

APPLICATION FOR USE OF COUNCIL CONTROLLED LAND

Community or Major Events

Please read the enclosed Guidelines & Conditions prior to completing the application form to ensure correct form is being submitted, appropriate information is provided and you are aware of any bonds, permits and/or conditions that may apply to your usage. ALL DETAILS MUST BE COMPLETED IN ORDER FOR APPLICATION TO BE PROCESSED and completion of this form does not constitute approval. A minimum of thirty (30) working days is required for processing applications (longer lead time may be required for larger events).

EVENT DETAILS

Event Name

Location

(Please provide park name and/or street address or if location is obscure or a large parkland area, please supply map showing proposed usage area)

Event Date/s From / / To / /

Event Time/s From am / pm To am / pm

Event Bump-in Date / / Time am / pm

Event Bump-out Date / / Time am / pm

Event Overview

Type of Event Private Public Corporate Temporary Commercial Recreation

No of Participants Anticipated No of Spectators

CONTACT DETAILS

Event Organiser *

Contact Name

Postal Address

Daytime Telephone Facsimile

Mobile Email

* NOTE : The event organiser is the name of the organisation who is the employer and in whose name the Public Liability Insurance is taken out

EVENT REQUIREMENTS

NOTE : A bond may be applicable subject to the type of infrastructure and entertainment proposed

- Entertainment / Infrastructure Inflatable entertainment eg jumping castle or similar *(copy of hirers insurance required)*
(please tick) Please specify
- Live music / entertainment
 - Amusement Rides
 - Fireworks
 - Animal activity
 - Marquees / Tents / Stalls *(please specify size, how many and if they will be pegged or unpegged)*
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.....
 - Staging *(please specify size)*
 - Seating structures ie grandstands
 - Portable toilets
 - Signage
 - Table & chairs
 - Other *(please specify)*

Food Services*(please tick)*

- Registered Food Vans
 Sausage Sizzle / BBQ
 Other food stalls *(please specify)*

Site Plan

Is a site plan for the event included with this application? Yes No
** Required for all major events where significant infrastructure is proposed*

Liquor

Will alcohol be sold or served at the event? Yes No
** If yes, a liquor licence permit will be required*

Services

Do you require access to onsite power? Yes No

Do you require access to onsite water? Yes No

Is vehicle access required? Yes No
** Refer to Terms & Conditions Item 2.8 before requesting*

Do you require a park gate to be unlocked? Yes No
Please specify why gate access is required

Car Parking

Does the site provide adequate car parking? Yes No
** If not, you may be required to submit a traffic management plan*

SPORTS FIELDS USAGE (IF APPLICABLE)

Is the event a dedicated sports activity? Yes No

Do you require use of clubhouse facilities ie canteen, amenities, clubhouse? Yes No *(Note : Buildings are under lease so charges may apply)*

Is the club associated with the facility aware of the proposed event? Yes No

If so, please provide name of person at club who you contacted

NOTE : Strict wet weather conditions apply for any use of sports fields (refer section 7 of Standard Terms & Conditions)

AGREEMENT

In signing and submitting this form, you agree to abide by the terms & conditions imposed. In doing so, it is acknowledged that Council's decision in regard to the approval of the event is final.

SIGNED : **DATE :**

NAME :

IMPORTANT NOTE

Gold Coast City Council is collecting your personal information in order to assess your application for use of Council controlled land.

Should your application be classified as a 'major event' open to the community, Council will include details on the 'events calendar' at www.eventsgoldcoast.com and in any other internal promotional channels. Please ensure you tick the appropriate box below to allow for this information to be used (all or selected information provided on this form may be listed, including contact name, telephone and email address).

Should you not agree to release this information, any details provided will only be accessed by authorised officers within Council and its affiliated organisations. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

I agree that any information provided on this form may be used for the promotion of the event as listed herein Yes No

Please forward completed application form to:

Special Events Unit
Gold Coast City Council
PO Box 5042
GCMC QLD 9729

Telephone : 5581 7403
Facsimile : 5581 7838
Email : events@goldcoast.qld.gov.au

PARKS USE ONLY

Account No: 74648 / Item: USEPARKS

Date entered : Bond Requested : Yes No
 Booking Reference # : Bond Amount :
 Confirmation sent : Date Bond Paid :
 Special Events notified : Yes No Bond Receipt # :

1. APPROVAL PROCESS

- 1.1 Submission of application does not constitute approval for park usage.
- 1.2 Where a bond is applicable, approval is not finalised until payment is received.
- 1.3 Confirmation of booking will be provided in writing and forwarded to the postal address included on the application.
- 1.4 It is recommended that you ensure this correspondence is available on the day for viewing by relevant Council officer if requested.

