

Temporary Event Application Form



Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011*. Your personal details will not be disclosed to any other person or agency external to Council unless required or authorised by law.

This form is to be completed when a customer wishes to hold an event on Council owned land, including sporting fields (eg markets, sporting carnivals or circus). The form must be completed and submitted to Council no later than six weeks prior to the event.

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Customer Details <i>(applicant name must be the same as on the public liability insurance)</i>			
Applicant name:			
Contact name <i>(if different)</i> :			
First		Middle	Last
Residential address:			
Street number and name		City	State Postcode
Postal address <i>(if different)</i> :			
Preferred contact number:		Email:	
Preferred delivery method: <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan)			
<i>Email is the standard form of delivery. If this is method is unsuitable please select an alternative.</i>			
Event Details			
Event name:		Event location:	
Description of event:			
Event date:	Set up date:	Pack up date:	
Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm	Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm	Anticipated attendance:	
Is this a fundraising event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Purpose of funds raised:			
Public Liability Insurance			
Rockhampton Regional Council must be noted as an interested party on the Certificate of Currency and level of cover must be \$20 million.			

OFFICE USE ONLY	Date lodged:	Date paid:	Amount paid:
	Receipt number:	CSO:	Booking ref: BOOK/

Food *(The List of Food Vendors/Stall Holders Form must be completed if food is being sold at an event)*

What food will be served or sold?

Alcohol

Events held on Parkland/Reserves where alcohol will be served or sold must have a Community Liquor Licence Permit. Please contact the [Office of Liquor & Gaming](#) for the relevant permits. Supporting documentation must be supplied to Council. Risk factors associated with alcohol must be identified on the risk assessment submitted to Council.

Electricity/Generators

If you require access to Council controlled electrical facilities *(selected sites only)* what time do you require access to power?

Start time: am / pm Finish time: am / pm

If you will be using generators at the event what time do you require access to power?

Start time: am / pm Finish time: am / pm

Amenities *(refer to the Temporary Event Guidelines for breakdown of amenities)*

If additional amenities are required how many portable toilets will be provided?

Male: Female: Disabled:

Litter Management *(refer to the Temporary Event Guidelines for breakdown of required bins)*

Please identify the number of bins supplied for the event: General waste: Recycle:

Date of delivery: Is Council to supply bins: Yes No
(fees applicable – quote on application)

Name of private contractor engaged:

Temporary Structures

What type of temporary structures will be used at the event? *(Marquees, tents, stalls for food, stage for presentation, children's entertainment areas etc.)*

Amplified Noise

Provide details on any amplified music, announcements and/or sound at the event:

Vehicle Access

What vehicle access will be required on Council land during the event?

Traffic Management

Will the event require temporary: Road closure Carpark closure Street march/parade

Please note that road closures are not permitted along Denham Street between Quay Street and Quay Lane.

Provide details:

Risk Management

Please complete the [Temporary Event Risk Assessment Form](#) and submit with this application.

Site Plan

Attach a site plan, which clearly indicates all of the following applicable to the event:

- | | |
|---|---|
| ▪ Stage and direction of amplified sound | ▪ First aid posts |
| ▪ Security, crowd control and/or police locations | ▪ Litter/refuse facilities |
| ▪ Approved liquor consumption areas/non-alcohol areas | ▪ Registration/marshalling areas |
| ▪ Site entrances and exits | ▪ Marquees/tents |
| ▪ Food vendors/stall holders | ▪ Emergency action plan/evacuation plan |

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Certificate of Currency (Public Liability Insurance)
- List of Food Vendors/Stall Holders Form *(if applicable)*
- Food Business Licence *(if applicable)*
- Liquor Licence Application *(if applicable)*
- Traffic Management Plan/Parking Strategy and supporting documentation *(if applicable)*
(Please note: Traffic Management Plan/Parking Strategy must be prepared by an accredited Traffic Control provider. Road closures are not permitted along Denham Street between Quay Street and Quay Lane.)
- Queensland Police Service Permits – copy of Application for a Special Event Permit and Application for Road Closure Permit (these permits are compulsory for road closures)
- Temporary Event Risk Assessment Form
- Site plan

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name:

Signature:

Date:

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

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 the 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.
- **List of Food Vendors/Stall Holders Form** – to be submitted with applications where food will be served / sold at events.
- **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.
- **Queensland Police Service Permits** – to be submitted with applications for events that require road closures.
- **Community Liquor Permits** – to be submitted with applications where alcohol will be served / sold at events.

