



APPLICATION/ENQUIRY FOR PARK USE

(NOT to be used for booking TAMBORINE MTN BOTANIC GARDENS [refer www.tmbotanicgardens.org.au] or Council camping areas)

Please read "Terms & Conditions – Use of Council Controlled Parks & Reserves" prior to completing your application.

- Not to be used for small social events that involve less than 20 participants and have little or no event infrastructure.
- At least 10 working days notice is required.
- Please return to Council by the address, email or fax details as listed above.

APPLICANT

First Name: Surname:

Company or Event Organiser * (if applicable):

*Organisation in whose name the Public Liability Insurance is taken out

Street Address:

Post Code:

Postal Address (if different from above):

Post Code:

Telephone: (H) (W) (Mob)

Best Days/Time to Contact:

Email Address:

Park Name:

Park Location (Street Address):

Date & Time of Use: From ____/____/____ at ____am/pm To ____/____/____ at ____am/pm

Likely no of participants: Likely no of spectators:

ACTIVITY

Large social/private gathering/function or small event with substantial infrastructure

Type of Function

wedding (please provide name of bride and groom):

birthday party

social gathering (please detail):

sporting activity (please detail):

other (please detail):

Community or Major Event (please detail type of event):

Nature of Use Is the event for commercial purposes? Yes No

Is the event accessible to the general public? Yes No

Food or Alcohol Will food be sold or served at the event? Yes No

(if yes, please attached a food license application form or copy of issued license)

Will alcohol be sold or served at the event? Yes No

(if yes, please attach a copy of the liquor license permit)

Service Access Do you require access to on-site power? Yes No

(if yes, please detail valid reason, location and attach a safety plan)

Do you require vehicular access? Yes No

Do you require a gate to be unlocked? Yes No

(if yes, please detail valid reason & where gate access is required)

Do you require a key for access to facilities? Yes No

(if yes, please detail which facility & complete Application for Issue of Key Form)

Building Facilities Is access required to the Jubilee Park bandstand? Yes No
(please complete application for issue of key form)

Do you require access to known leased fields & facilities? Yes No

Have you contacted the club associated with the leased facilities? Yes No
(if yes, please detail name of the person contacted and their contact details)

INFRASTRUCTURE

Proposed temporary infrastructure *(please tick)*

None

Tent/Marquee *(please detail how many & if they are free standing or pegged):*

Mechanical amusement rides *(including inflatable jumping castle or similar) (please detail):*

(attach copy of specific insurance)

Animal related activity *(please detail):*

(attach copy of specific insurance and attach safety plan for addressing participant & public safety)

Music/entertainment *(please detail):*

Tables & Chairs

Other *(please detail):*

INSURANCE

Copy of Public Liability Insurance for at least \$10,000,000.00 is attached. Yes No
(Not required for private social events)

Site Plan Sketch required (Accurately show proposed location of all infrastructure. Indicate any structures, services, etc. Also indicate the location of nearest or landmark roads – with their names.) *(draw below or attach separate sheet if more space is required)*

NORTH



In signing & submitting this form, I agree to abide by the terms & conditions detailed with respect to park use.

Signed:

Date: / /

IMPORTANT NOTICE – Privacy Statement

Scenic Rim Regional Council is collecting your personal information in accordance with the *Local Government Act 2009* in order to assess your application. The information will be accessed by Scenic Rim Regional Council for Council business related activities and may be provided to affiliated sporting associations if necessary. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.



TERMS AND CONDITIONS - USE OF COUNCIL CONTROLLED PARKS & RESERVES

1.0 General

- 1.1 A written confirmation of park use does not mean that other members of the public can be excluded from an area. Parks are for the use and enjoyment of all, hence exclusive use of an area is not provided for except in the instance of major approved private events.
- 1.2 Compliance with all Federal, State and Local legislation and/or laws as they relate to the applicant's use of parks is mandatory. This includes, but is not exclusive to, compliance with the Workplace Health and Safety Act, the Liquor Act (consumption of alcohol in a public place is prohibited) and Council's Local Laws.
- 1.3 All beverages consumed in the park must be in containers other than glass.
- 1.4 Noise generated from the event (e.g. amplifiers, generators) should be of a reasonable level that does not disturb other park users or neighbouring properties. All noise above background noise levels should cease by 10.00pm.
- 1.5 In the event of wet weather, precautions should be taken to ensure damage to the grounds does not occur. If damage does occur, the applicant may be invoiced for rectification works and/or any bond paid may be retained.
- 1.6 Council makes every effort to maintain parks and facilities to a high standard, however the park will typically not be serviced specific to the needs of the park usage detailed.

