



**Inner City Facilities**  
**Licence Application Cover Sheet**  
**Valid 1 July 2012 - 30 June 2013**

**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:

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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:** .....

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

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

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

DM5#: .....

Quote / Licence DM5#: .....

Bond refund memo # : .....



## Application for 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)

### CONDITIONS OF LICENCE

**THIS APPLICATION MUST BE ACCOMPANIED BY:**

- Application fee
- Location and site plans for the use / activity; and
- Copies of any other approvals etc. for the use / activity.
- Risk Management Plan (if requested by CRC)

**COUNCIL WILL IMPOSE CONDITIONS ON THE GRANTING OF A LICENCE RELATING TO:**

- Payment of licence fees
- Payment of fees for services provided by Council
- Risk management plan, insurance and indemnities; and lodgement of a security bond

### 1. Dates & Times of your Activities / Event

Bump In (set-up) Day/s & Date/s (set-up)


Time (from / to)


Day/s & Dates/s of actual event


Time (from / to)


Bump Out (pull down) Day/s & Date/s


Time (from / to)


### 2. Estimated Number of Persons Involved in Activities / Event

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### 3. Location of Activities / Event

Select Venue

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Munro Martin Park and / or Stage | <input type="checkbox"/> BBQ Pelican       | <input type="checkbox"/> Parkland near 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 any other area*

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### 4. Proposed Uses / Activities Details

Give Details of Proposed Uses / Activities and the items you will be bringing to your event

(Please attach Plan)

Please include: Size and Dimensions of the area required & Structures or equipment to be used

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### 5. 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/ BYO (not sold)  No food

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

Will you be fundraising?  Yes  No

***If you ticked YES in one or more of the above boxes - approval, licence or permits may be required for your event.***

*\* If you are fundraising please include letter from the charity you will be fundraising for stating that you are collecting funds on their behalf.*

*\* If you will be providing/selling alcohol please contact the Office of Gaming & Liquor Regulation 07 3872 0999*

*\* If you will be selling food please contact the CRC Environmental Health Unit on 07 4044 3044*

## 6. Event Requirements

The following equipment and services are available for hire.

<b>Equipment</b> (50% discount applied for charities)	<b>Cost</b>	<b>No. Required</b>
3m x 3m Marquee Hire (each)	\$ 67.00	
Staging (6m x 4m). Other sizes available upon request	\$ 1,346.00	
Temporary Fencing 2.2 metre panels ( cost per panel)	\$ 10.50	
Wheelie Waste Bin (each/includes removal)	\$ 23.00	
Wheelie Recycling Bin (each/includes removal)	\$ 23.00	
Industrial Bin (each/ includes removal)	\$ 78.00	
PA / Sound Equipment	Various	
Folding Table 180cm x 76cm (each)	\$ 22.00	

<b>Staff Hire</b>	<b>Cost</b>	<b>No. Required</b>
Sound Technician	\$ POA	
Cleaner	\$ POA	
Security Guard	\$ POA	

**ALL APPLICANTS NB:**

**STRICTLY NO VEHICLES ARE ALLOWED ON ESPLANADE PARKLANDS**

Local Laws can be found on Council's website at: <http://www.cairns.qld.gov.au/regulations-and-forms/local-laws-and-policies>

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**

### ***Cairns Regional Council – Information Privacy Statement***

Your personal information has been collected for the purpose of assessing your Licence to Conduct Activities in the Inner City Precinct application. The collection of this information is authorised under 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. 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 to or the disclosure is required by law.

