Safe Use of LPGas at Public Events in Victoria
- No gas is permitted to be stored in venue buildings overnight and must be removed to secure storage and reconnected the next day.

Water/ Fire/ Moving Equipment

- Displays involving moving equipment, fire or heat, machinery and water likely to injure a member of the public must be separated from the public by a physical barrier and be attended at all times
- Risk analysis and injury mitigating measures are to be provided
- Displays using water must gain approval
- Adequate provision must also be made to protect flooring and prevent any water leakage
- Exhibitors will not store or display any item in aisle ways, and all parts of the exhibit must be kept within the allocated area.

Products for Sale

- All products sold from exhibition stands at Lardner Park must comply with the Australian Competition & Consumer Commission (ACCC), definitions and guidelines as defined by the "Competition & Consumer Act 2010".

Weapons, Offensive or Explicit Material

- Any requests to include weapons as part of a display must be submitted in writing to the Venue Event Manager for approval
- It is your responsibility as the Event Organiser to ensure the Venue Event Manager is informed of any potentially offensive or explicit display material or activity.

First Aid

Lardner Park will advise if your event is determined to require a first aid presence. Lardner Park has its preferred first aid supplier which is recommended. If you choose to engage your own, they must have nominated trained first aid person/s available to respond to any medical incident at any time during event hours including bump in and out.

First aid providers and the event organiser are required to provide all the necessary equipment to fulfil the role and allocate a suitable location within the property for the provision of service. Any incident that occurs on-site must be notified to Lardner Park, and all paperwork must be forwarded as soon as practicable.

Any requests for Ambulance Victoria to attend site, must be notified to the Lardner Park team immediately.

Food & Beverage Sampling

The “Food Act 1982” and the “Liquor Control Reform Act 1998” apply to all events held at Lardner Park. No exhibitors shall distribute, sell or give away any item of food or drink to visitors without the prior approval of Lardner Park. Generally, Lardner Park will not object to the distribution by exhibitors of food items, used as a means of demonstrating any product manufactured or supplied by the exhibitor, forming part of the exhibition. However, the sale of such products are not permitted without prior approval. All applications for sampling of food & beverage products must be submitted in writing to office@lardnerpark.com.au prior to the event.

Food Safety and Sampling

- Any exhibitor wishing to supply food samples must be registered on Streatrader. If you are not registered, you can create an account and apply on <https://streatrader.health.vic.gov.au>
- The Victorian State Government food and liquor regulations require event exhibitors handling and serving food or beverage items to have washing facilities on their stand. The basin must be accessible at all times, be equipped with soap and paper towels, and a bin provided for disposal of used paper towels
- If preparing food samples onsite, you need to provide facilities to clean and sanitise food utensils and equipment like cutting boards etc and for the disposal of waste water
- Food should be served to customers by a member of your staff and disposable gloves, tongs and utensils used to minimise direct handling of food
- Protective barriers must be provided to minimise the likelihood of contamination by customers and ensure that any food on display is effectively supervised
- Tastings are to be served on clean plates with single serve toothpicks already in the individual food pieces

- Only display small amounts of food. Never allow customers to “double dip” or to touch food with their hands
- High risk foods must be chilled, and quantities kept to a minimum. Throw out food that has been out of refrigeration for more than 4 hours
- Samples must be given away free of cost and portions must be of a tasting style and size only, no larger than 50ml for beverages. Such samples must be items that registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business.

Alcoholic and Non-Alcoholic Beverage Tastings

- All sites intending to sample liquor (including wines, beer, aperitifs and liquors), must obtain a Limited Liquor Licence for the duration of the event. Visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website at www.vcglr.vic.gov.au to apply. Late applications may not be accepted by the VCGLR
- Possession of alcohol outside a licensed area is not permitted
- Any member of staff distributing liquor for sampling must have completed a “Responsible Service of Alcohol” qualification and monitor how many samples they distribute to the same individual
- Single-use (disposable) cups/glasses should be used and thrown away after use, they should be stored upside down and covered until required and be handled carefully to minimise the risk of contamination

Furniture, Staging and Equipment Hire

Lardner Park has a range of indoor/outdoor furniture and stages available for hire. Furniture options and charges can be discussed with your Event Manager.

