

# ANZAC MEMORIAL

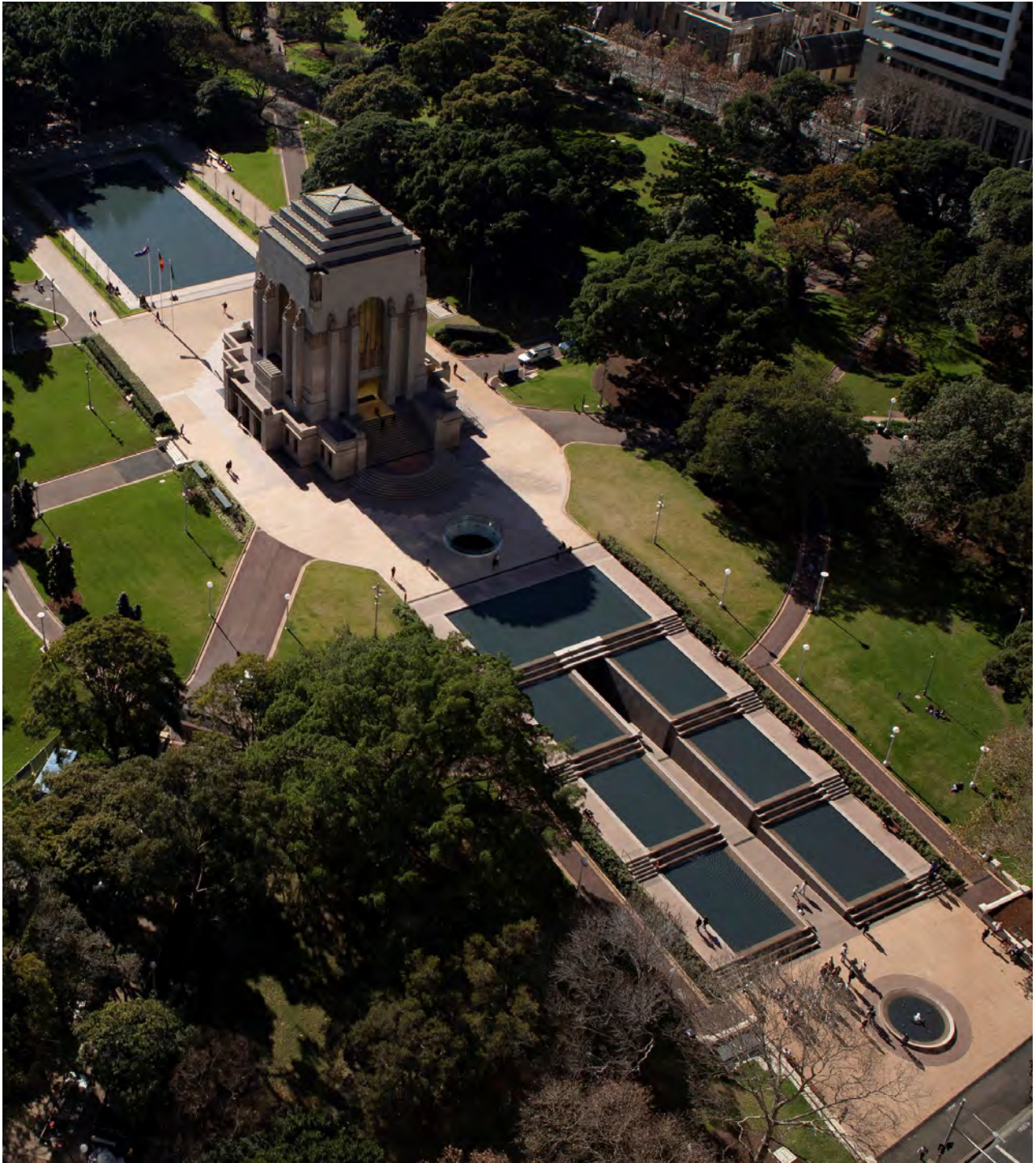
HYDE PARK SYDNEY

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ANZAC MEMORIAL

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## VENUE HIRE INFORMATION PACK

2022

# WELCOME

The Board of Trustees, Custodian and Staff welcome you to the Anzac Memorial Hyde Park Sydney.

The Anzac Memorial Hyde Park Sydney acknowledges the traditional Owners of the Country on which we meet today, the Gadigal people of the Eora nation, and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging. We would also like to pay respect to the Aboriginal and Torres Strait Islander men and women who have contributed to the Defence of Australia in times of peace and war.