2.0 Facility Use

- 2.1 No posters, notices or boards are to be affixed to any structures or trees within the park.
- 2.2 The area used is to be left in a clean and tidy condition (all litter generated is to be deposited in a refuse bin or if there is overflow or no bins, litter is to be removed from site). All fixtures or other items brought into the park are to be removed immediately after the event is completed.

- 2.3 For special functions, the applicant is to ensure that facilities such as toilets, car parking and refuse receptacles are capable of catering for the needs of the function. Any additional toilet facilities are to be erected to the satisfaction of the Council Officers and the servicing of the units is the responsibility of the applicant. If car parking is inadequate, a **traffic management plan** is required to be submitted with your application.
- 2.4 Due to the high risk associated with the use of electricity, Council does not approve general public access to power supplies. This excludes approved major events where there is a requirement to produce a **safety plan** for power use that addresses participant and public safety.
- 2.5 Should use of the **Jubilee Park bandstand** be required, a refundable fee in accordance with Council's fees and charges schedule is required for the Bandstand key deposit. Please ensure a key application form is completed and returned to Council, along with the deposit, 10 working days prior to the event.

3.0 Access

- 3.1 Car parking is to be restricted to designated parking areas unless otherwise approved. Additional car parking may be approved for special events with conditions for remediation of the site.
- 3.2 While the impact of vehicle access is often underestimated, it does have a massive impact on the health and aesthetics of the trees and grass. Vehicles cause compaction and general damage. To remedy vehicle impact is expensive and in some cases impossible. Therefore, **vehicles are not permitted within the perimeter of the park without specific prior approval based on a valid reason.**
- 3.3 Should approval for access be justified and granted then the vehicle is to be removed immediately after it has served its purpose, it is not to remain within the park. Driving near trees and over their root zones is to be avoided and temporarily parking under trees is not permitted. Pedestrians are to be given right of way at all times and driving over footpaths is to be avoided wherever possible.

4.0 Weddings

- 4.1 Approval for wedding ceremonies (receptions are not permitted in Council parks) will only be for small, simple ceremonies that do not interfere with the use of infrastructure by the public. Only biodegradable confetti may be used and is not to be thrown over hard surfaces.

5.0 Animals

- 5.1 With the exception of designated dog off-leash areas, the applicant must ensure that all animals are secured at all times.

6.0 Insurance

- 6.1 **The applicant's temporary use of an area is subject to the applicant accepting to indemnify Scenic Rim Regional Council in respect to claims for property damage and/or personal injury that result from or are attributed to the applicant's usage of an area. The applicant is further advised that whilst Council carries Public Liability Insurance covering all of its properties and its own operations, circumstances could arise where uses of Council facilities could become liable as a result of some incident relating directly to the activities being carried out by the applicant. Council strongly suggests that the applicant arrange for the event to have Public Liability Insurance cover, indemnifying Scenic Rim Regional Council and providing indemnity of ten million dollars,. Where a copy of the certification is specifically requested or required, approval for the event is only effective when the documentation is received and processed by Council.**

7.0 Other

- 7.1 Prior to consideration of an application, where mechanical amusement rides are to be operated the following documentation must be sighted and endorsed in writing by the applicant and submitted to Council: a copy of the current registration for the ride(s); a copy of the inspections and maintenance records; a copy of a site and equipment specific risk assessment; two references to the competence of the operator; copies of the training performed by the operators; and how compliance has occurred with the Electrical Safety Act and Workplace Health and Safety Act.

8.0 Administrative

- 8.1 Submission of an application does not constitute approval. Approval is only finalised where all required bonds, payments and documents have been received by Council and a letter of confirmation of park use has been issued to the address nominated by the applicant.
- 8.2 At the time of park usage, the letter of confirmation of park use should be available to be sighted by a Council officer (as should a bond receipt if a bond was required).
- 8.3 Dependent on the activity, Council may impose additional conditions to these or in exceptional circumstances provide exemptions. Any additional conditions will be documented in the letter of confirmation.
- 8.4 Council reserves the right to revoke any approvals at its discretion or impose a usage fee for commercial activities in parks.