



## INNER CITY FACILITIES LICENCE APPLICATION COVER SHEET

Valid 1<sup>st</sup> July 2010 - 30<sup>th</sup> June 2011

**Applications are to be lodged no later than 10 business working days prior to the event to allow for processing. Applications received after this time will be subject to consideration.**

**DAY / DATE OF EVENT:**

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**EVENT DETAILS**

Name / Type of Event:

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Location:

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**APPLICANT DETAILS**

Name of Person Lodging Application:

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Company Name (if applicable):

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Postal Address:

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Phone:

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Fax:

Mobile:

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Email:

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**Applications are to be returned to:**

**INNER CITY FACILITIES PO Box 359 CAIRNS, QLD, 4870**

**Facsimile: 07 4044 3759 / Email: [innercityfacilities@cairns.qld.gov.au](mailto:innercityfacilities@cairns.qld.gov.au)**

**For Enquiries Phone: 07 4044 3715**

**OFFICE USE ONLY**

**Date Application Lodged:** .....

**Site Plan Attached:** Yes / No

Application Fee Amount Paid: \$..... Date: ..... Receipt #: .....

Hire of Venue / Services Fee: \$..... Date: ..... Receipt #: .....

Bond Amount Paid: \$..... Date: ..... Receipt #: .....

Quote / Licence DM5#: .....

Bond refund memo # : .....



**CAIRNS REGIONAL COUNCIL**  
**Application for a Licence to Conduct**  
**Activities**  
**in the INNER CITY FACILITIES**

**PLEASE NOTE:** It is an offence to undertake the below mentioned uses / activities in the Inner City without a prior approval under Esplanade Local Law 2004; Local Law 7 (Pedestrian Malls) & Local Law 10 (Public Entertainment Venues)

<p><b>CONDITIONS OF LICENCE</b></p> <p><u><b>THIS APPLICATION MUST BE ACCOMPANIED BY:</b></u></p> <ul style="list-style-type: none"> <li>▪ Application fee</li> <li>▪ Location and site plans for the use / activity; and</li> <li>▪ Copies of any other approvals etc. for the use / activity.</li> <li>▪ Risk Management Plan (if requested by CRC)</li> </ul> <p><u><b>COUNCIL WILL IMPOSE CONDITIONS ON THE GRANTING OF A LICENCE RELATING TO:</b></u></p> <ul style="list-style-type: none"> <li>▪ Payment of licence fees</li> <li>▪ Payment of fees for services provided by Council</li> <li>▪ Risk management plan, insurance and indemnities; and lodgment of a security bond</li> </ul>	<p><b>PLEASE NOTE:</b>          Specific requirements relating to the provision of:          * Additional Public Amenities          * Security Personnel          May be enforced by Council dependent on the size and type of activity.</p>
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**1. DATES & TIMES OF ACTIVITIES**

<b>Bump In (set-up) Day/s &amp; Date/s (set-up)</b>	<b>Time (from / to)</b>
<b>Day/s &amp; Dates/s of <u>actual event</u></b>	<b>Time (from / to)</b>
<b>Bump Out (pull down) Day/s &amp; Date/s</b>	<b>Time (from / to)</b>

**2. ESTIMATED NUMBER OF PERSONS INVOLVED IN ACTIVITY:**

Attendees ▶ \_\_\_\_\_ Employees ▶ \_\_\_\_\_ Total Persons ▶ \_\_\_\_\_

**3. DO YOU REQUIRE VEHICLE ACCESS FOR ANYTHING RELATED TO YOUR ACTIVITY?**

Yes  No                      How many ▶ \_\_\_\_\_

**PLEASE NOTE:** STRICTLY NO VEHICLES ARE ALLOWED ON ESPLANADE PARKLANDS WITHOUT PRIOR APPROVAL FROM THE COUNCIL. VEHICLE PERMIT APPLICATION MUST BE MADE TO THE ICF (INNER CITY FACILITIES) OFFICE FOR ACCESS ONLY NOT PARKING OF VEHICLES  
**\* FAILURE TO ABIDE BY THESE RULES MAY RESULT IN A FINE BEING ISSUED.**