## **ANZAC MEMORIAL SPACES AVAILABLE FOR HIRE**

The Anzac Memorial aims to enable the Anzac legacy, Australia's military history and the service and sacrifice of our defence personnel and their families to be interpreted for generations to come. It is also a place for veterans and the community to gather by providing spaces for affiliated events.

Where there is capacity, the Auditorium and Conference rooms and associated facilities may be available for hire in accordance with the Anzac Memorial's Venue Management policy. All events are subject to a formal application process to be assessed on a case by case basis.

To complement your function, the Memorial can arrange gallery tours, performances, audio-visual screenings and ceremonies for your guests. ■

# HALL OF SERVICE



The Memorial's Hall of Service is named in acknowledgement of the original Memorial halls and to recognise more than a century of service of Australian Defence personnel. The architectural form and symbolic purpose of the Hall of Service is reinforced and given powerful meaning by Fiona Hall's artwork. The space functions as a greeting and orientation area for your guests. Which flows onto the Exhibition Gallery, the library, conference room, and auditorium. Visitors can see into the Memorial's Hall of Silence where Sacrifice stands via sightlines up the grand stairwell. The open Oculus visually connects your guests to the Memorial's external facade.

The material palette of the spaces for hire includes Jarrah timber floors, joinery, and ceilings, bronze detailing, and glass. Together they complement and contrast with the main materials of precast concrete and stone. ■

# THE AUDITORIUM



Johnson Pilton Walker's design of the Auditorium centres round flexibility, functionality, and quality of the space. This multi-functional room is ideal for lectures, meetings, training, and other events. Large groups can hire the whole room, or it can be divided into two smaller rooms if you require smaller space. The storage, audio visual equipment, operable wall, and display areas are all integrated into the joinery. ■

Capacity:

80 Pax Banquette

100 Pax Theatrette

120 Pax Cocktail

# CONFERENCE ROOM



The Conference Room is permanently set with an oval board table and chairs. It is furnished with audio-visual equipment and is ideal for meetings, and presentations. ■

Capacity:

10 seated at the table (max room capacity 12)

# PRIVATE TOURS



## Highlights Tour for private functions

Accompany staff on a tour of the Anzac Memorial to learn about our commemorative spaces, exhibitions and the captivating stories behind those who serve.

For groups over 10 people, please contact:  
[manager@anzacmemorial.nsw.gov.au](mailto:manager@anzacmemorial.nsw.gov.au) ■

Details:

Length of tour: 30–45 minutes

Group size: up to 20 people

# VENUE HIRE INFORMATION

## INTRODUCTION

The Memorial is used by people of all ages and from all backgrounds. We ask that you keep in mind the nature and history of the site as well as its importance to the people of New South Wales. Hirers must ensure that their own behaviour and that of persons under their control is not offensive to other Memorial users or may potentially injure the reputation of the Memorial or the trustees or bring the Memorial or the Trustees into disrepute.

- Contractors must agree to undertake relevant site inductions, by a member of the Memorial Staff, prior to the event. Bookings for any required site inductions are essential and are subject to staff availability and costs.
- Contractors must be insured and comply with all relevant legislation and guidelines. The Hirer must obtain and provide evidence of all relevant permits, licences and public liability insurance for all contractors.
- Food and beverages are not permitted in the RUSI library or exhibition spaces. Food and beverages are strictly prohibited in designated ceremonial spaces.

## SECURITY AND SAFETY

- The Hirer and persons under their control must follow all requests and directions by Memorial staff and security.
- The Hirer shall ensure that a responsible person, remains after the completion of the event whilst patrons leave in a timely and quiet manner. This nominated person shall be included on the event run sheet.
- No smoking, smoke machines or naked flames are permitted in the Memorial. Animals (other than assistance animals) are not permitted within the Anzac Memorial.
- Memorial staff will restrict access to the Memorial for the Hirer and their staff (including contractors), for timings outside the agreed venue hire terms. The Hirer and all persons under their control shall vacate the venue space and the Anzac Memorial by the agreed time. The Hirer is responsible for the removal of all goods and property brought in by, or on behalf of the Hirer. Failure to comply with these conditions will incur an additional fee.
- The Hirer and their staff (including contractors) will not make any addition or alteration to the facilities, equipment or decoration of the Anzac Memorial. Nails, screws, dux tape or any fastenings must not be driven into or attached in any way to walls, floors, ceilings, furniture, or fittings. The Hirer must not handle, cover or damage any Anzac Memorial property.

The Anzac Memorial retains the right to request the Hirer to remove any materials.

