



CAIRNS REGIONAL COUNCIL

Park, Reserve or Foreshore Booking Form

Part 3 of Local Law No. 10 (Public Entertainment Venues)

Part 7 of Local Law No. 26 (Parks & Reserves)

Part 3 of Local Law No. 19 (Foreshores)

Please note that Fees and Charges may be payable in association with the booking of Council operated Parks, Reserves and Foreshores.

Please refer to Council's website www.cairns.qld.gov.au/about-council/rates.-fees-and-charges "Parks & Other Facilities" for more information or contact Council on 4044 3044

Applications must be lodged a minimum of 14 days prior to the proposed event to allow for processing (applications received after this time frame will be subject to consideration)

EVENT DETAILS

Day & Date of Event

Start & Finish Times of your Event

Set Up Day & Date

Pack Up Day & Date

Name / Type of Event

Name of Park, Reserve or Foreshore

Area within Park, Reserve or Foreshore for Proposed Use

APPLICANT'S DETAILS

Name / Company name

ABN *If applicable*

Not for profit organisation *Please advise*

Company contact person and position *If applicable (or the name of who you are booking the location for)*

Postal address

Work phone no.

Home phone no.

Fax no.

Mobile phone no.

Email address

PROPOSED USES / ACTIVITY DETAILS

1. The application is for the following uses / activities within a park or foreshore:

Tick all applicable boxes

- | | | |
|--|--|---|
| <input type="checkbox"/> Conduct a commercial function/ event | <input type="checkbox"/> Conduct a private function e.g. birthday party; family gathering; social club function | <input type="checkbox"/> Will a footpath or road be closed or will vehicular or pedestrian traffic be diverted? (if yes, provide details) |
| <input type="checkbox"/> Conduct formal or organised sporting and recreation activities | <input type="checkbox"/> Conduct social or community event | <input type="checkbox"/> Stage events, festivals or concerts (an application fee maybe applicable) |
| <input type="checkbox"/> Will alcohol be served? (including BYO) | <input type="checkbox"/> Will alcohol be sold? (if yes attached a copy of your liquor licence) | <input type="checkbox"/> Activity involving more than 100 people |
| <input type="checkbox"/> Sell or Provide food or drink, or both, to members of the public (additional permit may be required, contact Council's Health Department) | <input type="checkbox"/> Conduct a Marriage Ceremony (or other ceremony)
Celebrant's Name
Email:
(a copy of the approval will be sent to the Celebrant) | <input type="checkbox"/> Operate any system of public address and sound amplification (additional permit may be required contact Council's Health Department) |
| <input type="checkbox"/> Undertake any fundraising | <input type="checkbox"/> Sell, offer or let for hire any commodity, good or thing | <input type="checkbox"/> Others (please list in detail below) |
- During the period of hire will there be any paid or unpaid workers in employment that primarily involves unsupervised direct contact with children under the age of 18 years of age?
If you **indicated yes** please provide a copy of the paid or unpaid workers blue card.
More information on blue cards is available on www.ccypcg.qld.gov.au

2. Give detailed statement of proposed uses / activities (please attach extra information if required)

3. Estimated number of people associated with the event

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4. Services required from Council

- Power is available on **some** sites please tick if required (Fees will be applied accordingly)
- Overhead Lighting is available on **some** sporting fields please tick if required (Fees will be applied accordingly)
- Do you require vehicle access for anything related to your activity? (You may be required to collect keys from Council's Depot, a deposit may be required)

5. Structures or equipment to be used

- Are any structures or equipment to be used for the uses / activities? (if yes give details)
For example – portable toilets, marquees, stands, tables, generators, barricades.

6. Attach a site plan

Council requires a general sketch of the proposed area you wish to use **only if the location is not adjacent to, or opposite a specified or recognisable landmark as described on page one of this application** (*this assists Council in ensuring that bookings are not doubled-up for parks, reserves or foreshores*)

7. Insurance

As a requirement of your approval Council may request:

(a). The Hirer/ Approval holder will at its own expense insure and keep insured in the name of the Hirer with the Cairns Regional Council, the Minister Administering the Land Act 1994 and The State of Queensland noted as an interested party for an amount of not less than Twenty Million Dollars (\$20,000,000.00) against public liability in the form of a standard public liability policy.

(b). The Hirer/ Approval holder shall produce to Council prior to the date required evidence of the Insurance Policy affected by the Hirer/ Approval holder under clause (a).

8. Confirmation of booking

Should any fees or charges be applicable to this application, a commercial applicant must firstly have an account with Council (please contact Sport & Recreation for further information) and after an account is established, a tax invoice for the relevant fees or charges (and for non-commercial applicants: a payment request form) shall be forwarded to the applicant.

Payment of any fees or charges applicable to this application will be due within 14 days of issue of tax invoice / payment request **or** prior to the event, whichever occurs first.

Confirmation of a booking and subsequent letter of approval will not occur until payment has been made

9. Terms and conditions of approval

Terms and Conditions applicable to the approval of this booking shall be attached to the letter of approval sent to the applicant upon approval of this booking.

Please Note: In the event of an extreme weather occurrence, or in the interests of Public Safety, or to enable Council to complete necessary Public Works, Council reserves the right to cancel or alter a booking and will inform the applicant accordingly.

Applicant's Signature

Print Name

Date

Cairns Regional Council – Information Privacy Collection Statement

Your personal information has been collected for the purpose of processing your application to hire a Council park/reserve/foreshore. The collection of your information is authorised under Council Local Law 10, 19 and 26. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

Return Completed Application To:

Mail:

Sport, Recreation & Community Development
Cairns Regional Council
PO Box 359
Cairns Qld 4870

Email:

sportrecreation@cairns.qld.gov.au

Hand Deliver:

Cairns Regional Council
119-145 Spence Street
Cairns Qld 4870

Fax:

(07) 4044 3830