**4. LOCATION OF USES/ ACTIVITIES**

Select Venue

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Munro Martin Park and / or Stage | <input type="checkbox"/> BBQ Pelican       | <input type="checkbox"/> The Fun Ship            |
| <input type="checkbox"/> City Place and / or Soundshell   | <input type="checkbox"/> BBQ Kingfisher    | <input type="checkbox"/> Skate Park              |
| <input type="checkbox"/> Fogarty Park and / or Soundshell | <input type="checkbox"/> BBQ Seagull       | <input type="checkbox"/> BBQ Curlew              |
| <input type="checkbox"/> Northwest of Lagoon              | <input type="checkbox"/> BBQ Lorikeet      | <input type="checkbox"/> McKenzie Street Area    |
| <input type="checkbox"/> Westside of Lagoon               | <input type="checkbox"/> BBQ Jabiru        | <input type="checkbox"/> Hospital Area Parklands |
| <input type="checkbox"/> Eastside of Lagoon               | <input type="checkbox"/> BBQ Kookaburra    | <input type="checkbox"/> Beach Volleyball Courts |
| <input type="checkbox"/> Sister Cities Parkland Area      | <input type="checkbox"/> BBQ Sister Cities | Other ▶ <i>give details below</i>                |
| <input type="checkbox"/> BBQ Sea Eagle                    | <input type="checkbox"/> BBQ Osprey        |  |

Please give details of other

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**5. PROPOSED USES / ACTIVITIES DETAILS**

*Give Details of Proposed Uses / Activities (Please attach Plan)*

Please include

- Size and Dimensions of the area required
- Structures or equipment to be used

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**6. Other Approvals Required for Uses / Activities**

Is another approval, lease, licence or permit required for the uses / activities? (Please tick)

Will there be food?     Yes, for sale     Yes, provided to guests or BYO (not sold)     No food

Will there be alcohol?     Yes, for sale     Yes, provided to guests or BYO (not sold)     No alcohol

Will you be fundraising?  Yes                       No

Please provide details if you have ticked YES any of the above

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**If you ticked YES in one or more of the above boxes, approval, licence or permits may be required for your event.**  
**\* If you will be providing/selling alcohol please contact the Office of Gaming & Liquor Regulation – 07 3872 0999**  
**\* If you will be providing/selling food please contact Jacinta Johnson at Public Health – 07 4044 3587**

## 7. EVENT REQUIREMENTS

Structures or equipment to be used/ services required. Please select

EQUIPMENT / STAFF HIRE	COST	NUMBER REQ.
3m x 3m Marquee Hire (each)	\$ 62.00	
6m x 3m Marquee Hire (each)	\$ 104.00	
Staging (6m x 4m). Other sizes available upon request	\$ 1,248.00	
Temporary Fencing 2.2 metre panels ( cost per panel)	\$ 10.00	
Wheelie Bins (each/ includes removal)	\$ 22.00	
Industrial Bin (each/ includes removal)	\$ 73.00	
Folding Table 180cm x 76cm (each)	\$ 21.00	
Sound Technician Mon – Fri (6.00am – 6.00pm)	\$ 62.00 p/hr	
Sound Technician after 6.00pm weekdays, public holidays or weekends	\$125.00 p/hr	(min 4 hour)
Cleaner Mon – Fri (6.00am – 6.00pm)	\$ 50.00 p/hr	
Cleaner after 6.00pm weekdays, public holidays or weekends	\$ 83.00 p/hr	(min 4 hour)
Security Guard Mon – Fri (6.00am – 6.00pm)	\$ 47.00 p/hr	
Security Guard after 6.00pm weekdays, public holidays or weekends	\$ 73.00 p/ hr	(min 4 hour)

**Additional staff & services may be required / available. Price on application**

### General Information

A copy of all Local Laws can be found on Council's website at [http://www.cairns.qld.gov.au/council/local\\_laws](http://www.cairns.qld.gov.au/council/local_laws)

If the use / activity is being conducted on trust land, it may be necessary for the use / activity to be approved under the *Land Act 1994*.

