

## **Fort Scratchley Parking**

Commencing Monday 24 July 2017, Fort Scratchley parking will be updated to the following:

Overflow carpark: This carpark also has signposting allowing parking for Event parking permit holders, as below:



Please refer to map, which highlights the following:

**Parking Area 1** - Event parking only. This is signposted as no parking, excepting Function and Event Parking Permits Excepted.

### **Sign 1**



## Parking Area 2 -

Divided into three parking zones:

From 9.00 - 6.00pm, 12 carparks are dedicated to Precinct 100, which is specifically for Fort Scratchley Historical Society volunteer parking. Volunteers will have stickers displayed. Any vehicles without stickers will be booked.



From 9.00 - 6.00pm, 4 carparks are for 2 hour parking only + 1 x disabled car park.



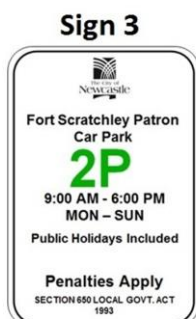
24 hours per day - one car park dedicated to Fort Scratchley operational vehicles (including both Blue Star Catering and NCC Venues vehicles only. NO trades vehicles or NCC general staff parking).



### **Parking Area 3 -**

Top car park. From 9.00am - 6.00pm 2 hour parking

13 general car parks + 2 x disabled parks.



### **Event Parking Permit Process:**

For all venue hire bookings, permits will need to be issued for the event attendees. These permits must be in a hard copy, with colour coding based on the day of the week, and the event name and date noted on the permit.

The permits will be signed by Coordinator - Newcastle Venues (Chelsea Hunt)

Colours will be as follows :

Monday - Red

Tuesday - pink

Wednesday - yellow

Thursday - green

Friday - Blue

Saturday - orange

Sunday - purple

Process as follows:

Prior to Event: During internal Newcastle Venues sheets meeting each week, the Event Coordinator responsible for the event will copy and print permits based on the colour coding above. These will then be signed by Chelsea Hunt, and provided to the Senior Commissionaire in advance of the event.

Day of Event: Commissionaires to provide event attendees with the correctly colour coded parking permits upon commencement of event access time. Commissionaires to meet customers at the entry corner, to ask them the name of the event (check point to ensure legitimate event attendee). Commissionaire to also assist customers to park efficiently to maximise

When Parking Area 1 is full with Event Permit holders: If it is evident that the overflow carpark has spaces available, then Commissionaires can provide additional permits to attendees arriving (capped at 15 permits per event).

When Parking Area 1 plus Overflow carpark is full: Commissionaires to advise attendees that no more dedicated parking is available, and to find suitable parking in the streets surrounding Fort Scratchley (adhering to parking signs and restrictions).

**ACTION TO ENSURE EFFICIENT PARKING:**

Define car spaces - spray 2.6W x 5.4Deep. Circulating - between 5.8 & 6 metres.

Cones - define parking spaces.