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## Theme Camp Memorandum of Understanding (MOU)

This memorandum of understanding (**MOU**) is between \_\_\_\_\_ (the **Theme Camp**) and Kiwiburn Inc (**Kiwiburn**).

This **MOU** is made in relation to the **Theme Camp**'s participation at Kiwiburn (the **Event**) in January 2020. The aim of this document is to emphasise the importance of Theme Camps complying with the **Event**'s policies, managing risk and creating a safe space at the **Event**.

Breaching this agreement may result in the **Theme Camp** being ineligible for placement in future events.

### Statement of Understanding

#### 1. LEAVE NO TRACE

1.1. The **Theme Camp** has read the Kiwiburn Leave No Trace Policy listed at <http://kiwiburn.com/prepare/leave-no-trace/> and specifically it will:

- a) Create a Leave No Trace Plan as part of **Theme Camp organisation**
- b) At the end of the event, remove all materials from the **Theme Camp**'s placement area or areas that were part of any event run by the **Theme Camp**, that were brought onto the Site by the **Theme Camp** or other attendees of the festival.
- c) At the end of the event, return the **Theme Camp**'s placement area to the same condition as the area was in before the event, to an extent that is reasonably practical.
- d) Promote the principle of Leave No Trace and the information provided in the Theme Camp - Leave No Trace Criteria to the members of the **Theme Camp**.

1.2. The Theme Camp will ensure that all **Theme Camp** members, sub-contractors or agents of the **Theme Camp** have vacated, and all **Theme Camp** infrastructure and materials have been removed from the **Event** site by 12:00 Tuesday, unless otherwise agreed upon with a member of the **Event** Management Team 2.

#### SAFETY AND RISK MANAGEMENT

2.1. The **Theme Camp** will prepare a Health and Safety Plan and Risk Register) that covers all

activities the **Theme Camp** will undertake at the **Event** (including but not limited to the construction of temporary structures, performances, use of electrical equipment, activities involving fire or flames and the use of vehicles).

2.2. The **Theme Camp** must ensure the safe construction, installation and monitoring, and removal of any infrastructure brought onto the **Event** site by the **Theme Camp** during the **Event**.

2.3. The **Theme Camp** must ensure the safe conduct and monitoring of any performance provided by the **Theme Camp** during the **Event**.

2.4. The **Theme Camp** will ensure that every **Theme Camp** member, sub-contractor or agent of the **Theme Camp**, acts in accordance with:

- a) All health and safety legislation that are relevant and applicable to the **Theme Camps** activities;
- b) All reasonable directions given by on-site representatives appointed by the **Event** relating to policies and procedures that apply to the **Event** and the **Event** site including but not limited to the **Event** Risk Management Plan, health and safety (WHS) policies, site rules and evacuation procedures; and
- c) Any applicable safety program including Fire Safety Management regulations and safe work method statements.

2.5. A representative of the **Theme Camp** must partake in a site check-in upon arrival to the **Event** and prior to initiating set up of any infrastructure related to the **Theme Camp**.

2.6. The **Theme Camp** must immediately inform the **Event** or appointed representative (including but not limited to Fire Art Safety Team (FAST), Rangers, and the Ministry of Public Works) of any hazards, incidents or accidents it becomes aware of at the **Event** site and the **Theme Camp** will provide the **Event** with such assistance as may be necessary to conduct any incident or accident investigation.

### 3. OTHER ACTIVITIES

3.1. The **Theme Camp** agrees to NOT play amplified music during the following times:

- a) During the early entry period and not before 7:00am Wednesday 22 January 2020
- b) During the Temple Burn (Sunday 26 January 2020 Time To be Announced)
- c) After 7:00am Monday 27 January 2020

3.2. The **Theme Camp** agrees to NOT play amplified music that breached these levels:

7am to 10pm -

- a) 40dB *Laeq(5min)*
- b) 65 dB *Laeq(5min)* at 31.5 Hz
- c) 55 dB *Laeq(5min)* at 65 Hz
- d) 55 dB *Laeq(5min)* at 125 Hz
- e) 70 dB *Laeq(5min)*

All other times -

- a) 35dB *Laeq(5min)*
- b) 60 dB *Laeq(5min)* at 31.5 Hz
- c) 50 dB *Laeq(5min)* at 65 Hz
- d) 50 dB *Laeq(5min)* at 125 Hz
- e) 65 dB *Laeq(5min)*

3.3. The gifting of alcohol to event participants by the **Theme Camp** will be conducted in strict accordance with [The Sale and Supply of Alcohol Act 2012](#). The **Theme Camp** will be **Responsible Hosts** and agree to the following set of strategies to help create a safer drinking environment or will not serve alcohol at all:

- a) Not supply alcohol to anyone under the age of 18;
- b) Recognise the signs of impending intoxication and, not serve anyone who shows these signs or anyone who arrives already intoxicated;
- c) Understand the principles of '[standard drinks](#)' and drink drive levels;
- d) Discourage patrons from actions that can harm themselves or others;
- e) Supply drinking water whenever alcohol is being served; and
- f) Understand the impact of alcohol misuse and abuse on our community.

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More information about creating a responsible drinking environment can be found [here](#) and Tips for Hosts can be found [here](#).

3.4. The **Theme Camp** will not engage in any activity using open flames without prior approval from the Fire Art Safety Team (FAST) and in accordance with any regulations set by FART.

3.5. The **Theme Camp** will not engage in the use of a Mutant Vehicle without prior approval from the Mutant Vehicle Team and in accordance with any regulations set by ReDMV.

#### 4. EQUIPMENT

4.1. The **Theme Camp** is solely responsible for the safe operation and safekeeping of their own plant, equipment, and any other items brought to the event. Kiwiburn has no liability for any loss or damage to any plant, equipment, or any other items brought on site by the Theme Camp or its members..

**SIGNED** for and on behalf of the **Theme Camp**

Name:

Title:

Date:

**SIGNED** for and on behalf of the **REC**

Name: Kali-Zahira

Title: Event Manager

Date: 19/8/2019