Draping

When draping a space, please ensure all emergency exits are kept clear. Drape must not be positioned across exit doors. Drape Baffles may be setup to mask sight lines whilst keeping access open to exits. Temporary illuminated exit signs must be installed in all areas where the permanent sign has been covered.

Floor Plans

Floor plans are required to be submitted to Lardner Park for approval prior to an event being confirmed. Final plans must be submitted no later than 14 days prior to the event bump in date. Floor plans should be submitted in an electronic format and include the following:

- Event name
- Event dates
- Contact person
- Event space
- Maximum capacity / occupancy / expected foot traffic / visitors / clientelle
- Staging, backdrops and any other props
- Location of exit signs
- Version number / drawn date

The following general design requirements apply to all floor plans:

- Items such as audiovisual and electrical cupboards, air returns and fire hydrants need a minimum of 1m clearance on either side.
- Clear access to emergency exits, toilets, public and house telephones and lifts must be maintained

Note – The layout and configuration of the area will affect the maximum number of occupants that can be accommodated. Lardner Park may request amendments to the capacity or occupancy noted on the floor plan before providing written approval.

High-Risk Works

Any event that requires the use of any licenced equipment forklifts, cranes, EWP's etc. must have a licenced driver and provide a copy of their licence and Public liability insurance prior to commencing works. Appropriate PPE must be worn at all times. High-Risk works can only take place on site during daylight hours.

How to Avoid Damages

Most damages that occur at Lardner Park can be avoided through sound management of exhibitors, staff and contractors. The following are commonly found issues;

- Surface damage due to fixing items to building walls, pillars and ceilings
- Oil spills from forklifts, generators and or vehicles

Trucks/ EWP hitting building beams or gates

- Forklifts and pallet jacks trying to fit through doorways
- Unprotected floor and grass surfaces
- Speed causing crash and or injury
- Unnecessary driving on grass areas
- Always check for underground facilities before erecting a marquee
- Don't climb over farm fences

We recommend you familiarise your staff and contractors with the above common issues prior to arriving on site.

Incident Reporting

If you witness or are involved in an incident resulting in injury, property damage or a near miss, please report it at the Lardner Park office.

Licences

All vehicles operated on the Lardner Park property require the driver to hold a current Australian Driver's License. This license must be produced on request. Any person operating a forklift must have a current forklift license and be able to produce this upon request. A licence to perform high risk work is required if you work with high risk equipment or plant.

Noise

Lardner Park although set in a rural setting has many close neighbours. All efforts to restrict noise between the hours of 8pm and 8am must be adhered to. Any requests for events that have music or excessive noise, must be made in writing to Lardner Park prior to commencement of your event.

Permits

Some events require additional permits and approvals to occur; these include Place of Public Entertainment (POPE) permit, liquor licensing, traffic management, EPA noise and waste requirements and WorkSafe. Your Event Manager will be able to let you know if you require any additional permitting or approvals, and will assist you with the process if you do.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) should be worn where appropriate to minimize risk of falls, injury and damage to the face, feet, respiratory tract, head, hands, eyes or ears. Do not use contaminated or damaged PPE. High visibility clothing must be worn by all personnel during bump in and bump out periods. High visibility clothing should also be worn when working near moving vehicles, operational plant, loading ramps, and when height work is carried out.

Plumbing

The venues nominated licensed contractor must perform connections to Lardner Parks plumbing and waste infrastructure. All plumbing, gas fitting and associated works must be carried out by an appropriately licensed contractor approved by Lardner Park. An inspection by the venues nominated contractor may be required at the cost of the Event Organiser.

Prescribed Structures

Requests to use prescribed structures onsite must be provided in writing six weeks prior to your event. Lardner Park must be provided with a site map showing the exact locations of structures, Occupancy Permits for Structures and Drawings for Structures that match the OP documents. A copy of the erectors Public Liability and SWMS must be provided. Failure to provide all of these documents on time will prohibit use on site.

The following structures are considered Prescribed structures;

- Tents, marquees or booths with a floor area greater than 100m²
- Seating stands for more than 20 persons
- Stages or platforms (including sky boarders and stage wings) exceeding 150m² in floor area
- Prefabricated buildings exceeding 100m² other than ones placed directly on the ground surface.

