

## APPLICATION TO HIRE COUNCIL PARK

This form is to be returned to Bundaberg Regional Council, Health and Environmental Services Department, 190 Bourbong Street (PO Box 3130), BUNDABERG QLD 4670.

*Please note that Council does not accept tentative bookings. Fees apply for Wedding Ceremonies, Parties and Social Gatherings. Non-profit and incorporated community organisations are fee exempt.*

Park Name/Location			
Setup to commence at	Date:	Time:	
Ceremony start time	Date:	Time:	
Cleanup to conclude at	Date:	Time:	
Applicant/s Name(s)			
Postal Address			
Email Address			
Contact Telephone	(h)	(w)	(m)
Electrical Requirements			
Brief description of function			
Number of Attendees		Is it a licensed function?	Yes No
Is this a public event, do you wish to have this advertised on the Bundaberg Regional Council website?		Yes	No
Public Liability Insurance details (see conditions of hire)			
Company Name:		Policy No.	
<b>Acknowledgement</b>			
I agree that I / the nominated organisation/group/individual shall be bound by and shall observe, the terms and conditions attached and that such terms and conditions shall be deemed to be part of this Agreement			
Applicant Signature		Date	

*Please Note – Keys for Baldwin Swamp, North Lions Park, Alexandra Park Rotunda, South Head Parkland, Bargara Streetscape, Elliott Heads Espl. and Innes Park Reserve are to be collected from Council's Operations Centre, Cnr Victoria & Tomlinson Streets, East Bundaberg **before 3:00pm working days.***

**FAILURE TO COLLECT KEYS will result in your being charged an additional fee if staff are required to unlock venues after hours.**

OFFICE USE ONLY			
Date of booking		Amount	\$150 (GST Inclusive)
Entered in diary by		Amount	\$55 (GST Inclusive)
Receipt Type	185	Receipt no.	

## PAYMENT METHODS AND APPLICATION LODGEMENT:

### Payment Methods:

- Cash – at Customer Service Centres only; or
- Cheque or money order payable to **Bundaberg Regional Council**; or
- Credit Card authority below for payment by Visa or MasterCard

### Credit Card Authority:

Card Type: (Please tick box)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
Card Number: ____ / ____ / ____ / ____	Expiry Date: _____ Amt: \$150 / \$55 (GST Incl)	
Name: (Please print)	Signature:	
Contact Telephone No:	Date:	

By Email: [ceo@bundaberg.qld.gov.au](mailto:ceo@bundaberg.qld.gov.au) – scanned copy with signatures only.

By Post: Bundaberg Regional Council, PO Box 3130, BUNDABERG QLD 4670.

By Fax or in Person at your local Customer Service Centre between 8.15am to 4.45pm Mon - Fri

Customer Service Centre	Address	Phone	Fax
Bundaberg Administration Centre	190 Bourbong Street Bundaberg QLD 4670	1300 883 699	4150 5410
Bargara Office	160 Hughes Road Bargara QLD 4670		
Childers Office	45 Churchill Street Childers QLD 4660		
Gin Gin Office	4 Dear Street Gin Gin QLD 4671		

## **WEDDINGS, SOCIAL GATHERINGS & FORMAL CEREMONIES CONDITIONS (To be retained by applicant)**

1. A non-refundable fee of \$150.00 or \$55 for smaller functions less than 30 people (inc. GST) is payable upon lodgement of the application. Payment of the hire fee is required in full when the Booking Form is submitted. Non-profit and incorporated community organisations are fee exempt.
2. Completed Booking Forms are to be submitted to Council's Customer Service Centre at the earliest opportunity but no later than 5 working days prior to the event. A booking cannot be confirmed until the completed Booking Form is returned to Council and no tentative bookings are to be taken.
3. The booking receipt should be available at your function as evidence that you have Council's approval. Further, approval is given to use the area only for the times stated in the approval letter. Please ensure you adhere to the times specified as another function may take place both prior to and/or after your booking.
4. If your function is on a beach, it must take place outside the flagged bathing area that is setup on the day.
5. The following may be permitted to be used/erected at your function - carpet runner; aisle stands and Bali flags (no pegs/stakes); CD player; battery operated PA; 6mx3m shade structure or archway (weighted down - no pegs/stakes). Tents or marquees which require driven pegs for stability are not to be used in any park. Buried electrical cables, irrigation lines and water pipes are a safety hazard.
6. Parks and beaches are maintained on a routine maintenance program and are not specifically groomed prior to your function. However, Council will endeavour to ensure the area is in a well presented condition where possible. Council does not accept any responsibility for the condition of the area including mowing, maintenance or inclement weather conditions resulting in leaf/branch debris, or activities out of Council's control in the area prior to your booking.
7. For environmental reasons, please do not use confetti, glitter, streamers or other manufactured products. Council considers organic based products, such as rice, rose petals and/or bubbles a reasonable alternative.
8. Council does not permit vehicle access in parks and most beaches. At no time is pedestrian traffic on any boardwalk or pathway to be obstructed.
9. Access to Council controlled electricity is generally not available for functions at most locations. If the function has approved electrical access, keys are to be collected and returned as per the application form.
10. On approval, your booking will confirm that no other bookings exist for the nominated time in the nominated location. A confirmed booking will take preference for usage of an area. However, please be aware that all Council Parks are open to general public usage. Exclusivity to a site of area is never guaranteed.