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.

FACT SHEET

Venues and Parks for Hire

Council owns a number of venues and parks which can be hired for functions such as weddings, parties, meetings, conferences and corporate events.

When booking outdoor functions please keep in mind the site selected may not look exactly the same for the event as at the time of booking due to seasonal changes.

Seniors Groups are entitled to 12 free Community Centre bookings per year for regular meetings.

Community Centres – Fees and Charges 2019/2020

Bauhinia House

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$260.00	
Main Hall <i>(maximum eight hours, no air-conditioning) (additional hours at hourly rate)</i>	Com/private \$464.00	Non-profit \$246.00
Hourly Rate <i>(all hirers)</i>	\$45.00	
Air-conditioning <i>(up to four hours)</i>	\$55.00	
Air-conditioning <i>(more than four hours)</i>	\$112.00	

Calliungal Youth Centre “The Green Shed”

Facility / Service	Fee	
No Bond applicable – Part / All Day Hire	Government Funded Agency \$24.00	Non-profit \$16.00

Customs House

Facility / Service	Fee
Security Bond <i>(applicable to all hirers)</i>	\$355.50
All Areas <i>(maximum eight hours, includes air-conditioning)</i>	\$507.50
Function Room <i>(maximum eight hours, includes air-conditioning)</i>	\$406.00
East Long Room <i>(maximum eight hours, includes air-conditioning)</i>	\$178.00
Balcony Area <i>(maximum eight hours, includes air-conditioning)</i>	\$101.50
Cleaning <i>(in the event the hall requires additional cleaning from your event)</i>	\$66.00 per hour

Gracemere Community Centre

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$191.00	
Main Hall <i>(maximum eight hours)</i>	Com/private \$277.00	Non-profit \$126.00
Day / Night	Com/private \$352.00	Non-profit \$142.00
Hourly Rate <i>(maximum four hours)</i>	Com/private \$37.00	Non-profit \$21.00
Training Rooms <i>(incorporated senior group please contact Council's Customer Service Centre for costing) (per room, per hour)</i>	Com/private \$31.00	Non-profit \$16.00
Cleaning <i>(in the event the hall requires additional cleaning from your event)</i>	\$51.00 per hour	

FACT SHEET

Venues and Parks for Hire

Community Centres – Fees and Charges 2019/2020

Mt Morgan School of Arts

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$191.00	
Main Hall <i>(maximum eight hours)</i>	Com/private \$105.00	Non-profit \$60.00
Day / Night	Commercial \$131.00	Non-profit \$75.00
Hourly Rate <i>(maximum four hours) (incorporated senior group please contact Customer Service for costing) (per room, per hour)</i>	Commercial \$18.00	Non-profit \$9.00

Schotia Place

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$260.00	
Main Hall <i>(maximum eight hours) (additional hours at hourly rate)</i>	Com/private \$464.00	Non-profit \$246.00
Hourly Rate <i>(all hirers)</i>	\$45.00	
Air-conditioning <i>(up to four hours)</i>	\$56.00	
Air-conditioning <i>(more than four hours)</i>	\$112.00	

Parks and Gardens – Fees and Charges 2019/2020

Facility / Service	Fee
Administration Fee <i>(applicable to all bookings)</i>	\$32.00
Access to Power Point <i>(selected sites only and not relating to a Temporary Event)</i>	\$23.77
Wedding/Ceremony – Botanic / Kershaw Gardens, Cedric Archer Park	\$175.00
Wedding / Ceremony – All Other Parks / Gardens	\$120.00
Temporary Event (Park Hire) – All Parks – Non Commercial	\$230.00
Temporary Event (Park Hire) – All Parks – Commercial	\$575.00
Extra Mowing Service	\$175.00
Park Hire for Circuses and Other Significant Events	POA – please contact Council's Customer Service Centre