Public Address System

Lardner Park has a limited PA system across the property; this will be made available to you for your event if you request but cannot be relied on as a form of emergency evacuation EWIS system.

Rigging

All rigging at Lardner Park must be performed by an approved rigging company and comply with the Victorian OHS regulations 2007.

All applications for rigging must be approved by Lardner Park before commencement. You may, depending on the type and location of the rigging, be asked to provide a structural engineers report.

Security

Lardner Park will advise if your event is determined to need security. Event Security Services are provided by National Operations Network Security. A security quotation will be provided by your Lardner Park Event Manager pending numbers, timings and event requirements (including event associated risk or vulnerabilities, demographics and type of event).

Only with the prior consent of Lardner Park can an external security company be engaged to provide security services. In this instance, an event security plan, Master License, Public liability insurance and workers compensation certificate must be provided at least four weeks prior to the commencement of the event.

A security briefing will be conducted if required before the start of your event to discuss any details or requirements with positioning and procedures.

Signage

Any signage collateral produced with Lardner Park branding must be approved by the Lardner Park Marketing Manager prior to installation.

Smoke-free venue

As part of an ongoing commitment to providing a safe and healthy environment for staff and event patrons, Lardner Park is a smoke free venue. The smoke-free policy applies to all indoor and outdoor areas onsite at all times including during bump-in and bump-out, with all persons requested to leave the venue through the appropriate gates should they wish to smoke. Those found persistently breaching the policy, may face removal from the property.

Telecommunications and IT Services

To help bring your event to life, Lardner Park offers comprehensive technology and audio-visual solutions. With onsite telecommunications and IT facilities including teleconferencing systems, 4k presentation television and access to high speed WIFI across the site (with speeds ranging from 5/1 all the way to 100/100), Lardner Park can tailor onsite technology to suit you. Talk to your Event Manager about accessing these services.

Traffic Management

It is the responsibility of the Event Organiser to provide a detailed outline of any special requirements for your event that may require a Traffic Management Plan. Lardner Park has robust internal traffic

management plans with various options for patron parking. Your Event Manager will discuss with you and provide the most appropriate internal traffic plan including entry and egress. These plans must be adhered to and cannot be altered.

Lardner Park has a preferred supplier for parking. Should your event be deemed to be of a size that requires parking attendants, you will be advised (charges will apply). If you have your own parking attendants, you must provide a parking plan in writing including training for your team and provide them with the correct PPE. Once Lardner Park has reviewed your plan a decision will be made if you can provide your own parking team.

In regard to external traffic management, if your event is deemed of a size that requires a Traffic Management plan on the roads surrounding Lardner Park, your Event Manager will decide if it needs either a minor or major traffic management plan. Lardner Park will implement with our preferred traffic management provider (charges will apply).

If your event is considered to require a traffic management plan larger than Lardner Parks, you will be advised and will need to engage a traffic management provider to assist in producing an appropriate traffic management plan TMP. Hirers are not allowed to control traffic on external road under any circumstances. If a hirer needs access to the road for any reason appropriate PPE must be worn prior to entering.

Turn-around charges

Each area listed on your hire charge plan comes with an initial complimentary area set up (completed prior to your tenancy time). Should you wish to change the area set up during the day, this can be arranged for an additional fee. Your Event Planner will be able to provide you with a customised quote, including timeframe by which the turnaround is achievable.

Unclaimed Goods

Lardner Park will not accept responsibility for any goods left on the premises after the event has concluded. All items left after the completion of the licensed period will be treated as rubbish and disposed of accordingly unless arrangements have been made through the Event Manager.

Welcome to Country

Customers may wish to acknowledge the traditional owners of the land during the welcome to their event. Some suggested wording that can be used is:

I'd like to begin by acknowledging the traditional owners of the land on which we are meeting, the Bunurong people. I pay my respects to their elders, past and present, the elders of other communities who may be here today.

Should you wish to organise a Welcome to Country, you can contact Aboriginal Affairs Victoria: Freecall: 1800 762 003 or email: aboriginalaffairs@dpc.vic.gov.au