If a trustee lease is required under the *Land Act 1994* for the proposed use / activity, a licence is not required.

### *Esplanade Local Law 2004*

#### *Local Law 7 (Pedestrian Malls)*

#### *Local Law 10 (Public Entertainment Venues)*

#### *Local Law 27 (Commercial Recreational Activities)*

#### *Distribution of Business Advertising Publications and Touting Local Law 2004*

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**Applicants Signature**

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**Date**

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**Title / Company**

# AUDIO EQUIPMENT FOR HIRE

## **LARGE PA SYSTEM – EV - \$500 Package**

This equipment needs a sound tech. i.e. someone that Council approve and knows how to use the equipment. Necessary leads for speakers are included.

Quantity	Item Description	Tick if Required
2 x	EV 1000 watt Dual 15 inch Speakers (passive)	
2 x	EV 800 watt Dual 18 inch Subwoofer (passive)	
1 x	PEAVEY 20 Channel Mixer	
2 x	EV 2x1200 watt POWER AMPLIFIER	
1 x	PEAVEY 02 x 15 Band Graphic EQ	
1 x	PEAVEY Dual 31 Band Graphic Equaliser	
1 x	24 Bit Sound System Processor	

## **SMALL PA SYSTEM – JBL - \$250 Package**

Necessary leads for speakers are included.

Quantity	Item Description	Tick if Required
2 x	JBL 300 watt Speaker (active)	
1 x	SOUNDCRAFT 8 Channel Mixer	

## **ACCESSORIES**

Quantity	Item Description	Item Cost	Tick if Required
2 x	Speaker Stands	\$10 ea	
6 x	Microphone Stands (2 x black, 4 x chrome)	\$5 ea	
1 x	SONY CD Player	\$20 ea	
5 x	MICROPHONE Shure SM58	\$10 ea	
2 x	MICROPHONE Shure Beta58	\$15 ea	
1 x	WIRELESS Handheld Microphone	\$40 ea	
1 x	WIRELESS Headset Microphone	\$40 ea	
2 x	DI's	Free*	
9 x	XLR – XLR Microphone Leads	Free*	
2 x	Jack to Jack (phono) Leads	Free*	
1 x	4 way Powerpack	Free*	
2 x	15m extension Leads	Free*	

\*Depending on availability

**NB: ALL ITEMS ARE FOR HIRE AT ON-SITE EVENTS AND NOT FOR EXTERNAL VENUE USE.**

# WEDDING CEREMONIES

## HIRE FEES & CHARGES

**APPLICATION FEE - must be paid at time of lodging application (non-refundable)**

Ceremony Application Fee	\$62.00
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VENUE HIRE	Estimated Capacity	Half Day	Full Day
<b>ESPLANADE LOCATIONS</b>			
Westside of Lagoon	4000 pax	\$ 494.00	\$ 988.00
Eastside of Lagoon	2500 pax	\$ 494.00	\$ 988.00
Sister Cities Parklands – incl. access to high water pier	750 pax	\$ 225.00	\$ 450.00
Unspecified Parklands	<100m2	\$ 92.50	\$ 185.00
	<500m2	\$ 179.50	\$ 359.00
	>500m2	\$ 325.00	\$ 650.00
<b><i>Anything more than 10+ chairs, a signing table, and/or lectern placed on the designated area requires the applicant to hire the venue site. If there will be standing guests ONLY a venue hire may not be compulsory.</i></b>			
<b>BBQ LOCATIONS</b>			
BBQ Promenade – “Pelican”	(2 BBQ’s)	\$ 96.00	\$187.00
BBQ Northeast Lagoon – “Jabiru”	(4 BBQ’s)		
BBQ East Lagoon – “Kookaburra”	(4 BBQ’s)		
BBQ Far East Lagoon – “Sister Cities”	(4 BBQ’s)		
BBQ Skate Park – “Sea Eagle”	(3 BBQ’s)		
BBQ McKenzie Street – “Osprey”	(1 BBQ) 50 to 150 pax		
BBQ Promenade – “Kingfisher”	(2 BBQ’s)	\$ 187.00	\$ 375.00
BBQ Northwest Lagoon – “Seagull”	(4 BBQ’s)		
BBQ West Lagoon – “Lorikeet”	(4 BBQ’s)		
BBQ Muddy’s – “Curlew”	(1 BBQ) 50 to 150 pax		
BBQ Muddy’s – “Egret”	(2 BBQ’s)	Not for hire / public use only	Not for hire / public use only
BBQ Funship – “Sandpiper”	(3 BBQ’s) 50 to 150		

