

Application Form Parkland/Foreshore – Event Booking

Applications should be submitted at least six (6) weeks prior to the event to allow sufficient time for assessment of the proposal to be completed. It is sometimes necessary for applications to be presented to Council to seek approval for the event, which may lengthen the approval process. Council’s schedule of fees and charges provides for collection of a refundable security bond of \$285 or \$670 depending upon the scale of your event. Following consideration of your application, you will be sent an assessment letter detailing the specific amounts payable for your event, along with an Agreement Form listing booking conditions.

Name, Address and Contact Number of Organisers

Name 1: _____	Phone: _____	Fax: _____
Name 2: _____	Phone: _____	Fax: _____
Postal Address: _____	Suburb: _____	
State: _____	Post Code: _____	
Email: _____		

Event Details

Park Name and Street Location and Description of Location within Park:
Name of Event:
Time and Date of Event: (including setting up time) <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> am/pm <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> am/pm <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Start Time of Event: <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> am/pm
Scope of Event / Activities to be conducted: (please tick as appropriate)
Fireworks <input type="checkbox"/> Amusement Rides <input type="checkbox"/> Jumping Castle <input type="checkbox"/> Animals <input type="checkbox"/> Provision of Food/Drinks <input type="checkbox"/> Consumption of Alcohol <input type="checkbox"/> Fund Raising Stalls <input type="checkbox"/> Street parade <input type="checkbox"/> Public Address System <input type="checkbox"/> Amplified Sound/Music <input type="checkbox"/> Band/s <input type="checkbox"/> Electricity Generator <input type="checkbox"/> Temporary Seating <input type="checkbox"/> Temporary Fencing <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Private Security Guards <input type="checkbox"/>
Please give a brief description of the event including other activities to be conducted, and the overall aims and objectives:
Estimate how many people will be attending the event: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Do you anticipate any disruption to vehicular or pedestrian traffic? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please contact the Traffic and Transport Engineer in Council’s Engineering Planning Unit on 5433 2125 to discuss a traffic management plan.
Is this event held annually? Yes <input type="checkbox"/> No <input type="checkbox"/> To include your event in the Event Calendar on Council's website, please go to www.moretonbay.qld.gov.au/events.aspx to submit your event details online or download the application form. Alternatively you may contact the Moreton Bay Regional Council on 5433 3000 to request a form be mailed out.
Will any signage be displayed at / in the vicinity of the event? Yes <input type="checkbox"/> No <input type="checkbox"/> Council’s Compliance Services Unit may be contacted on 5433 2141 to discuss criteria and conditions for Community Organisational Advertising.
Will any temporary shade structures such as tents or marquees be erected? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give a brief description, including size and method of securing the structure (eg. Tent pegs, self supporting)
Note that many of Council’s Parks have underground irrigation and electrical systems and therefore an onsite meeting may need to be arranged, for safety purposes, to determine the appropriate location for erection of temporary structures.

Do you require any of the following:

Onsite Meeting (with Parks Officer): Yes No

Electricity: Yes No Electricity may be available in a limited number of sites within some Council parklands. Council’s schedule of fees and charges provides for an electricity fee of \$32 per event or \$90 per day or part thereof, depending upon the scale of your event. Please advise operating times and details of electrical equipment you propose to operate and whether single or three-phase power is required.

Extra Garbage Bins: Yes No If yes, how many standard, how many recycling?
Note that should excess litter be left in the park vicinity at the completion of your event a cleaning fee of \$325 may be levied or withheld from your security bond.

Vehicle Access: Yes No Note that due to an increased risk of damage to the Park / Foreshore it is unusual for Council to permit vehicle access. If you require Vehicle Access, please advise details of the access required and the reasons for your request. Also, please advise the key number of any gates that you will require a key to obtain access.

Punic Toilets/Car Park – do you require an extension to standard opening times? Yes No

Note that should Council determine that the scale of your event will require additional servicing of Public Toilets there will be a fee of \$46.50 per service.

Are food and/or drink stalls proposed for this event? Yes No
If yes, what type of food and drink is to be provided and by whom

Note that all food and/or drink outlets at the event will be required to conform to the requirements of the Food Safety Standards (Chapter 3 of the Food Standards Code), which is available at www.foodstandards.com.au . Each outlet must be licensed and registered by Caboolture District. Contact Council’s Customer Service Unit or an Environmental Health Officer on 5433 3000.

Additional Assistance. Contact Council’s Customer Service Unit on 5433 2100 to enquire about the following additional assistance available to community groups and non-profit organizations:

- Council’s Promotional Tent Top (Public Affairs)
- Hire of Community Banner and booking of fixing post sites for short term promotional purposes (Compliance Services)
- Loan of safety/traffic control items eg. Traffic cones and signs (Works Unit)

Also the Queensland Government has developed *A Planned Guide for Event Managers – Alcohol, Safety and Event Management* which is available on the internet at www.liquor.qld.gov.au/Publications .

Delegation and Signatures

We, the undersigned, agree to the conditions stated below.

1. No vehicles to be driven on any portion of Councils Parkland.
2. The Parkland will be left in a clean and tidy condition No litter will remain after the event.
3. No confetti rose petals or rice is to be thrown in Councils Parkland.
4. No shelters or marquees are to be erected on Council’s Parkland
5. The insertion of objects such as stakes or pegs into the ground surface is not permitted.
6. An underage persons will be accompanied and supervised by an adult at all times
7. The Organiser hereby agrees to indemnify Caboolture and Redcliff Districts in respect of all actions, suits, claims, demands of any nature or kind whatsoever arising out of or relating to the hire and use of the parkland or foreshore areas for the duration of the period of the said hire.
8. The Organiser acknowledges that Council will not be responsible for, and that the Organiser will indemnify Council against, any loss, damage or injury to any person or property arising out of the use or in any way related to or associated with the use, occupation or hire of the parkland or foreshore areas by the Organiser.

Signature of Organiser(s)

1: _____ Date: _____

2: _____ Date: _____