- The display of flags and/or banners requires prior approval by Anzac Memorial management. No metal stands are to be placed directly on the floor.
- All sound, electrical and lighting requirements approved by Memorial management prior to the event must not be altered or changed.
- Any goods, property or materials brought in by or on behalf of the Hirer, are the responsibility of the Hirer. The Anzac Memorial accepts no responsibility for the damage or loss of goods or materials left at the Memorial prior to, during or after the event.
- Unless otherwise agreed in writing, the Anzac Memorial reserves the right to dispose of without recourse, any goods, property or materials not removed from the venue within twelve (12) hours of the event.

## DELIVERIES

- All deliveries or collections for events must be arranged with and approved by the Anzac Memorial management prior to delivery or collection. Delivery personnel are required to follow all direction from Anzac Memorial and security staff.

## CLEANING AND PRESENTATION

- It is the Hirer's responsibility to leave all hired areas included in this agreement in a clean and tidy condition. The Hirer must remove all personal property and rubbish otherwise they will need to accept responsibility for, and pay the cost of, any additional cleaning or waste removal as a result.

## DAMAGE

- The Hirer is responsible for the cost of making good any damage or loss caused to objects, building, furniture, fittings and equipment arising out of/or in the course of the Hirer's event.

## MEMORIAL SHOP

- Located on the ground floor, the Memorial shop specialises in military history publications and products that embody the spirit and values of the Memorial. All sale proceeds help fund new interpretive and education programs, heritage conservation and management of the Memorial's Collection.

Please contact our Retail Manager for more information: [shop@anzacmemorial.nsw.gov.au](mailto:shop@anzacmemorial.nsw.gov.au)

## ADVERTISING

— Use and distribution of materials bearing the name 'Anzac Memorial' and/or related visual identity (logo) or imagery is expressly prohibited without the prior written consent of the Operations Manager, Anzac Memorial. Any approved use of the Memorial logo or imagery must conform to the Anzac Memorial style guide. A copy will be provided on request.

## SOCIAL MEDIA

**SHARING:** Your event may be of interest to the wider community and the Anzac Memorial would like to share the event on our public Facebook and Instagram pages. If you are happy to share a photo and a couple of sentences about the event, tag us (@AnzacMemorial).

**PROMOTION:** For public events that support veterans, the Anzac Memorial communications team is keen to promote your endeavours on our social media channels. Direct message us (@AnzacMemorial) or speak with the Event Services Officer.

## ANZAC MEMORIAL COMMEMORATIONS GUIDE

### INTRODUCTION

The Anzac Memorial is the principal war memorial in NSW. The Memorial retains its principal purpose as a place of public and personal remembrance for those who have served Australia. It continues to provide a place for enacting the military and community traditions surrounding that commemoration. The Anzac Memorial has established protocols to enable the Memorial and the wider Anzac Memorial precinct to be used for commemoration of historical events or ceremonial services. Please take note that commemorations must be low impact.

— The Anzac Memorial remains faithful to the traditional view of the Returned Sailors, Soldiers and Airmen of the Imperial League of Australia that commemorative events are conducted to remember and commemorate the dead, not glorify the living.

— Commemorative services are not permitted in the Auditorium or Hall of Service.

— The Anzac Memorial is strictly not party-political as stated in section 8 of the Anzac Memorial (Building) Act 1923 and section 11 of the Anzac Memorial (Building) By-laws 1937: "no person shall engage in any party political or religious propaganda".

— The Anzac Memorial has traditionally been a place of silent contemplation. The official location for ceremonies in Sydney is the Cenotaph in Martin Place.

## SUGGESTED STANDARD PROCEDURES FOR COMMEMORATIVE SERVICES

— Commemorative ceremonies at the Anzac Memorial should follow a standard order of service. If you would like a copy of the standard order of service, please discuss this matter at the time of your booking.

— RSL NSW does not allow re-enactors on Anzac Day and at other commemorative events. As we are the principal war memorial in NSW, we are bound to respect these wishes and observe this established practice.

## DAILY SERVICE OF REMEMBRANCE

— Each day, at 11 AM, the Anzac Memorial pauses to remember the men and women who died during their service in the Armed Forces of Australia. You are invited to participate in this short ceremony held in the Hall of Memory. The Event Services Officer will be happy to provide more details if needed.

## STAR CEREMONY

— Stars are released into the Well of Contemplation from the Hall of Memory. Each paper gold star represents a service man or woman, from NSW, killed while serving their country or since deceased. Pre-printed stars have the details of a service man or woman killed in service of their country. Blank Stars can be provided to participants that wish to write a specific name on a star.