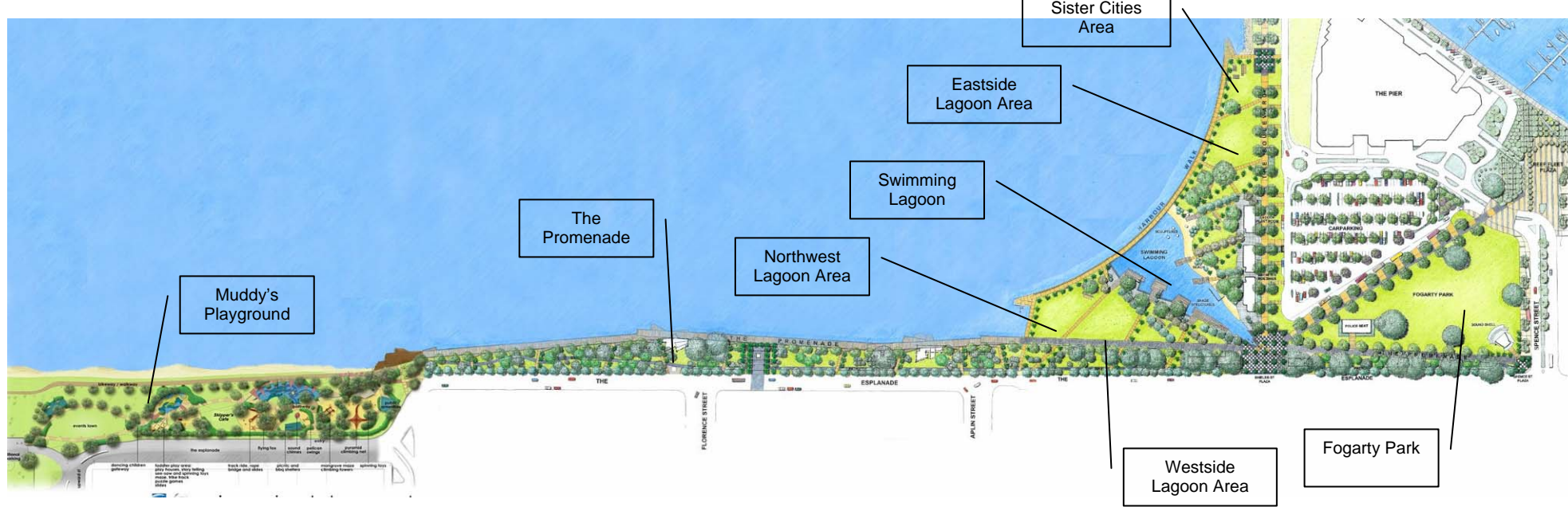
**BOND – Does not apply to standard BBQ use where there is no alcohol and under 100 people**

Events under 100 pax. <b>No</b> catering or alcohol	Not Applicable
Events under 100 pax. <b>With</b> Catering and/or alcohol	\$ 115.00
Events under 500 people	\$ 814.00
Events over 500 people	\$3,255.00

### BUMP IN / OUT

All additional days required for Bump In or Out in relation to the venue hire will be paid at <b>50%</b> of the nominal daily hire fee
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## ESPLANADE AREAS FOR HIRE



## BBQ'S FOR HIRE