11. Please note that bookings cannot be made for playgrounds, BBQs, picnic shelters or skate parks.
12. Notice of cancellation is required at the earliest opportunity but at least 5 working days prior to the event. Please note that the fee is non-refundable in circumstances where inclement weather affects your ceremony. Under certain circumstances and where sufficient time is given, an application for a refund following cancellation may be made however 25% will be retained by council for administration costs.
13. Council currently has in place a limited Public Liability Insurance Cover for casual users of its parks. The cover only extends to casual or infrequent hirers. The cover does not extend to persons or groups that use any facility on a frequent or regular basis. The cover does not extend to incorporated community groups, organisations, or business or commercial operators who must submit a copy of their Public Liability Insurance Certificate with the completed booking form.
14. The hirer shall be held responsible for any accident, loss, damage or injury sustained by any person or persons using the venue during the period of hire notwithstanding that it arose from or by reason of any default in furniture, fittings or other accessories of any kind whatsoever, the signed hire agreement shall be deemed to indemnify Council against all claims and demands made or costs or expenses incurred in connection therewith.
15. The Council shall not be held responsible in any way for damage to or loss of any property of the hirer nor for any loss occasioned by the hirer through accident or failure of the electricity or other plant or by any unavoidable cause.
16. The area must be left in a clean and tidy condition with no damage to Council property. Hirers are held responsible for any cleaning, repair or maintenance required as a result of their booking. All Hirers of the facility shall, in so far as possible, reinstate any of the grassed surfaces, which have been substantially disturbed by the conduct of their function.
17. Notwithstanding any prior booking made to any other person or persons, the property will be made available to the Local, State or Federal Governments for any other purpose which Council may consider necessary.
18. Council reserves the right not to accept bookings from any person or persons.
19. The Hirer shall abide by all directions given by Council.
20. No smoking is permitted in or within 4 metres of, all Council venues and 10 metres of all playgrounds.
21. Keys may only be issued after the Booking Form and payment has been received but no earlier than 3 working days before the event.
22. The Hirer or his/her agent shall be responsible for the return of all keys issued and these must be signed back in by the Hirer or agent. Should a key or keys be lost, the Hirer shall be responsible for the replacement of as many locks as are affected by the loss of the key or keys.

23. It should be noted that under Section 173B of the Liquor Act 1992, it is an offence to consume liquor in a public place unless a permit is obtained.
24. For safety reasons, there is to be no serving of drinks in glass containers.
25. For private functions, Security Attendants or mature adults may be required to be in attendance in sufficient numbers, to control the number of guests, and to ensure only invited guests are given access to the premises. These attendants are also to ensure that there are no inappropriate behaviour or activities are being undertaken by guests that will require excess cleaning, such as litter or discarded or broken bottles, or that will be of nuisance or annoyance to surrounding residents.
26. Council reserves the right to cancel the permit at any time. Under such circumstances, Council will endeavour to find the permit holder an alternative location. When no suitable alternative is available, Council will provide a refund of 100% of the booking fee.

***Additional conditions relating to Venues & Facilities:***

27. Bonds may be required for all private functions, those of celebratory nature and those requiring additional resources. Bonds may be imposed on any booking at the discretion of Council.
28. Where bonds are required, they are to be paid prior to the event and no refunds are to be paid until authorised by Council. Costs of any excess cleaning, damages of any type, loss of equipment, or unauthorised use of equipment, is to be recovered from the Bond prior to a refund. If the Bond does not cover these costs, an invoice for the excess charges will be forwarded to the hirer. Bond refunds are paid only by cheque, which may take up to 7 working days to process.
29. Hirers are notified that all premises and surrounding grounds **SHALL BE VACATED BY 10:00 PM.**  
A maximum sound level of 90 decibels has been fixed for all functions.
30. Period of Hire shall include any period when auxiliary activities are undertaken, including preparation and cleaning. The period that is booked for the function is to be the charge paid by the Hirer, regardless of whether the function concludes earlier than expected. If the function goes over the time booked, additional fees are payable for that time.
31. Should the Hirer wish to decorate the facility, the Hirer shall make the necessary arrangements with Council and shall, immediately after the function, or at a time agreed upon by Council, remove all such decorations. No nails, pins or sticking tape to be used. The use of any item causing damage or marks will result in repair costs being recovered from the bond.
32. All Caterer's equipment, temprite, musical instruments and other equipment used for the function are to be removed immediately after the function has concluded, or at the time approved by Council.

33. A Liquor Permit is to be obtained for a function being conducted at a Council Venue where alcohol is being sold on site. A copy of such Permit shall be displayed in the Bar whilst the function is in progress and a copy of the Permit is to be submitted to Council prior to the hire. A Liquor Permit Application must be submitted 21 days prior to the event to the liquor licensing office in the locality of the function.
34. The Hirer shall maintain clear and useable, without hindrance, all EXITS provided and ensure that EXIT Lights be lit at all times.
35. Fire extinguishers are provided for some facilities in emergency situations that require their use. If, during the period of hire, it is found that the extinguishers have been inappropriately used, the hirer will be responsible for the cost of recharging the fire extinguisher(s) and any damage caused by its use. If, during the course of the hire, it is necessary to use a fire extinguisher, it is requested that the hirer advise Council of the event.