— Stars released into the well are collected each week and will be kept onsite. All stars will then be cremated at the Rookwood Cemetery, and the ashes carried on annual pilgrimages by the NSW Premier's Anzac Memorial scholars to key battlefield sites at Gallipoli, on the western front and throughout the Middle East and Asia. If you would like to conduct a Star Ceremony, please speak with Memorial staff.

## THE CUSTODIAN OF THE ANZAC MEMORIAL

— As part of the Anzac Memorial (Building) Amendment Act 2010 the RSL NSW is appointed as the Guardian of the Memorial. As part of this, the Custodian works in collaboration with Anzac Memorial staff to ensure that any activities in or around the Memorial are conducted with dignity and are appropriate to the maintenance of respect for the building and what it stands for.

## MUSIC AND SINGING

— Singing, recorded or live music in the Auditorium that has been approved by Memorial Management prior to the event must not impact on other visitors.

— Music and singing, including national anthems are not permitted in the Hall of Memory, as this is a place of Silent Contemplation.



## **MEDIA, FILMING & PHOTOGRAPHY GUIDELINES**

### **INTRODUCTION**

The Anzac Memorial is located on Crown Land under the management of the City of Sydney (CoS) Council. The Anzac Memorial management team work closely with CoS film liaison staff to ensure appropriate policies and procedures for both agencies are adhered to. As a public domain, access to Hyde Park south by the media is not prohibited; however, if vehicular entry to the park is required, permission is required even for media networks.

### **PERSONAL PHOTOGRAPHY**

- Photography that is not commercial/professional in nature i.e. for personal use, is permitted at the Memorial and in Hyde Park. We do request that no flash photography is used inside the Memorial building. The use of tripods within the heritage areas of the Memorial building is discouraged, if approved, rubber footings are to be used.
- Use of drones for photography in Hyde Park must be approved by the City of Sydney.

### **COMMERCIAL PHOTOGRAPHY**

Commercial photography is any photography or filming in which the result is intended to facilitate a business venture. This can include taking photos or film footage for business, for sales and/or money. Commercial photography can be associated with advertisements, brochures, products, publications and promotion.

### **FILM LOCATION REQUESTS — ANZAC MEMORIAL AND POOL OF REFLECTION**

- All requests to film the interior of the Anzac Memorial are referred to the Operations Manager for consideration.
- External footage of the Memorial is permissible for media purposes, but it is important to note that should they wish to bring vehicles on site approval is required.
- Requests for filming at the Pool of Reflection, whilst under the jurisdiction of the City of Sydney are always referred to the Memorial for consideration before approval is granted by City of Sydney staff.
- Requests to the Anzac Memorial for filming including use of the Pool of Reflection as well as the Memorial will result in a referral to City of Sydney for approval also. All applications for filming must be in writing via the Film Liaison Office. The Public Liability Insurance (PLI) certificate is supplied to City of Sydney and forwarded to the Memorial to reduce paperwork for the applicants. Contact details for City of Sydney Venue Management should be provided as follows:

Film Liaison Office: 02 9265 9333

E: [openspacebookings@cityofsydney.nsw.gov.au](mailto:openspacebookings@cityofsydney.nsw.gov.au)

### **REFERRAL OF REQUESTS**

- Occasionally requests are placed that may potentially have sensitivities surrounding the subject matter. In some cases, additional information is sought to better ascertain the nature of the shoot or the intent of the publication etc.

### **APPROVED COMMERCIAL SHOOTS AT THE ANZAC MEMORIAL**

- If approved, a Location Agreement is forwarded with a request to complete and return with PLI Certificate.
- The Memorial staff will be informed, and advice will be provided on any necessary arrangements, resources or access requirements, including parking permits if vehicular access is required. Vehicles must be parked within the designated Memorial zone as the City of Sydney does not permit vehicles into parks for filming/photography as a rule. The City of Sydney is advised of any external shoots that may clash with their works. Notifications of approved external shoots can be emailed to [openspacebookings@cityofsydney.nsw.gov.au](mailto:openspacebookings@cityofsydney.nsw.gov.au)

### **EVENTS**

- The Anzac Memorial's Operations Manager is responsible for providing the City of Sydney Parks Assets and Services Manager and City of Sydney Rangers with updates on events taking place at the Memorial.
- Parking for events is strictly limited to VIPs only and must be arranged through Anzac Memorial. All VIP vehicles attending services must park and follow instructions by security or Memorial staff.
- For VIP Guests who have a driver we request that they drop off at the main entry point to the Anzac Memorial on Liverpool Street.
- Should park access be necessary for security or mobility reasons the hirer is to request an Anzac Memorial vehicles and parking brief. The brief will include a map that shows vehicle entry, the designated drop off point and the exit route. Vehicles travelling on-site during special events are to have additional security operatives with traffic control cards to ensure safety of guests and pedestrians.
- Details of event infrastructure suppliers and VIP guests accessing the site is required including vehicle registration timings and contact details.

