

# TERMS AND CONDITIONS FOR USE OF CITY OF GOLD COAST CONTROLLED PARKLANDS – BROADWATER PARKLANDS COMMUNITY & MAJOR EVENTS

**In submitting your application you are agreeing to abide by all conditions listed herein.**

## 1. Approval process

- 1.1. Submission of application does not constitute approval of park usage.
- 1.2. Where a fee/bond is applicable, approval is not finalised until payment is received.
- 1.3. Where supporting documents are required, approval is not finalised until all applicable documents are received.
- 1.4. Confirmation of booking will be provided in writing and forwarded to the postal or email address included on the application.
- 1.5. In the case of extreme ground conditions, or intermittent weather that causes a risk to safety during bump-in, staging and bump-out of the event, this approval may be withdrawn after consultation with you at the time.

## 2. Park usage fees

- 2.1. A fee may apply for park usage activities including but not limited to community and major events.
- 2.2. An application deposit may be required to make a tentative booking (Event Holding Fee).

## 3. Bonds

- 3.1. A refundable bond is required to be paid for all bookings where The City of Gold Coast (City) deems that the use may cause damage to the parkland.
- 3.2. The actual bond amount will be determined once the application and the potential impact have been assessed.
- 3.3. It is advisable for event organiser to take photographs of the site before bump in and after bump out and provide them to the City of Gold Coast on request. These photos may be used by the City to assess any rectification work required.
- 3.4. The bond will be held until completion of the usage period and will be released after inspection and confirmation the area has not sustained any damage as a result.
- 3.5. If there is any damage to the area/infrastructure, the applicant may restore the area to its original condition depending on the type of damage caused. Upon inspection, if the City 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. General conditions

- 4.1. Booking is valid only for activity, date and time specified on the confirmation letter issued.

- 4.2. Parks, public space and City infrastructure must remain accessible to the public at all times unless specified in the confirmation letter.
- 4.3. 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 approval from Broadwater Parklands Management.
- 4.4. As the City of Gold Coast (City) accepts no liability in relation to the event, you are to obtain Public Liability Insurance for a minimum of \$20,000,000 and extend such policy to include Indemnity of the Principal i.e. (City). This information must include the dates and times of the abovementioned event. Evidence of such insurance must be provided to the City prior to bumping in. Where this does not occur, your approval to proceed with this event on public land may be revoked.
- 4.5. Compliance with all other provisions of the City's Local Laws relating to the use of parks and any other laws or conditions relating to the proposed activity that may apply.
- 4.6. Compliance with all legislative requirements that may be relevant to the event, its associated activities and/or construction work (e.g. Workplace Health and Safety Act, Electrical Safety Act, Environmental Protection Act and associated regulations).
- 4.7. Your event must provide equitable access for everyone, including people with disabilities. For further information please view the link: [Accessible Events Guide](#).
- 4.8. Promotion of commercial activity or religious organisations including selling products or soliciting services is not permitted within the parklands without prior approval from Broadwater Parklands Management.
- 4.9. No printed literature, posters, handbills etc. to be distributed, displayed or affixed on or over roads or on poles or fences in the city without prior approval.
- 4.10. If printed literature is required to be displayed within the park to advertise the event or aspects of the event prior approval from Broadwater Parklands Management is required.
- 4.11. No park infrastructure or vegetation is to be interfered with or damaged.
- 4.12. No signs are to be erected without first receiving approval from Broadwater Parklands Management.

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- 4.13. Car parking is to be confined to designated parking areas and the event organiser shall ensure cars are legally parked. Vehicle Owners can be fined for disregarding this advice. Approval is only given to those vehicles setting up and packing down the event to drive inside the perimeter of the park or onto any grassed area.
- 4.14. Track matting is required for heavy vehicles at entry points and high volume traffic areas
- 4.15. No vehicles are to be taken onto the park during or immediately following wet weather. Any damage caused wilfully or accidentally due to the event organiser taking a vehicle onto the park is the responsibility of the event organiser and the City reserves the right to recover the costs associated with such damage.
- 4.16. There shall be adequate supervision to ensure cars entering, parking and exiting the site is performed safely. All vehicles entering/exiting the park for set-up and pack-down must be travelling at walking pace, have their hazard lights on and have a spotter at all times.
- 4.17. When vacating the park area, you must remove all items attached to any structures e.g. event signage, cable ties. No such fixtures are to be attached to trees and no nails or tacks are to be used on any vegetation or structures.
- 4.18. All facilities utilised by the event 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, the City will attend to the matter directly and the cost associated with the clean-up will be charged to the user group.
- 4.19. Any damage caused wilfully or accidentally is the responsibility of the approved user at the time and the City reserves the right to recover financial costs associated with such damage.
- 4.20. The City takes all due care with this approval but accepts no responsibility.
- 4.21. The City 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.
- 4.22. The City may cancel a booking for reasons of:
- non-compliance with any of the terms and conditions, and/or
  - any other reason deemed by the City in its absolute discretion to be of significant importance in the best interests of the City and/or the community.
- 4.23. Should the City cancel a confirmation for any reasons whatsoever, the applicant has no right of recourse in relation to the cancellation either at law or in equity maintained and the safety of persons using the Park must be considered.
- 5. Structures in parks**
- 5.1. Any approved tent/marquee must be weighted down with sand bags or similar as no pegs are allowed. NOTE: Organisers must ensure that their relevant suppliers / contractors / volunteers are aware that pegging must not occur.
- 5.2. Structures are not to be placed within a park that restricts public access, such as across pathways unless prior approval is received from Broadwater Parklands Management.
- 6. Animals**
- 6.1. Where applicable, appropriate flooring such as plastic matting or straw must protect grassed areas. Straw if used, must be removed from the site
- 6.2. Animals must be kept in a pen or on a leash at all times, except dogs in designated off-leash areas.
- 6.3. Animal waste must be removed.
- 7. Noise**
- 7.1. The use of a public address system (amplified sound) is prohibited outside of the approved hours of operation. Whilst operating, sound from the public address system must at all times be kept at a level so that no nuisance or annoyance is caused to any occupied premises. Should valid complaints be received by the City regarding a noise nuisance being created, then use of the public address system may be required to cease.
- 7.2. All amplified sound is to be directed away from residents adjacent to the site
- 7.3. Depending on the nature of the event, supply of an Acoustic report may be required.
- 8. Risk Management**
- 8.1. The Australian Government has developed a strategy for protecting crowded places from terrorism. You must refer to this information as part of your risk planning for the event. Hostile vehicle mitigation barriers can be obtained from the State Government via phone (07) 5561 3456 or email Jason.D.Wilson@tmr.qld.gov.au
- 8.2. The WHS Act places the primary duty of care and various other duties and obligations on you as a “person conducting a business or undertaking” (PCBU). You need to anticipate all reasonably foreseeable risks that all stakeholders (i.e. workers, volunteers, visitors, members of the public) are likely to be exposed to and provide reasonably practicable control measures in response.
- 8.3. You are required to provide copies of structural certificates that comply with the Building Code of Australia for any scaffolding / structures that are being erected.
- 8.4. Activities requiring specific licenses (i.e. scaffolding, forklift, cranes, electrical, plumbing etc.) must be undertaken by personnel holding the required licenses.

