

FACT SHEET

Temporary Event

What is a Temporary Event?

A Temporary Event is an event that involves some or all of the following:-

- Is open to the public;
- Requires exclusive use of an area;
- Will be advertised (this includes on Facebook or Twitter);
- Will have more than 50 people in attendance; and
- Any events including entertainment that may cause a risk i.e. fire twirlers, fireworks or jugglers etc.

To allow adequate time for approval to be granted all applications for hire must be submitted no later than **six weeks prior to the event**. Advertising is not permitted until approval is granted by Council.

Required Documentation

As part of the approval process Council requires the below documentation to assist with the approval of all events.

- **Public Liability of \$20 million** – Certificate of Currency (Personal Household insurance policies may cover this event however, hirer is required to check with their individual insurer first). A minimum \$20 Million Public Liability Insurance must be provided to Council at the time of submitting the Temporary Event Application. Please note the Certificate of Currency must list Rockhampton Regional Council as an interested party or state that Coverage is for “Anywhere in Australia”. Depending on the nature of event **bonds** may also be required; the bond amount will be advised by the Booking Officer and full payment of bonds must be received prior to your event.
- **Risk Assessment** – mandatory with your application and state the proposed methods of reducing the risk
- **Site Plan** - map of where everything will be located on the day – including entry and exit points if applicable
- **Electrical Indemnity** – to be completed and signed if you are using a Council power outlet for your equipment
- **Traffic Management Plan** – to be completed if applicable to the event type

Council is unable to proceed until all paperwork is received. Delays in providing this information may result in the application lapsing and the booking will be deemed invalid.

Upon receipt of the outstanding documentation your application will be reassessed. Once all requirements have been met, the application will be finalised and written approval will be issued.

Due to some public spaces being State Government leasehold land, Department of National Resources and Mines **may** require Council to issue a trustee permit as part of the approval for your temporary event. This permit gives the applicant approval for use of the area outlined in the permit. Failure to secure a trustee permit could mean that your application is voided due to it not meeting all approval conditions.