## CATERING

— The Anzac Memorial has no business agreement with any catering company but can provide details to local catering companies, cafes and restaurants on request. The hirer is to organise their own catering requirements. The Anzac Memorial has an obligation to ensure that any catering company staff, or contractor receives a site induction prior to the day of the event. It is essential that you contact the Memorial to arrange a suitable site visit for all parties. All parties must attend prior to the event for a site induction.

— Food and beverages are not permitted in the RUSI library and exhibition spaces. Food and beverages are strictly prohibited in designated ceremonial spaces. The service of red wine is limited, only consumed when seated, due to conservation management best practices.

— You may wish to bring your own food and refreshments, or purchase take away locally. The Memorial can provide you at no extra cost, with cups, glasses, plates and cutlery, hot water urn and cold water. You will need to provide your own coffee, tea, sugar and milk.

## RE-HEAT KITCHEN

— The re-heat kitchen is located on the lower floor adjacent to Auditorium number 2. There are two large commercial refrigerators, a microwave and a re-heat oven. In line with the Anzac Memorial's WHS policy guests will not be allowed access to the re-heat kitchen; Anzac Memorial staff will be able to assist. You may store food and drink that you bring with you in the kitchen. Please discuss this at the time of your booking.

## ALCOHOL

— It is the policy of the Anzac Memorial that service of alcohol will not be permitted between the hours of 9am to 5pm daily.

— If alcohol is to be consumed, the Anzac Memorial must be notified. Approval will only be provided if the Hirer engages a licenced caterer or obtains the relevant approvals and permits from Liquor & Gaming NSW. Copies of relevant approvals must be provided to the Anzac Memorial at least fourteen (14) days prior to the event.

— No alcohol is to be consumed outside the Anzac Memorial. Alcohol can only be consumed in designated areas.

— The sale, consumption or provision of alcohol to any person under the age of 18 years is prohibited and will result in police action.

## CLEANING AND PRESENTATION

— It is the Hirer's responsibility to leave all hired areas in a clean and tidy condition. The Hirer must remove all personal property and refuse of any kind, otherwise they will need to accept responsibility for, and pay the cost of, any additional cleaning or waste removal as a result.

## LOCAL CATERERS

### Bayleaf Sydney Group

T 02 9356 2009  
E [info@bayleaf.com.au](mailto:info@bayleaf.com.au)  
W [bayleaf.com.au](http://bayleaf.com.au)

### The Fresh Collective

T 02 8399 3055  
E [hello@thefreshcollective.com.au](mailto:hello@thefreshcollective.com.au)  
W [thefreshcollective.com.au/catering/event-catering-sydney](http://thefreshcollective.com.au/catering/event-catering-sydney)

### Laissez-faire Catering

T 02 9209 4810  
E [admin@laissez.com.au](mailto:admin@laissez.com.au)  
W [laissez.com.au](http://laissez.com.au)

## RESTAURANTS

### The Naked Duck Hyde Park

175 Liverpool Street, Sydney  
T 02 9267 8010  
E [hydepark@thenakedduck.com.au](mailto:hydepark@thenakedduck.com.au)

## NEARBY BARS

### The Edinburgh Castle

294 Pitt Street, Sydney  
T 02 9264 8616

### P.J. Gallagher's Sports Bar & Bistro

260 Pitt Street (cnr Park Street), Sydney  
T 02 9264 3093



### ANZAC MEMORIAL CONTACT DETAILS

The following list contains key contact details for Anzac Memorial Staff.

#### Postal Address

Locked Bag A4010, South Sydney NSW 1235  
126 Elizabeth Street, Sydney 2000

#### General Enquiries

- T 02 8262 2900
- W [anzacmemorial.nsw.gov.au](http://anzacmemorial.nsw.gov.au)
- E [manager@anzacmemorial.nsw.gov.au](mailto:manager@anzacmemorial.nsw.gov.au)

#### Anzac Memorial Security Office

- M 0499 884 934

### LOCAL PARKING STATIONS

#### Wilson Carpark 175 Liverpool Street

You can book online for reduced rates. Entry is 26 Nithsdale St off Liverpool St – indicated with a blue circle below (Height 1.90m)

#### Goulburn Street Car Park Corner Goulburn and Elizabeth Streets

Approximately 350m from the Memorial and provides 24-hour parking and is slightly cheaper than Wilson Parking listed above.