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- 8.5. If your event includes inflatable amusement devices (i.e. jumping castles and slides), they must be designed, manufactured and operated in accordance with Australian Standard AS3533. Where the device remains on-site for longer than one day, daily inspections are to be carried out.
- 8.6. The event must have a risk assessment plan completed that identifies all risks and includes relevant control measures.
- 8.7. Please submit to the City at least fourteen (14) days prior to the event documents required for construction projects (for compliance with Workplace Health and Safety regulations) including items such as Site Management Plan, Safe Work Method Statements for high risk construction work (if applicable).

### 9. Food and beverages

- 9.1. It is a State Law that no alcohol is to be consumed in public places. If you are planning on supplying/selling alcohol on public land A Liquor Licence Permit may be required from the Office of Liquor, Gaming and Racing (OLGR). Please contact them on (07) 5581 3390. In addition an [Alcohol, Safety and Event Management Plan](#) will be required to be completed and submitted
- 9.2. Glass containers of any type are prohibited.
- 9.3. All licensable food businesses, including fixed, mobile and temporary, must hold a current Food Licence under the Food Act 2006 and must display such licence in a prominent position at the premises. Any licensable food business that does not hold or is not displaying a current Food Licence may be instructed to cease operating by an Authorised Officer and the City may take legal action.
- 9.4. The Licensee must submit details of all food businesses operating at the event to their Special Events Officer at least fourteen (14) days prior to the event. The information must include a site plan indicating the approximate location of each premises, stall or vehicle and individual food businesses' details on the 'Summary of Food Operations' form. Some fee exemptions apply and not all food businesses require a licence. Further information regarding licensing requirements for food businesses can be obtained at [Licensing Requirements](#).

### 10. Access to utilities

- 10.1. Stand-alone power supplies such as generators are the responsibility of the applicant and must comply with the relevant legislation.
- 10.2. All electrical equipment:
  - wiring shall adhere to all local, state, commonwealth, legislation, regulation, electrical safety standards and be in a safe working order and must have been tested and tagged by a competent and qualified electrician within the previous 12 months

- flexible cords or cables supplying any device must be of a heavy duty sheathed type having a minimum current carrying capacity of 15 amps
- no flexible cord or cable is to cross a public thoroughfare unless it is run overhead or if suitable means of protection is given to the cable to prevent damage to it or to the public
- no flexible cord or cable shall be joined to a circuit with a total length that exceeds 30 metres

- 10.3. Water connections in parks are limited. All hose lines connected must be arranged to prevent possible trip hazards.

### 11. Toilets

- 11.1. Your event must consider its impact on the environment, through appropriate waste management strategies, recycling and supplying the number of toilets and bins as per your approved event application.
- 11.2. An appropriate number of toilet facilities must be provided for the event, taking into consideration the approximate number of patrons expected. All portable toilets must be of the approved chemical type (no night soil services permitted) and adequate servicing of the units must be provided.

### 12. Waste

- 12.1. As the event organiser, it is your responsibility to ensure there is an adequate waste bin supply and removal service at the event. Arrangements for the delivery and service of waste containers (wheelie bins and bulk containers) are to be made through an approved waste management service provider. The number of services must be to the satisfaction of the City.
- 12.2. Wastewater must not be directly or indirectly released to the ground, groundwater, stormwater or any water bodies at the site. No trade waste discharges are permitted into the sewerage system. All waste water or other liquids shall be stored in approved containers for removal from site to an approved waste facility. Evidence of wastewater servicing by a licensed contractor must be provided at the request of an Authorised Officer.
- 12.3. All waste containers are to be kept covered at all times (except when the waste is being deposited or removed for disposal) and they are to be removed from the site at the completion of the event.

**Should you have any queries regarding use of City of Gold Coast public open space – Broadwater Parklands, please contact:**

Broadwater Parklands  
 PO BOX 5042  
 GCMC QLD 9726  
 P 07 5581 1615  
 E [broadwaterparklands@goldcoast.qld.gov.au](mailto:broadwaterparklands@goldcoast.qld.gov.au)  
 W [cityofgoldcoast.com.au/broadwaterparklands](http://cityofgoldcoast.com.au/broadwaterparklands)