

Booking form

Community and major events at Broadwater Parklands

Please read all terms and conditions before completing this application to ensure you are aware of any fees, bonds, permits and/or conditions that may apply. All details must be completed in order for the application to be processed. A minimum of 10 working days is required to process this application (longer lead times may be required for larger events). Completion/submission of this form does not constitute approval. Formal approval will be issued in writing. Events that do not have an approved booking may be penalised by our Local Law Officers under *Local Law No. 9 (Parks and Reserves) 2008*.

1. Applicant details

Title _____ Given name _____ Family name _____ Organisation _____

Address _____ Suburb _____ State _____ Postcode _____

Work phone _____ Mobile _____ Email _____ Fax _____

2. Event details

Event name _____

Date(s) and time

From ___/___/___ Time _____

To ___/___/___ Time _____

Bump in date(s) and time

From ___/___/___ Time _____

To ___/___/___ Time _____

Bump out date(s) and time

From ___/___/___ Time _____

To ___/___/___ Time _____

Event description _____

Type of event

- Charity Private
 Commercial Community

Number of attendees expected _____

Location (please see park map for locations). Tick all that apply.

- Entire Parklands The Pier
 The Great Lawn Pandanus Point
 The Porch Southern Precinct
 The Little Lawn Fishermans Lawn
 The Rooftop Other _____

Is a copy of your public liability certificate included?

- Yes
 No – If no, certificate must be provided 7 days prior to the event

Is a risk management plan included?

- Yes
 No – If no, plan must be provided 7 days prior to the event

Is a site plan included?

- Yes
 No – If no, plan must be provided 7 days prior to the event

3. Infrastructure

- Marquees (must be weighted, no pegs permitted) Signage
 Portable toilets Staging
 Crowd control barriers/fencing Table and chairs
 Other _____

4. Entertainment

Please specify any proposed entertainment and/or activities below:

- Inflatables e.g. jumping castles _____
 Live music/DJ's _____
 Amusement rides _____
 Fireworks _____
 Animal activity _____
 Other _____

Note: Entertainment activities such as inflatable amusements, animal farms and pony rides will be assessed on an individual basis.

5. Services

Do you require access to on-site power?

Yes No

Do you require access to on-site potable water?

Yes No

Do you require Broadwater Parklands to manage your waste?*

Yes No

Do you require Broadwater Parklands to manage the cleaning?*

Yes No

*Additional fees associated and will be discussed in the planning meeting

6. Security and first aid

Will there be a dedicated first aid officer?

Yes No

Will there be security?

Yes No

Do you require police presence?

Yes No

7. Food

Will food be available?

- Yes, for sale
 Yes, for free/donation (not sold)
 No

If yes, please specify type

- Registered food vans
 Food stalls or BBQ (commercial providers)
 Sausage sizzle/BBQ (provided by not-for-profit organisation)
 Catered function
 Other _____

Note: If you are selling/providing food, please contact Council's Licensing and Approvals on 07 5581 6668 for relevant permits and guidelines.

8. Liquor

Do you plan to have alcohol available at this event?

- Yes, for sale*
 Yes, provided/BYO (not sold)*
 No

*Appropriate liquor permit is required for the sale and/or service of alcohol at the event. To apply for a liquor permit contact the Queensland Office of Liquor and Gaming Regulation on 07 5581 3390.

Agreement

- By checking this box and submitting this form, you hereby certify that the information provided is complete and accurate to the best of your knowledge. You acknowledge and agree to abide by the terms and conditions. In doing so, it is acknowledged that Council of the City of Gold Coast's (Council) decision in regard to the use of the facility is final and failure to abide by these conditions may lead to the cancellation of the approval, the denial of future permit applications or other legal action by Council.

Signed _____

Name _____

Date _____

Disclaimer

Council of the City of Gold Coast is collecting your personal information in order to process your request for permission to utilise a Council park for an activity or event. Your participation is voluntary. The information will only be used by authorised Council officers for the purpose of processing your park usage application and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Submit application to

Broadwater Parklands Liaison Officer

Broadwater Parklands

City of Gold Coast

PO Box 5042 GCMC QLD 9729

For more information

P 07 5581 1615

E broadwaterparklands@goldcoast.qld.gov.au

W cityofgoldcoast.com.au/broadwaterparklands