

Checklist for services held at the Cenotaph

- Applied for permission from the Custodian of the Cenotaph
- Applied for permission from the City of Sydney by completing the [Event Application Form](#) if applicable
- Advised NSW Police Events Planning Unit of your service
- Sent in your [ADF Ceremonial Support Request](#)
- Booked AV – please note no speakers or equipment is to be set up within the chained off area
- Booked infrastructure – chairs, marquees etc
- Advised suppliers that vehicle access to Martin Place must be approved by the City of Sydney – collection of bollard key may be required
- Booked first aid
- Confirmed access to power onsite through the City of Sydney – security key/tool may be required
- Carried out a risk assessment for your service
- Have an adverse weather plan in place
- Advised RSL NSW of any ADF rehearsal times

Please refer to the RSL NSW Commemoration Ceremony Standard Procedures to ensure your service follows a traditional Order of Service. A copy can be found on [rslnsw.org.au](https://www.rslnsw.org.au)

Helpful links and contacts

RSL NSW

Online booking form: <https://www.rslnsw.org.au/commemoration/request-a-cenotaph-booking/>

Contact: Lisa Whitehouse

Email: events@rslnsw.org.au

Phone: 02 9139 4206

City of Sydney

Event Application Form: <https://www.cityofsydney.nsw.gov.au/facility-bookings-outdoor-events/holding-small-gatherings-events-parks-public-spaces>

Contact: Johnathan Langan

Email: jlangan@cityofsydney.nsw.gov.au

Phone: 02 9265 9550

NSW Police Events Planning Unit

The Rocks Police Station

Email: sydcityevents@police.nsw.gov.au

Phone: 02 8220 6382

Australian Defence Force

Ceremonial Request Form: <https://www.defence.gov.au/news-events/events/ceremonial-support/request>

Contact: WO1 Darryl "Skip" Holzhauser

Email: joss.nsw@defence.gov.au

Phone: 0408 186 891

St John Ambulance

Event First Aid Support: <https://www.stjohnnsw.com.au/event-bookings/>

Current as at 1 September 2023