

Office:
Date:/...../.....
Time:
Name:

Park Booking Application Form - Community Entertainment Event

Local Government Act 2009 - Local Law No. 1 (Administration) 2011
Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011

Privacy Statement: Gladstone Regional Council is collecting your personal information to process your application form. This information will be only accessed by authorised Council employees and may be given to the Queensland Police Service. This information will not be given to any other person or agency unless you have given us permission or we are required by law.

This application form is to be used for **community entertainment events** held on Council controlled park or open space areas, for the purposes of this application, a community entertainment event is defined as being temporary and accessible by the general public. Please contact our Events and Entertainment Team on 07 4972 2822 to place a tentative booking prior to lodging your application. Please attach an additional page to this form if there is insufficient space to complete your application.

1 Applicant details

The applicant must be 18 years of age or over

Name of applicant responsible for the event

Name of organisation applicant represents

Postal address

Suburb Postcode

Primary contact number

Alternative contact number

Email address

2 Event details

Event name

Description of event

Briefly describe the event including schedule of activities and type of entertainment provided; attach a separate sheet if necessary

Please refer to standard terms and conditions number 1, 2 and 3 before completing this section

Event set up dates and times

From	To
___ / ___ / ___ : ___	___ / ___ / ___ : ___

Event operation dates and times

From	To
___ / ___ / ___ : ___	___ / ___ / ___ : ___

Event pack up dates and times

From	To
___ / ___ / ___ : ___	___ / ___ / ___ : ___

Anticipated number of attendees

Park name

Area number within park (if applicable)

Tondoon Botanic Gardens, Canoe Point and Millennium Esplanade only, please refer to Council's area maps on our website

Is this a fundraising event?

No

Yes ► *please provide details*


Purpose of funds raised _____

Is the event run by a not for profit organisation?

e.g. charity, incorporated body

No

Yes ► *please refer to standard terms and conditions number 27*

 Please attach evidence of the organisation's not for profit status

For annual events, please advise of tentative date(s) for next year

3 Public liability insurance

Please refer to standard terms and conditions number 28 before completing this section

Has a copy of the Certificate of Currency been attached to the application?

No ► *Your application can not be processed until this is received*

Date certificate will be provided _____

Yes ► *proceed to item 4*

4 Structures and signage

Please refer to standard terms and conditions number 29 and 30 before completing this section

Will you be erecting any structures or signage?

e.g. stage, stalls, marquees, jumping castle, banners, signs

No ► *proceed to item 5*

Yes ► *please provide details*

Type(s), size _____

How will it be secured? _____


Hire company _____

5 Alcohol

Will alcohol be sold at your event?

No

Yes ► please refer to standard terms and conditions number 32 and 33 and provide details below

 Please attach a copy of the liquor licence obtained from the Office of Liquor and Gaming

Number of dispensing and consumption areas _____


How will boundaries of the areas be defined? _____

Liquor operating hours during event _____

Will alcohol be consumed (not sold) at your event?

No ► proceed to item 6

Yes ► fee additional, please refer to standard terms and conditions number 31 and 33

 Please attach the applicant's proof of age

6 Electricity

Please refer to standard terms and conditions number 34, 35 and 36 before completing this section

Will you require access to electricity in the park?

No

Yes ► please provide details - fee determined based on usage

What will electricity be used for _____

If required for vendors, how many? _____

Will generators be used at your event?

No ► proceed to item 7

Yes ► please refer to standard terms and conditions number 37 and provide details

Hours of operation _____

Date(s) of operation _____

7 Vehicle access

Please refer to standard terms and conditions number 38 before completing this section

Will you be requesting vehicle access into the park?
e.g. driving onto grassed areas to unload heavy or large equipment

No ► proceed to item 8

Yes ► please provide details

Reason for access _____

Make, model _____

Vehicle registration _____

8 Animals

Please refer to standard terms and conditions number 39 before completing this section

Will you be requesting special permission for animals?
e.g. pony rides, petting zoo, bull riding

No ► proceed to item 9

Yes ► please provide details

Type of animals _____

Hire company _____

9 Waste

Please refer standard terms and conditions number 40 before completing this section

Will you be providing additional bins for your event?
e.g. 240L wheelie bins, skip bins

No ► proceed to item 10

Yes ► please provide details

Size of bins _____

Number of bins _____

10 Food

Please refer to standard terms and conditions number 41 before completing this section

Will food be served or sold to the public?
e.g. food vendors, sausage sizzle

No

Yes ► please provide details below

Type of food available _____

11 Water

Will potable water be accessible to the public?

No ► please refer to standard terms and conditions number 42

Yes ► proceed to item 12

12 Amenities

Please refer to standard terms and conditions number 43 before completing this section

Will additional amenities be provided at your event?

No ► proceed to item 13

Yes ► please provide details

Number of portable toilets: male _____ female _____ disabled _____

13 Noise

Please refer to standard terms and conditions number 44 before completing this section

Will any amplified noise be used at the event?
e.g. amplified music, announcements and/or sounds

No ► proceed to item 14

Yes ► please provide details

Type of amplified noise _____

Hours of operation _____

14 Lighting

Please refer to standard terms and conditions number 45 before completing this section

Will your event be held between 7:00am to 6:00pm?

No ► please provide details

Will additional lighting be provided? _____

Yes ► proceed to item 15

15 Road closures and traffic management

Please refer to standard terms and conditions 46 before completing this section

Will the event require temporary road closures or interference with the road reserve?

No ▶ proceed to item 16

Yes ▶ please provide details

Tick as applicable: Road closure
 Car park closure
 Increased traffic on footpaths
 Other _____

16 Parking and transport

Please refer to standard terms and conditions number 47 before completing this section

Will there be additional parking or transport in place?

No ▶ proceed to item 17

Yes ▶ please provide details

Location of parking _____

How will this be managed? _____

Transport arrangements _____

17 High risk activities

Please refer to standard terms and conditions number 48 before completing this section

Will there be high risk and/or dangerous activities?

e.g. skate events, triathlons, bull riding

No ▶ proceed to item 18

Yes ▶ please provide details

Type of activity _____

Please attach a suitable Risk Management Plan for this activity

18 Fireworks

Please refer to standard terms and conditions number 49 before completing this section

Will you be requesting permission for fireworks?

No ▶ proceed to item 19

Yes ▶ please provide details

Please attach a copy of the contractor's licence

Licensed contractor name _____

Licensed fireworks operator name _____

19 Emergency services contact

Please refer to standard terms and conditions number 50 and 51 before completing this section

Have you contacted emergency services?

No ▶ proceed to item 20

Yes ▶ please provide details

Please tick applicable: Queensland Police Service
 Queensland Ambulance Service
 Queensland Fire Service

Number of first aid personnel _____

20 Emergency arrangements

What arrangements do you have in place to respond to an emergency situation?

21 Security

Please refer to standard terms and conditions number 52 and 53 before completing this section

Will there be security/crowd control at the event?

No ▶ proceed to item 22

Yes ▶ please provide details

Number of security personnel _____

22 Community consultation

Please refer to standard terms and conditions number 54 before completing this section

How will you notify neighbouring residents of the event?

Provide details of all pre-event promotional marketing
e.g. radio, newspapers, television, flyers

23 Site plan

Please refer to standard terms and conditions number 55 before completing this section

Attach a site plan which clearly indicates all of the following applicable to the event:

- Emergency access routes and parking
- Security, crowd control and/or police locations
- Approved liquor consumption area/non-alcohol areas
- Site entrances/exits
- Registration/marshalling areas and spectator areas
- Marquees, rides, stages and/or other structures
- Food vendors and location of drinking water
- Fire extinguishers and first aid posts
- Portable toilet facilities
- Generator/electricity locations
- Litter/refuse facilities
- Fireworks launch site

24 Tondoon Botanic Gardens bookings only

Would you like to hire chairs?

No

Yes ► *Fee additional*

Number of chairs (80 maximum) _____

Would you like a directional sign for your event?

e.g. Family Fun Day, Information Session

No

Yes ► *please provide details*

Words for sign _____

25 Details or special requests not included in items above

26 Fees and charges

Please refer to standard terms and conditions number 10, 12 and 59

Fees and charges can be accessed on Council's website at <http://www.gladstone.qld.gov.au/fees-and-charges> under Parks and are subject to change each financial year.

Fees and charges are not payable at time of application lodgement. Council will contact you to discuss the fees and charges that may be applicable to your event following review of your application form.









Base fee per day	Tondoon Botanic Gardens (RC138)	All other parks (RC157)
Small community event	\$189.00	\$162.00
Small event - set up/pack up	\$66.00	\$54.00
Large community event	\$1,327.00	\$1,154.00
Large event - set up/pack up	\$437.00	\$383.00
Not for profit organisation	No charge	No charge
Additional fees and charges		
Alcohol consumption permit	\$28.00	\$28.00
Electricity usage*	POA	POA
Chair hire (per chair)	\$3.00	<i>Not available</i>
Small round Tables (per table)	\$5.00	<i>Not available</i>
White picket fence (2metre panels) (per panel)	\$6.00	
Security bond * (RC154)	POA	POA

**Amount will be determined at the discretion of Council following review of the Park Booking Application Form.*

27 Document checklist

Have you attached all the required documents?

Please tick and attach to application as required

- | | |
|---|---|
| <input type="checkbox"/>  Evidence of eligibility for not for profit fee status | <input type="checkbox"/>  A suitable risk management plan for high risk activities |
| <input type="checkbox"/>  Certificate of Currency for public liability insurance | <input type="checkbox"/>  The fireworks contractor's licence |
| <input type="checkbox"/>  Liquor licence from the Office of Liquor and Gaming | <input type="checkbox"/>  A site plan for the event |
| <input type="checkbox"/>  The applicant's proof of age | <input type="checkbox"/>  Separate sheet with additional information (if required) |

28 Provision of indemnity to Council, acceptance of standard terms and conditions of approval and acceptance of non-standard conditions of approval

I, the undersigned applicant have the authority of the organisation _____
organisation name
 for whom I am making this application, to provide this indemnity and to accept the standard terms and conditions and any non-standard conditions arising from the approval of this application by Council.

I, the undersigned applicant on behalf of the organisation I represent, acknowledge by making and signing this application that the organisation named above (the hirer);

1. Shall, at all times, hold harmless and keep indemnified the Gladstone Regional Council, its members, employees and agents from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the approval holder or agents or employees or any of them in connection with any activity carried out or purporting to be carried out under the approval provided by Council arising from this application or in the observance, fulfilment, non-observance or non-fulfilment of any condition of the said approval;
2. Accept the standard terms and conditions that apply to any approvals of this application by Council;
3. By proceeding with the event applied for in this application, once approved by Council, accept the non-standard conditions that may be applied in the advice of the approval by Council;
4. Confirm that all information I have provided is true and correct and I am 18 years of age or over.

29 Applicant signature

Signature	Printed name
Organisation	Date signed

NOTE: Your application will not be accepted or processed without the Park Booking Application Form being completed, signed and all required documentation attached.

30 Payment Options

Current fees and charges can be accessed on Council's website at www.gladstone.qld.gov.au/fees-and-charges under "Open Spaces and Venue Hire".

Your application form and supporting documentation can be submitted by any of the following:

IN PERSON at any of Council's Administration Centres. Cashiers hours may vary at each location.

General cashier hours are from 8:30am to 4:45pm Monday to Friday

EMAIL to either VenueHire@gladstone.qld.gov.au or Info@gladstone.qld.gov.au

POST Gladstone Regional Council, PO BOX 29, Gladstone DEC QLD 4680

Cheques or money order made payable to Gladstone Regional Council

31 Receipt details (office use only)

Date: _____	Receipt number: _____	Amount Paid: _____	Cashier: _____
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Standard Terms and Conditions - Community Entertainment Event

Local Government Act 2009 - Local Law No. 1 (Administration) 2011
Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011

Standard terms and conditions

1. Park bookings are to be scheduled between 7:00am and 6:00pm unless an extended time frame is requested and approved by Council.
2. Bookings at Tondoon Botanic Gardens must be scheduled during operating hours and finish 30 minutes prior to closing time, unless an after hours event is requested and approved.
3. Park bookings cannot be taken more than one year in advance.
4. Council cannot accommodate a second park booking where there is an approved booking in the same area, at the same location, on the same date and at a similar time.
5. Council makes reasonable effort to prepare parks for events; however Council cannot guarantee a park will remain in the same condition between preparation and the day of the event.
6. Council only accepts tentative bookings for community entertainment events.
7. A minimum of 28 days is required for the processing of a park booking application prior to conducting a community entertainment event.
8. Park bookings will only be accepted from a person 18 years of age and over; proof of age may be requested.
9. Council cannot guarantee the preparation of a park for bookings or the approval of any application forms received within 28 days of the event.
10. Applicable fees and charges must be paid in full within two weeks of submitting an application form. If payment is not received in full two weeks after submitting an application form, Council reserves the right to cancel your booking.
11. Cancellations and amendments to an application must be made in writing within two weeks prior to the booking date. All amendments will require approval.
12. The full or partial refund of paid fees is at the sole discretion of Council.
13. If the event is approved by Council, an approval letter will be sent to the email address provided on the Park Booking Application Form (where an email address is not provided, a hard copy will be sent by post). A hard copy of the approval letter can be requested in section 25 of the Park Booking Application Form.
14. It is the applicant's responsibility to read all of the standard terms and conditions prior to submitting the Park Booking Application Form.
15. By signing the Park Booking Application Form for the event, the applicant confirms that they have the authority of the organisation they represent to accept these conditions and confirm that they understand and agree to these standard terms and conditions on behalf of the organisation.
16. Hiring of the park does not give the hirer exclusive use of the park. The park is to remain available for other members of the public to use during the event. Public access to and use of park facilities must be maintained at all times, in particular walkways, stairs, bike paths and play equipment.
17. Only the event that has been approved can take place at the approved location and only on the date(s) and times that have been approved (including set up and pack up).
18. The hirer must be able to produce a copy of Council's approval letter at any time during the event, if requested by Council or the Queensland Police Service.
19. The hirer must take all measures to protect the safety of persons who are involved in, or may be affected by the event.
20. The hirer must ensure that the event does not cause environmental harm or create an environmental nuisance (whether by the organisers or by attendees of the event).
21. The hirer must ensure that all activities are performed in accordance with the relevant environmental legislation, guidelines, policies and procedures.
22. The hirer must take measures to reduce any adverse effects that the event has on the surrounding location.

23. The design and construction of all structures used during the event must meet relevant Australian safety standards, be suitable for use by people of all abilities, and be appropriate for the number of people expected to attend the event.
24. The applicant must ensure that the location they have selected and the actual running of the event doesn't unreasonably detract from the amenity of the location.
25. All park facilities and equipment used during the event must be left in good working order and in a clean and sanitary condition.
26. The applicant is required to obtain and adhere to all other necessary approvals, licences and/or permits that are required under any other legislation (whether Commonwealth, State or Local Government) for the running of the event.
27. To be eligible for the not for profit fee status Council requires evidence that the organisation is not for profit and such evidence must be provided to Council with the application form. Suitable evidence may include but is not limited to a Certificate of Registration as a charity, a Certificate of Incorporation, a Certificate of Sanction from the relevant government body, a Certificate of Exemption as a charity/not for profit agency from the Australian Taxation Office (ATO), a Statutory Declaration, or indication that the organisation can be found on the Australian Charities and Not-for-profits Commission (ACNC) website. In the case where the applicant is unable to provide evidence that the organisation or event is not for profit, a request to be considered for not for profit fee status may be addressed to Council in writing for consideration.
28. Businesses, incorporated bodies, sporting clubs, groups or associations of any kind must hold current public liability insurance cover to the minimum value of 10 million dollars which must be valid for the date(s) of the event. A copy of the Certificate of Currency must be provided to Council with the application form. Ideally, Council should be listed as an interested party.
29. All structures, signs and banners (except jumping castles) in Council parks must be free standing with no in-ground pegs, and must not be attached to any tree or plant matter. Weights and sand bags are a suitable alternative. Sand pegs may be used to stabilise structures where events are located on the beach. Jumping castles may be stabilised with in-ground pegs for safety reasons, however, additional care must be taken where underground services are present. All advertising signs require approval; please contact Council's Regulatory Services Division for more information on 07 4970 0700.
30. Jumping castles, slip and slides and other amusements are not permitted without written approval from Council and must be hired through an approved hire company. Private jumping castles, slip and slides and other amusements are strictly prohibited. Slip and slides are not permitted for use in memorial parks, Millennium Esplanade or Tondoon Botanic Gardens, and are subject to water availability.
31. Where alcohol is only to be consumed (not sold), alcohol is not permitted without a separate written authorisation from Council and is strictly prohibited in all memorial parks. The consumption of alcohol is governed by the *Liquor Act 1992*. Permits will only be granted by Council if the applicant is 18 years of age and over, for a maximum time period of one day. The applicant's proof of age must be provided to Council with the Park Booking Application Form. Details of all approved alcohol consumption permits are forwarded to the Queensland Police Service. If alcohol consumption is approved, Council will provide a separate alcohol consumption permit for each day of the event with the approval letter. This permit must be conspicuously displayed during the time of designation. The hirer must comply with the conditions of the alcohol consumption permit at all times.
32. If alcohol is to be sold and consumed at the event, the applicant is responsible for obtaining a liquor licence from the Queensland Government Office of Liquor and Gaming Regulation prior to the operation of the event and must comply with all conditions of the liquor licence obtained. A copy of the liquor licence must be attached to the Park Booking Application Form. Please visit Queensland Government Office of Liquor and Gaming Regulation at <https://www.business.qld.gov.au/industry/liquor-gaming> for more information.
33. No glass or glass receptacles are permitted for use at any time during the event.
34. A CASH ONLY refundable deposit is required when obtaining keys to access electricity and/or gates. If electricity is available, details of where to collect the key will be outlined in the approval letter. Not all parks have access to electricity, please contact Council's Events and Entertainment Team on 07 4972 2822 to confirm parks with access to electricity.
35. All keys must be returned to Council the next business day to obtain your cash deposit refund. If the keys are lost or misplaced, you will forfeit your refund.

36. All electrical equipment must comply with relevant Australian standards and must be inspected for safety. No double adaptors are permitted in parks and all power leads and connections must be positioned and secured to avoid pedestrian trip hazards.
37. The use of generators is limited to the hours of 7:00am to 7:00pm Monday to Saturday and 8:00am to 7:00pm Sunday and public holidays, unless otherwise requested and approved by Council in writing or directed by the relevant authorities.
38. Vehicles are not permitted to drive in or access parks without written authorisation from Council. Vehicle access is generally limited to vehicles directly involved in the supply of large or heavy equipment required to undertake the event and emergency vehicles, unless otherwise requested and approved by Council in writing. The hirer is responsible for confirming with their hire company if vehicle access is required and for obtaining the proposed vehicle details.
39. Pony rides, petting zoos and the like are not permitted in parks without written authorisation from Council in writing. The operator must be in attendance at all times and must immediately remove and dispose of any waste or manure in a sanitary way. All requests for animals must comply with Council's Local Laws. Domestic animals are not permitted at Tondoon Botanic Gardens.
40. Council does not supply additional rubbish bins for events. The park must be left clean and tidy at the completion of the event. In the case where bins are not provided or are already full, the hirer must remove all rubbish from the park generated by the event. Large community entertainment events are required to provide additional bins and arrange for their removal during the event set up and pack up time at the hirer's expense.
41. The applicant is responsible for ensuring all food providers at the event hold current food licences or have obtained the relevant food licences prior to the event under the *Food Act 2006*. All food licence holders are required to comply with the conditions of their food licence and the hirer must ensure all food safety requirements are met during the operation of the event. For more information on food licence requirements, please contact Council's Regulatory Services Division on 07 4970 0700.
42. The hirer is responsible for ensuring potable water is available where existing Council water facilities do not cater for the expected number of attendees of the event.
43. Where existing Council toilet facilities do not cater for the expected number of attendees, the hirer is required to provide additional toilet facilities for the event at the hirer's expense. Any supplied amenities must be serviced throughout the event and must comply with Council's Trade Waste Management Plan 2012. For more information, please contact Council's Trade Waste Section within the Development Services Division on 07 4970 0700.
44. The hirer must take all reasonable and practical measures to minimise noise nuisance. Amplification of music or vocals must be controlled so not to disturb other park users and neighbouring residents. Amplifier devices are limited to the hours of 7:00am to 10:00pm on a business day or 8:00am to 6:00pm on any other day, unless otherwise requested and approved by Council in writing or directed by the relevant authorities.
45. Where an extended time frame outside the hours of 7:00am to 6:00pm is requested and approved by Council in writing, the hirer is responsible for ensuring the park is clearly illuminated and where required provide additional lighting suitable for the time of the event at the hirer's expense.
46. Where an event requires temporary road and/or car park closures or the event will impact on the road reserve, the applicant must contact Council's Road Services Division on 07 4970 0700 to obtain the appropriate permits. The hirer may be required to lodge an application with the Department of Transport and Main Roads and notify all other relevant authorities. The hirer is required to comply with the conditions of such permits where provided.
47. The hirer is responsible for ensuring adequate parking is available and for the management of traffic for the duration of the event.
48. The applicant must provide a suitable risk management plan for all activities that are considered to be high risk and/or dangerous with the park booking application form. A suitable risk management plan template can be found on Council's website.
49. Fireworks and pyrotechnic equipment are not permitted in parks without written authorisation from Council and are governed by the *Explosives Act 1999*. Fireworks can only be conducted by a licenced fireworks operator. The fireworks contractor licence, valid for the date(s) of the event, must be provided to Council with the Park Booking Application Form. The hirer is responsible, at least one week prior to the event, to notify residents in the immediate vicinity of the fireworks display in writing and must publish a public notice in local newspaper.

50. The hirer is responsible for liaising with all emergency services prior to the event.
51. First aid services are considered critical for any event open to members of the public. The hirer is responsible for providing first aid services for the duration of the event.
52. Council and/or the Queensland Police Service may require the hirer to engage police officers, security guards and/or crowd control for the event. Please visit Queensland Police Service at www.police.qld.gov.au for further information and requirements.
53. The hirer must engage appropriate security where event infrastructure remains at the park overnight.
54. The hirer must take into consideration the potential impacts the event may have on residents, pets and businesses such as traffic access, delays, the duration and noise levels. Council requires appropriate methods of community consultation and pre-event communication to be undertaken by the hirer prior to the event.
55. A site plan must be completed and submitted to Council for all community entertainment events and must at a minimum contain all applicable items listed in item 23 site plan of the Park Booking Application Form. Event operations must remain in accordance with the site plan submitted with the application at all times.
56. The release of animals, rice, balloons, confetti, glitter or other manufactured products is not permitted. Bubbles and rose petals are an acceptable alternative; however no residue is to remain on walkways or stairs.
57. Permanent markings are not permitted in Council parks, including the use of paint. Where directional signage is required for the event, chalk is the only acceptable alternative.
58. For all school related events, the hirer is responsible for ensuring all students return to school or vacate the park at the completion of the event.
59. The hirer may need to pay a security bond for the event by a required date. Where the hirer is required to pay a security bond, failure to pay the bond by the required date will result in the park booking being cancelled. Upon payment of the security bond to Council, the hirer accepts:
 - a) The security bond will only be refunded after the event if the hirer has complied with all standard terms and conditions of use of the park and have left the park in a satisfactory condition after use.
 - b) If the park requires cleaning and/or repairs as a result of the hirer's use of the park, the hirer will be advised of the rectification works to be undertaken and the time in which this must be undertaken. Council will offer the opportunity of a joint onsite inspection to outline the works required.
 - c) If the hirer is unable to comply with this advice, Council will undertake the required works at the hirer's expense and will invoice the hirer for these costs.
 - d) If the invoice is not paid, the hirer accepts that Council may apply the security bond towards the payment of the costs and recoup from any balance not covered by the security bond as a debt.
 - e) If the security bond is greater than the costs incurred by Council and the hirer does not pay the invoice provided within 30 days of issue, the security bond will first be applied to the payment of the invoice and any balance will be refunded.
60. Council reserves the right to cancel the park booking at any time. Any breach of the standard terms and conditions may result in the event being cancelled immediately by Council or the Queensland Police Service.