
Application to use Gladstone Regional Council Park and Recreation Areas for Functions/Wedding

TO AVOID DISAPPOINTMENT PLEASE CONTACT THE ENVIRONMENT AND RECREATION DEPARTMENT FIRST TO CHECK YOUR BOOKING DATE IS AVAILABLE BY PHONING 4977 6899

Applicants Details:

Name of Organisation: _____

Not for profit organisation: Yes No

Applicant Name: _____

Postal Address: _____

Phone Numbers: (H) _____ (W) _____ (M) _____

Email: _____

Venue Details:

Park Name: _____

Area in Park: _____

Date of Function/Wedding: _____

Function Details:

Type of Function: _____

Estimated No. of people attending: _____ Time: From: _____ To: _____

All Equipment to be used: _____

Please check the box if you require:

Wet Area Sign (if consuming alcohol)

Access to Electricity (for access to power a \$20.00 **cash only** refundable key bond is required) Please note not all parks have access to power

"The Gladstone Regional Council is collecting the personal information of the applicant in order to process this application. The information will only be assessed by authorised Council employees and may be given to the Qld Police Service for the purpose of monitoring and ensuring compliance with the conditions of this application. The information will not be given to any other person or agency unless the applicant has given their permission or Council is authorised or required by law."

Hire Agreement Terms for Functions

The Hirer (.....) undertakes to uphold the conditions listed below in the course of the hire of the Council Parkland and/or reserve.

It is agreed that the following actions and conditions include:-

1. **Vehicles are not permitted onto parkland** unless prior approval has been obtained by the supervisor for the parkland not more than 5 days prior to the function. This agreement is limited to vehicles directly involved with the supply of equipment required to undertake the function, and must be removed and parked in approved parking areas during the function. Any vehicle barriers or bollards removed in the process of obtaining access must be reinstated to the original position immediately following access into or out of the parkland. Failure to undertake the limitation of vehicles may result in the Hirer being responsible for damage to lawns and other infrastructure.
2. **No glass receptacles are permitted** to be used during the event or in the establishment of the function.
3. **Tents and Marquees shall be free standing with no in ground pegs.** Underground services including electricity, water and sewer lines are present in the parklands. Damage to the infrastructure is prevented by the banning of tent pegs, spikes, star pickets or other ground driven devices. Please contact the parkland supervisor to discuss hold down options for your equipment.
4. **Fireworks and pyrotechnic equipment is not permitted** due to the risk of fires in garden beds, dry grasses and surrounding properties. Fireworks are not permitted on beaches or designated habitat reserves.
5. **Amplification of music or vocals shall cease by 10.00pm** in accordance with Noise Abatement regulations.
6. **The release of animals, confetti, glitter or other manufactured product is not permitted.** Rice, bubbles and rose petals are an acceptable alternative, however no residue is to remain on concrete pathways or stepped access.
7. **Alcohol is not permitted without written authorization from Council.** The Hirer is responsible for obtaining a liquor license when the selling of alcohol is requested. The consumption of alcohol is governed by the *Liquor Act 1992*. The Hirer is responsible to ensure that no nuisance or complaint is made as a result of the consumption of alcohol during the function. The Council will forward a Wet Area sign when the function has been approved for the consumption of alcohol. Copies of the approval to consume alcohol will be forwarded to the Queensland Police Service prior to the function. The Hirer is the responsible person in the event of a complaint lodged during or following the function.
8. **A \$20 cash only refundable deposit is required when obtaining keys to access power and /or gates.**
9. **A minimum of 5 business days is required for the processing of parkland hire applications prior to conducting a function.** The applicant must provide information that adequately details the nature of the function, anticipated number of attendees and additional licensed security service if required. Park bookings will only be accepted from persons over 18 years of age. Proof of age may be requested.
10. **Council will not supply additional rubbish bins for functions.** The parkland must be left in a clean and tidy manner at the completion of the function. All refuse must be removed from site and facilities left available for the public to utilize. A cleaning fee will be issued if the park is left in an untidy or unclean state following the function.
11. **The parkland is to remain available for other members of the public** to utilize during the function time. Hiring of the parkland does not give exclusive use of the parkland. Public access and use of park facilities must be maintained at all times, in particular pathways and bicycle routes.
12. **The document “Casual User of Council Facilities Liability Insurance – Acknowledgement and Declaration Form”** is to be read in conjunction with these conditions for use. Insurance cover is NOT provided for incorporated bodies, sporting clubs or associations of any kind. These organizations must hold their own current liability insurance and a copy must be submitted with completed application.

13. **All keys must be returned to Council** on the next available business day to obtain the refund. Lost or misplaced keys shall be charged to the Hirer at the current replacement cost to Council.
14. **All electrical equipment must have a current inspection certificate.** No double adaptors are permitted in parks. The Hirer must liaise with the site supervisor to locate power outlets prior to the function. All power leads and connections must be positioned and secured to avoid pedestrian trip hazards.

In making this application, I confirm that I have understood the conditions hereto and take responsibility for ensuring such conditions are complied applied with:

Signature of Applicant: _____

Date of Application: _____

I also Confirm I have read and understood the " Casual User of Council Facilities Liability Insurance - Acknowledge and Declaration Form: I choosing to accept this option, I have included a signed and dated copy with this application form.

Yes No

List of Offices for payment:

Gladstone Office

101 Goondoon Street
GLADSTONE QLD 4680
Phone: 4970 0700

Calliope Office

5 Don Cameron Drive
CALLIOPE QLD 4680
Phone: 4975 8100

Mt Larcum Post Office

Raglan Street
MT LARCOM QLD 4695
Phone: 4975 1205

Gladstone Tondoon Botanic Gardens

Glenlyon Road
GLADSTONE QLD 4680
Phone: 4971 4444

Boyne/Tannum Community Centre

Cnr Wyndham & Hayes Ave,
BOYNE ISLAND QLD 4680
Phone: 4973 7723

Miriam Vale Office

36 Roe Street
MIRIAM VALE QLD 4677
Phone: 4974 6222

Please complete and return this form to the appropriate council office to determine any fees to be paid to secure your booking (see back of page for list of offices)

OFFICE USE ONLY	
Total Amount Paid	Receipt No.
\$ _____	
Confirmation Letter Sent:	Dataworks ref.