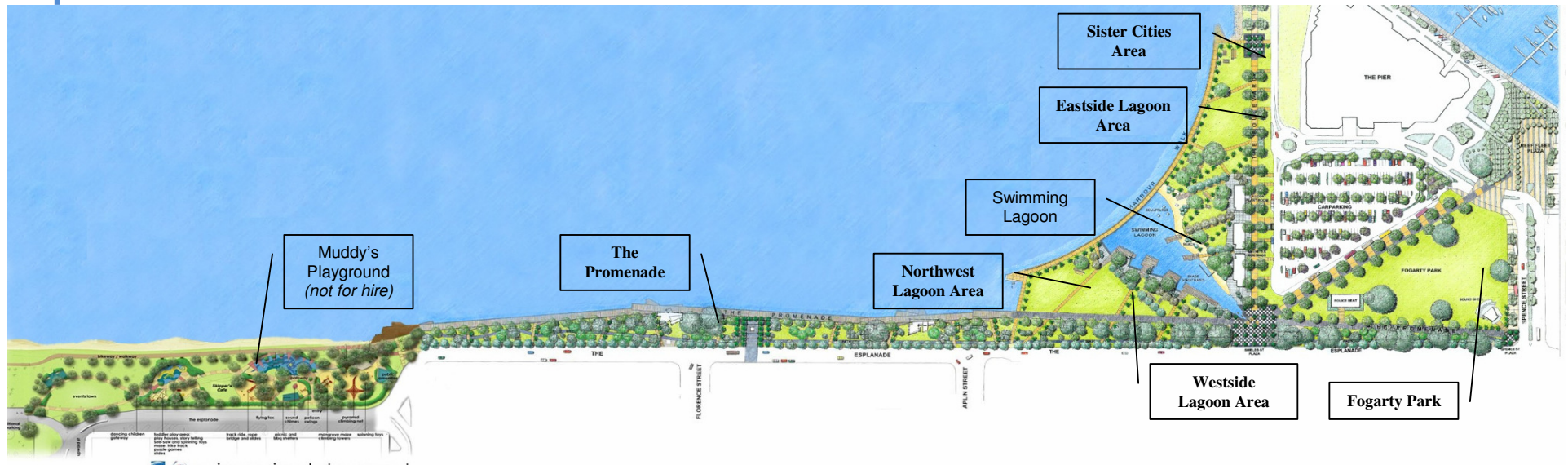
## Hire Fees & Charges

The full list of Council's Inner City Facilities Hire Fees & Charges can be found online at [http://www.cairns.qld.gov.au/\\_data/assets/pdf\\_file/0015/2391/CityPrecincts.pdf](http://www.cairns.qld.gov.au/_data/assets/pdf_file/0015/2391/CityPrecincts.pdf)

		Private/ Wedding Hire Fees		Not For Profit Hire Fees		Commercial Hire Fees	
Application Fee (Non Refundable)		\$67 <i>Non refundable</i>		\$46 <i>Non refundable</i>		\$422 Circus & Concert \$135 Commercial Event <i>Non refundable</i>	
	Estimated Capacity	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
City Locations							
City Place Soundshell Area	300 pax	\$157	\$314	\$175	\$351	\$703	\$1,406
City Place Plaza	1000 pax	\$356	\$711	\$178	\$356	\$711	\$1,423
Munro Martin Park	7200 pax	\$356	\$711	\$178	\$356	\$711	\$1,423
Esplanade Lagoon Locations							
Westside of Lagoon	4000 pax	\$535	\$1,070	\$266	\$533	\$1,068	\$2,137
Eastside of Lagoon	2500 pax	\$535	\$1,070	\$266	\$533	\$1,068	\$2,137
Sister Cities Parklands	750 pax	\$535	\$1,070	\$266	\$533	\$1,068	\$2,137
Other Esplanade Locations							
Fogarty Park including use of Soundshell	7000 pax	\$703	\$1,406	\$351	\$703	\$1,406	\$2,815
Skate Plaza	2500 pax	\$562	\$1,125	\$175	\$351	\$1,125	\$2,250
Parkland near the Fun Ship	2500 pax	\$70	\$140	\$35	\$70	\$140	\$280
Cairns Esplanade BBQ Locations Capacity each approx 50 - 150 pax							
BBQ Promenade – “Pelican”	(2 BBQs)	\$101	\$202	\$52	\$101	\$202	\$405
BBQ Northeast Lagoon – “Jabiru”	(4 BBQs)						
BBQ East Lagoon – “Kookaburra”	(4 BBQs)						
BBQ Far East Lagoon – “Sister Cities”	(4 BBQs)						
BBQ Skate Park – “Sea Eagle”	(3 BBQs)						
BBQ McKenzie Street – “Osprey”	(1 BBQ)						
BBQ Promenade – “Kingfisher”	(2 BBQs)	\$202	\$405	\$101	\$202	\$405	\$810
BBQ Northwest Lagoon – “Seagull”	(4 BBQs)						
BBQ West Lagoon – “Lorikeet”	(4 BBQs)						
BBQ Muddy’s – “Curlew”	(1 BBQ)						
BBQ Muddy’s – “Egret”	(2 BBQs)						
BBQ Fun Ship – “Sandpiper”	(3 BBQs)	Not available for hire		Not available for hire		Not available for hire	
<i>Various other Esplanade locations are for hire. Prices available on application</i>							

- Bonds may apply to your event. The Events Officer will be able to advise you on requirements and bond amounts
- Bonds do not apply to standard BBQ use where there is no alcohol and under 100 pax
- All additional days required for bump in / bump out in of the event will be paid at 50% of the nominal daily hire fee
- Weddings more than 10 chairs, a signing table and/or lectern placed on the designated area requires the applicant to hire the event site. If there will be standing guests only a venue hire may not be compulsory.

## Esplanade areas



## BBQs