2. GENERAL CONDITIONS FOR USE OF COUNCIL PARKLAND

- 2.1 Full co-operation is required with other bodies that also have permission to use the park. The park is for the use and enjoyment by all and public access must not be restricted in any way (other than designated areas set aside for special use). Areas cannot be cordoned off without prior Council approval and any approval granted does not permit the sole use of the park or its facilities.
- 2.2 Compliance with all other provisions of Gold Coast City Council's Local Laws relating to the use of parks and any other laws or conditions relating to the proposed activity that may apply eg Health & Regulatory Services, Animal Management.
- 2.3 Major events in the City will take priority during some months of the year which may impact on the availability of particular parks due to activities and/or infrastructure associated with the event. Examples include the major surf competitions held on the Gold Coast from February to March which restrict access to parks located around the point breaks of Burleigh, Kirra and Snapper Rocks and Rainbow Bay; access to MacIntosh Island Park from August to November each year due to the Indy Carnival; and restricted availability of sports fields during major sporting events.
- 2.4 Whilst every effort is made to ensure that the city parks are maintained at an acceptable level, Council is unable to guarantee the condition or availability of a specific park area at a particular time.
- 2.5 Approval is given to utilise the subject area for temporary purposes only, with the understanding that you have accepted to indemnify Gold Coast City Council in respect of any claims for personal injury and/or damage to property as a result of, or attributable to your usage of the subject area. Council takes no responsibility for any personal injury or damage to property caused by you, your organisation or the activity/event and suggests in the strongest possible terms that the applicant should obtain Public Liability Insurance for at least \$10,000,000 to protect your organisation and/or its members against claims and subsequent legal action for recovery of such damages.
- 2.6 When vacating the Council park area, you must remove all items attached to any structures eg balloons, streamers and decorations. No such fixtures are to be attached to trees and no nails or tacks are to be used on any vegetation or structures.
- 2.7 No printed literature, posters, handbills etc to be distributed, displayed or affixed on or over roads or on poles or fences in the city.
- 2.8 Car parking is to be confined to designated parking areas. Vehicles are not permitted inside the perimeter of the park or onto any grassed area without specific prior approval (a valid reason must be provided and Council's decision relating to vehicle access is final). Vehicle owners can be fined for disregarding this advice.
- 2.9 The use of a sound amplifier is to be such so as not to produce a volume of sound other than is reasonably necessary for the hearing and enjoyment of persons at the activity and so that the sound level is of no disturbance to other park users or neighbouring properties.

- 2.10 The area is to be left in a tidy condition with all litter collected and placed into provided receptacles. Any overflow or in the case where bins are not provided, all litter is to be removed from the site by the applicant.
- 2.11 If you require use of power, access may be available within some barbeque facilities provided. Other power supplies are the responsibility of the applicant and must comply with the relevant legislation. Council does not approve general public access to power boxes and generators are generally not permitted (exclusion applies to major events where approval is granted as part of the event application and exemption may be granted where generators are required for the operation of inflatable entertainment).
- 2.12 It is a State Law that no alcohol is to be consumed in public places.
- 2.13 Any event that proposes the inclusion of food stalls or vans, animals, entertainment, fireworks, amusement rides, large crowd numbers or extensive infrastructure MUST submit application to the Special Events Branch for approval (This condition excludes temporary commercial recreation activities such as circuses and amusement carnivals).
- 2.14 No park infrastructure or vegetation is to be interfered with or damaged.
- 2.15 Council can revoke approval at its discretion and may request any additional information as required before approving the application.
- 2.16 The approval letter may be required to be sighted by an authorised Council officer during the activity.
- 2.17 Council takes all due care with this approval but accepts no responsibility.
- 2.18 Council reserves the right to include any other conditions that may be required to ensure the protection of the parkland and the Executive Coordinator Parks can determine these conditions upon review of the application.

3. PARK USAGE FEES

A fee may apply for park usage and is dependant on activity being undertaken.

3.1 Temporary Commercial Recreation Activities

A sliding scale fee structure is used to determine the appropriate fee for events of a commercial nature with the amount determined by the type of activity or usage required. For further information regarding event related fees, it is recommended that you enquire upon application.

3.2 Construction / maintenance (on private property) requiring park access

- 3.2.1 An Application Fee is not required for minor works ie one-off property maintenance tasks that do not add value to the property eg delivery of top dressing for backyard or removal of debris caused by fallen tree. A bond will be applicable (refer Section 4).
- 3.2.2 An Application fee of \$137 is required for non-minor works ie swimming pool construction or house extension. Payment of the Application Fee does NOT constitute approval.
- 3.2.3 If the application for non-minor works is approved, an Entry Fee of \$105 may be applicable. This fee will be advised at time of confirmation. Payment of Application Fee does NOT constitute approval and additional bonds may also apply (refer section 4).

4. BONDS

- 4.1 A refundable bond is required to be paid for all Temporary Access Permits (a) and any event where Council deems that the infrastructure may cause damage to the parkland (b)
- 4.2 Bond is to be paid once approval has been granted and is determined using the following criteria :

Access Type 1.....\$200 to \$2,000

- a. Vehicle access requested for the purpose of moving materials or structure/s in or out of one's property on a "one-off" basis.
- b. Minimal infrastructure such as tent or jumping castle is being erected.

