



Gympie Regional Council
 Infrastructure Services Directorate
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Local Government Act 2009
 Gympie Regional Council Local Law No. 1 (Administration) 2011
 Gympie Regional Council Local Law No.4
 (Local Government Controlled Areas, Facilities and Roads) 2011

Application for Use of Council's Public Spaces

Please note applications must be received **MINIMUM TWO (2) WEEKS PRIOR TO EVENT**. Applications received less than two (2) weeks prior to the event may not be processed.

Application is for:

- Approval to Use Council's Parks/ Reserves /Ovals (Complete **Sections 1 & 2**)
 - Wedding
 - Circus/ Concert/ Trade Fair / Festival
 - Private Function (over 75 people attending)
 - Other
- Approval to Use Nelson Reserve Sound Shell for a Public Performance (Complete **Sections 1, & 3**)
- Approval to Use Jack Spicer Oval / Clive Colburn Canteen (Complete **Sections 1 & 3**)
- Approval to Use the Beach (Rainbow Beach Bathing Reserve to Mudlo Rocks only) (Complete **Sections 1, 2 & read 4**)

Section 1 -

Applicants Details

*PRIVACY STATEMENT:
 Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the Information Privacy Act 2009.*

Name of Applicant (in full) (Given Names) (Surname)

Name of Business/ Organisation/ Charity

Postal Address

Phone Number (Home) (Work) (Mobile)

Email

Preferred contact method Email Phone Please tick if you would prefer your Approval sent via email only

I hereby declare that the information I have provided herein is true and correct to the best of my knowledge.

Signature Date / / 20

Section 2 -

Event Details

Event / Proposed Use

Name of Park/Reserve/Oval

Dates of Intended Use / / 20 to / / 20

Times of Intended Use : am / pm to : am / pm

Anticipated Attendance

Duration of Performance(s)

Do you require the use of electricity? (please tick) Yes No

Will you be erecting tents/ shade structures for this use? (please tick) Yes No

Conditions of Use:

- The approved use must not restrict public access to public facilities, for example Rotundas.
- Alcohol consumption is prohibited except for charitable organisation or not for profit community organisations, pursuant to the *Liquor Act 1992*.
- Area of the park used is to be left in a clean and tidy condition.
- The applicants shall accept responsibility for any damage to the grounds arising from their use.
- No glass bottles shall be allowed in the area in question.
- Memorial Park* – Vehicles are prohibited from entering unless approved by the Chief Executive Officer.
- Public Liability Insurance* – It is a requirement that Public Liability Insurance be placed and remain in force for the duration of the proposed activity. The sum insured shall be a minimum of Twenty Million Dollars (\$20,000,000.00), noting Gympie Regional Council as an Interested Party. However, Council strongly recommends that you seek independent advice as to whether this sum is adequate given the nature of such activity and that the insured policy terms and conditions are appropriate.
- Fees & Bonds* – all monies shall be paid in advance.

Additional Conditions Specific to Circuses/ Concerts/ Trade Fairs

- Circuses* – No tethering of animals to trees.
- Food Preparation* – is to be conducted in a food vehicle which complies with the requirements of the *Food Act 2006*.

Additional Conditions Specific to Weddings

- Approval is restricted to the conduct of the ceremony. The use of confetti is prohibited but substitutes such as rose petals or rice are allowed.

**Section 3 -
Use of Nelson
Reserve Sound Shell,
Jack Spicer Oval or
Clive Colburn
Canteen**

Event / Proposed Use		
Name of Park/Reserve/Oval		
Dates of Intended Use	/ / 20	to / / 20
Times of Intended Use	: am / pm	to : am / pm
Anticipated Attendance		
Duration of Performance(s)		
Location of performance	<input type="checkbox"/> Jack Spicer Oval / Canteen	<input type="checkbox"/> Nelson Reserve Sound Shell
Do you require the use of electricity?	(please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you propose to use a sound amplifier?	(please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Conditions of Use:

Note: Approval does not include commercial activities such as the sale or production of goods or services.

- Community groups providing community entertainment for example school, youth or community group concerts/ performances, Carols by Candlelight and Muster type entertainment will normally be afforded precedence due to the community involvement;
- Bookings will be taken on a first in basis with preferably a minimum of 14 days in advance notice, on the prescribed form;
- Amplified sound is to be maintained at a level so as to comply with the *Environmental Protection Act 1994*.
- Applicants must have public liability insurance in accordance with Council's policy at the time in excess of \$20,000,000. Noting Gympie Regional Council as an Interested Party.
- All permits for the use of the Gold City Centre will be issued at the discretion of the Chief Executive Officer.
- No additional charges apply for the use of the stage.
- Keys must be returned to Council's Officer immediately following your performance.

**Section 4 –
Use of Beach**

Rainbow Beach to Mudlo Rocks – Weddings Only

Please Note: If you intend to use a Vehicle on the beach a Permit would be required from Queensland Parks & Wildlife. Phone **07 5449 7792**.

Additional Conditions Specific to Weddings

1. **Approval is restricted to the conduct of the ceremony only.**
2. **The use of confetti is prohibited but substitutes such as rose petals or rice are allowed.**

Fees

Payments made in person (cash, eftpos, credit card, money order) must be lodged with Gympie Town Hall, 2 Caledonian Hill, Gympie (near the Five-ways Roundabout) or at Kilkivan Branch Office - 26 Bligh Street, Kilkivan. Money orders should be made payable to "Gympie Regional Council".

BOND (ALL PARKS) \$ 1500.00

Option for Local Community Groups to enter an indemnity agreement with Council up to repair costs of bond stipulated

Commercial use (e.g. circuses, carnivals, festivals, trade or other commercial displays)

Gympie Area	Daily Hire	\$ 675.00
	Weekly Hire	\$2655.00
Other Areas	Daily Hire	\$ 346.00
	Weekly Hire	\$1327.00

Local Community Organisations only (e.g. non-profit organisations, charities, educational, sporting and religious groups)

One Day Hire Only	No Charge
Second and subsequent days hire per day	\$ 159.00
Weekly Hire	\$1114.00

Total Fees Paid	\$	Date	/ / 20.....
Ledger No. (Bond)	T681 - W8170.0001	Receipt No.	
Ledger No. (Hire)	T187 - W8171.0001.0248	Record Keeping:	File in Infrastructure Services
Letter Ref.		Date Sent	/ / 20.....