

# Temporary Event Application Form



**Privacy Notice:** 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*. Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

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.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

The VENUE HIRE – COVID 19 Requirements document must be completed and submitted along with this form. No booking will be approved without the completion and submission of this document.

<b>Customer Details</b> <small>(applicant name must be the same as on the public liability insurance)</small>			
Applicant name:			
Contact name <small>(if different)</small> :			
First	Middle	Last	
Residential address:			
Street number and name		City	State Postcode
Postal address <small>(if different)</small> :			
Preferred contact number:		Email:	
Preferred delivery method: <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan)			
<small>Email is the standard form of delivery. If this is method is unsuitable please select an alternative.</small>			
<b>Event Details</b>			
Please note: Due to COVID-19, attendee numbers must be in accordance with the amount permitted by law or under any Public Health Direction issued by the Chief Health Officer for Queensland.			
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:			

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

## 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.

## 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

Will there be alcohol at the event?  Yes  No

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? Large events must provide adequate amenities, if there is not an appropriate amount, event organisers must engage a contractor.

Male:  Female:  Disabled:

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

Please identify the number of bins required 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.)*. Please note that it is mandatory to advise the size of all structures/marquees that will be used.

## Amplified Noise

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

## Vehicle Access (please note that vehicles are not permitted to drive onto the wooden boardwalk section of the Riverside Park Event Space)

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
- Security, crowd control and/or police locations
- Approved liquor consumption areas/non-alcohol areas
- Site entrances and exits
- Food vendors/stall holders
- First aid posts
- Litter/refuse facilities
- Registration/marshalling areas
- Marquees/tents
- 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
- VENUE HIRE – COVID-19 Requirements document

## Declaration

I submit this form with the relevant supporting documentation as required and agree to be responsible for ensuring that any requirements in respect of COVID-19 as required by law or under any Public Health Direction issued by the Chief Health Officer for Queensland or at the request of Council are complied with at all times.

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

## Venues and Parks for Hire Fees

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 2020/2021

#### 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 \$472.00	Non-profit \$250.00
Hourly Rate <i>(all hirers)</i>	\$45.90	

#### Calliungal Youth Centre “The Green Shed”

Facility / Service	Fee	
No Bond applicable – Part / All Day Hire	Government Funded Agency \$24.50	Non-profit \$16.40

#### Customs House

Facility / Service	Fee
Security Bond <i>(applicable to all hirers)</i>	\$355.00
All Areas <i>(maximum eight hours, includes air-conditioning)</i>	\$507.00
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>	\$101.00
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>	\$194.00	
Main Hall <i>(maximum eight hours)</i>	Com/private \$282.00	Non-profit \$128.00
Day / Night	Com/private \$358.00	Non-profit \$144.00
Hourly Rate <i>(maximum four hours)</i>	Com/private \$37.80	Non-profit \$21.40
Training Rooms <i>(incorporated senior group please contact Council's Customer Service Centre for costing) (per room, per hour)</i>	Com/private \$31.60	Non-profit \$16.40
Cleaning <i>(in the event the hall requires additional cleaning from your event)</i>	\$52.00 per hour	

# FACT SHEET

## Venues and Parks for Hire Fees

### Community Centres – Fees and Charges 2020/2021

#### Mt Morgan School of Arts

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$194.00	
Main Hall <i>(maximum eight hours)</i>	Com/private \$106.00	Non-profit \$61.20
Day / Night	Commercial \$133.00	Non-profit \$76.50
Hourly Rate <i>(maximum four hours) (incorporated senior group please contact Customer Service for costing) (per room, per hour)</i>	Commercial \$18.40	Non-profit \$9.20

#### 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 \$472.00	Non-profit \$250.00
Hourly Rate <i>(all hirers)</i>	\$45.90	

### Parks and Gardens – Fees and Charges 2020/2021

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>	No Charge
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

## **VENUE HIRE – COVID 19 Requirements**

**This document must be completed and submitted along with all Rockhampton Regional Council Venue Booking Forms. No booking will be approved without the completion and submission of this document.**

The Coronavirus COVID-19 has meant that we have to take extra precautions to ensure our community venues/parklands are accessible for community use whilst complying with Queensland Health Public Health Directions and any other COVID-19 restrictions required by law. As a Hirer of Council venue/parkland you are responsible for ensuring that the following additional requirements are met.

You agree to follow the social distancing rules and instructions listed below in addition to the standard Conditions of Hire. As the Hirer it is your responsibility to ensure that any additional requirements for your specific activity as detailed in any relevant Queensland Health Public Health Direction are complied with.

### **I agree to:**

#### **Physical Distancing**

- Ensure all present comply with the posters displayed around the venue which communicate the need to keep at least 1.5 metres distance between people.
- Monitor any queuing arrangements to maintain physical distancing.
- Ensure the maximum safe capacity is not exceeded – this is noted on the posters at each venue and refers to how many people can be in the venue at any one time. This has been calculated using the Queensland Government social distancing rules and the size of each venue.
- Ensure that if tables and chairs are being used they are placed in a way that complies with social distancing requirements.

#### **Handwashing and Hygiene**

- Establish hand washing / sanitising stations and practices for all present as they enter and exit the venue or event site and at other appropriate areas within the venue or site.
- Encourage all present to use the soap and paper towel provided.
- Encourage all present to sanitise regularly where soap and water are not available.
- Ensure posters with instructions on how to correctly wash hands or use sanitiser remain displayed in the toilets.
- Ensure hand sanitiser and hand washing facilities are maintained throughout the venue or site for all present.
- Instruct all present on other ways to limit the spread of germs, including by not touching their face, sneezing and coughing into their elbow, and staying home if feeling sick.
- Remind all present to limit contact with others: no shaking hands, hugging or touching objects unless necessary.

#### **Cleaning**

- Ensure any areas used are cleaned and disinfected after each use with appropriate products (which have been supplied by Council); this includes things like door handles, bench tops, light switches, equipment, tables and chairs and other high touch points.

- Toilets – adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc.).
- Ensure the person cleaning the area wears gloves when cleaning and washes their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Ensure that if the venue’s crockery and cutlery is used, it is all washed thoroughly in hot soapy water and dried, or washed in dishwasher if available.

**Contact Tracing**

- Keep a record (including name, address, phone number, e-mail address, and the date and time period of patronage) of all persons attending.
- Provide contact tracing information to Queensland Health and/or Queensland Police and/or Council should it be requested.
- Enable Council to provide contact details to Queensland Health and/or Queensland Police should this information be requested in relation to contact tracing.
- Ensure that this information is securely stored, not used for any other purpose and is deleted/destroyed after 56 days.

**General**

- Follow any additional requirements as advised by Council.
- If requested, provide Council with any COVID Safe Event Checklist or any COVID Safe Event Plan.
- Ensure that all present are aware of these COVID-19 requirements.

**Declaration**

I, the Hirer, by signing this document agree and acknowledge that it is my responsibility to comply with all State and Federal legislation, public health directions, orders, policies, procedures, guidelines, approved COVID safe industry plans and industry framework relevant to the event (“COVID-19 requirements”). A failure to comply with these COVID-19 requirements will result in the hire being cancelled, and any further hire applications being declined. By signing below I hereby release, waive, discharge Rockhampton Regional Council, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained related to COVID-19 while participating in any activity while in, on, or around the venue or site that may lead to unintentional exposure or harm due to COVID-19. I agree to indemnify, defend and hold harmless Rockhampton Regional Council from and against any and all costs, expenses, damages, lawsuits and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

Group/Organisation name <b>(the Hirer)</b> :	
Representative name:	
Signature:	
Full name:	Date: