

Office:

Date:/...../.....

Time:

Name:

Park Booking Amendment Form

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 form can be used for amendments to **private functions** and **community entertainment events** held on Council controlled park or open space areas. All amendments require approval.

1 Applicant details

Name of applicant responsible for function or event

2 Function details

Park name

Function Date

3 Amendment details

4 Applicant acknowledgment

In making this amendment, I confirm all information I have provided is true and correct, I am 18 years of age or over, I have the authority of the organisation I represent and by proceeding with the function or event, once approved by Council, accept the non-standards conditions that may be applied in the advice of the approval by Council.

Signature

Printed name

Organisation (if applicable)

Date

5 Payment options

Current fees and charges can be accessed on Council's website at <http://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 4:30pm Monday to Friday

EMAIL to either parkbookings@gladstone.qld.gov.au or info@gladstone.qld.gov.au

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

Cheques or money order made payable to Gladstone Regional Council

6 Receipt details (office use only)

Date: _____ Receipt number: _____ Amount Paid: _____ Cashier: _____