Access Type 2.....\$200 to \$3,000

- a. Access requested for minor landscaping or property enhancements whereby vehicles no larger than utility size are delivering materials or services.
- b. More than just standard infrastructure being erected ie more than one inflatable entertainment, stalls set up etc

Access Type 3..... \$1,000 to \$10,000

- a. Access requested for any property works whereby vehicles exceeding the size of a utility are delivering materials or services ie pool construction access, renovations. Actual amount is determined at time of application.
- b. Extensive infrastructure proposed that may impact on the amenity and access to the park.

- 4.3 Amounts listed above are approximate values only. The actual bond amount will be determined once application and potential impact have been assessed.
- 4.3 The bond will be held until completion of the usage period.
- 4.4 Any damage to the park is to be rectified by the applicant and the park is to be restored to its original condition or better. Upon inspection, if Council is dissatisfied with the level of restoration, the bond may be accessed to effect full and proper site restoration. Any remaining bond will then be returned to the applicant.
- 4.5 Bond payments can be made at any Council office and should not be paid until application has been received and approval is granted. Please note however that Council does not accept credit card payments for bonds.
- 4.6 The bond receipt may be required to be sighted by an authorised Council officer.
- 4.7 At the end of the access period, contact Parks & Recreational Services on 07 5581 6984 (quoting tax invoice number shown on receipt) to organise inspection of the park area and arrange bond refund.

5. WEDDINGS

- 5.1 Approval is for a simple wedding ceremony only and approximately two (2) hours is allowed. Any associated setting up and dismantling must be completed within this timeframe.
- 5.2 A limited number of chairs, red carpet and signing table are permissible without incurring a bond.
- 5.3 Only biodegradable confetti is to be used.

6. TEMPORARY COMMERCIAL RECREATION ACTIVITIES

- 6.1 Refer Parks Usage Policy for Temporary Commercial Recreation Activities for specific guidelines imposed.
- 6.2 All applicable conditions listed under 'General Terms & Conditions for use of Council controlled parklands' also apply
- 6.3 Any activity involving animals must ensure that animals are tethered at all times (except dogs in off leash areas).
- 6.4 Where applicable, appropriate flooring such as plastic matting or straw must protect grassed areas.

7. GATE ACCESS

- 7.1 Under no circumstances will Council issue gate keys to applicants.
- 7.2 A minimum of two (2) working days notice is required if gate access is needed.
- 7.3 A valid reason for gate access must be provided Council will consider the request in context with the activities outlined in the application.
- 7.4 No gate access will be put in place until bond payment has been received.
- 7.5 Council's decision regarding gate access is final.

8. USE OF SPORTS FIELDS

- 8.1 Many sports clubs hold a 'Right of Use' Agreement with Council for the provision of organised, regulated and coordinated activities using Council administered sporting facilities. Any requests for use of sports fields will be considered in line with these annual agreements which have priority use of the facilities at dedicated times.
- 8.2 Clubs DO NOT have the authority to approve use of fields for any other users. Approval must be obtained from Council.
- 8.3 Council does not control bookings for use of community buildings located at sport fields. These are to be booked through the organisation who holds a lease for the facility (once approval for use of fields has been obtained from Council).
- 8.4 All line marking, goalposts and associated sporting equipment is the responsibility of the sports club who hold Right of Use at the facility.
- 8.5 No disturbance of the ground or erection of temporary improvements are allowed without prior Council approval.
- 8.6 Any damage caused wilfully or accidentally is the responsibility of the approved user at the time and Council reserves the right to recover financial costs associated with such damage.
- 8.7 Annual renovation and maintenance may require closure of fields for 4-8 weeks between September and March each year. No activity will be scheduled on fields affected by the closures.
- 8.8 No activity is to occur on fields that have been closed due to inclement weather. Verbal notification is placed on the Sports Field Hotline (Ph 5581 7827) and it is the responsibility of the user group to check if the field is available on the day required. Failure to adhere to the closure may result in the user group being held responsible for repair costs.
- 8.9 All facilities utilised by the user group including playing surfaces, amenity blocks, footpaths & roadways are to be left in a clean and tidy condition. Should the facility and/or the surrounds remain in an unacceptable condition following approved usage, Council will attend to the matter directly and the cost associated with the clean up will be charged to the user group.
- 8.10 Under no circumstances is any infrastructure to be placed on the actual playing surface.

9. OTHER CONDITIONS

In addition to the standard Terms & Conditions, Council may impose any other conditions or guidelines for use of public open space which are specific to your activities as part of usage approval process.

Should you have any queries regarding use of Gold Coast City Parks or Recreational areas, please contact :

Parks & Recreational Services Branch
Gold Coast City Council
PO Box 5042
GCMC QLD 9729

Telephone : 5581 6984
Facsimile : 5581 6766
Email : parks@goldcoast.qld.gov.au
Web : goldcoastcity.com.au

**Please retain this document for reference - do not return with your application
In submitting your application, you are agreeing to abide by all conditions listed herein**