

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.

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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.

Customer Details <i>(applicant name must be the same as on the public liability insurance)</i>		
Applicant name:		
Contact name <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>		
Residential Address		
Street number and name:		
Suburb:	State:	Postcode:
Postal address <i>(if different)</i> :		
Event Details		
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: <input type="checkbox"/> Less than 500 <input type="checkbox"/> Between 500 – 5000 <input type="checkbox"/> Over 5000		
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?

Number of food vendors expected to be onsite:

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)*

Is Council to supply bins? *(fees applicable – quote on application)* Yes No

Number of 240L general waste bins required for the event:

Number of 240L recycle bins required for the event:

Recycle bins to be used for: Comingled recycling *(service required)*
 CRS (10c Containers for Change) *(organiser to arrange for collection and sorting)*

Are bulk bins required? Yes No If yes, how many?

What size of bulk bins are required? 660L 1100L

Are the bulk bins for: Cardboard Food vendor waste

Name of private contractor engaged:

Delivery of Bins	
Date of delivery:	Delivery location:
Onsite contact name:	Onsite contact number:
Service of Bins <i>(bins must be 300mm apart and presented lined up on the left hand side of a roadway and accessible for collection vehicles)</i>	
Date of service:	Service location:
Onsite contact name:	Onsite contact number:
Multiday events only – is an additional service required during the event? If so, when?	
Removal of Bins	
Date of removal:	Removal location:
Onsite contact name:	Onsite contact number:
Temporary Structures	
What type of temporary structures will be used at the event? <i>(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.</i>	
Amplified Noise	
Provide details on any amplified music, announcements and/or sound at the event:	
Vehicle Access <i>(please note that vehicles are not permitted to drive onto the wooden boardwalk section of the Riverside Park Event Space)</i>	
What vehicle access will be required on Council land during the event?	
Traffic Management	
Will the event require temporary: <input type="checkbox"/> Road closure <input type="checkbox"/> Carpark closure <input type="checkbox"/> Street march/parade	
<i>Please note that road closures are not permitted along Denham Street between Quay Street and Quay Lane.</i>	
Please 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 (including the location of all food vendors)
- 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

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 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 2021-2022

Facility / Service	Fee	
Bauhinia House (maximum eight hours)		
Security Bond (applicable to all hirers)	\$269.00/booking	
Main Hall (no air-conditioning) (additional hours at hourly rate)	Commercial/private \$480.00/day	Non-profit \$254.00/day
Hourly Rate (all hirers)	\$47.00/hour	
Calliungal Youth Centre “The Green Shed” (maximum four hours)		
Hire of Centre	Government Funded Agency \$25.00/booking	Non-profit \$17.00/booking
Customs House (maximum eight hours)		
Security Bond (applicable to all hirers)	\$364.00/day	
All Areas – Function Room, East Long Room and Balcony (includes air-conditioning)	\$520.00/day	
Function Room (includes air-conditioning)	\$417.00/day	
East Long Room (includes air-conditioning)	\$183.00/day	
Balcony Area	\$104.00/day	
Cleaning (in the event the hall requires additional cleaning from your event)	\$68.00/hour	
Gracemere Community Centre		
Security Bond (applicable to all hirers)	\$197.00/booking	
Main Hall (maximum eight hours)	Commercial/private \$287.00/day	Non-profit \$130.00/day
Day and Night	Commercial/private \$364.00/day/night	Non-profit \$146.00/day/night
Hourly Rate (maximum four hours)	Commercial \$38.60/hour	Non-profit \$21.90/hour
Training Rooms Per Room (incorporated senior group please contact Council's Customer Service Centre for costing)	Commercial \$33.00/hour	Non-profit \$17.00/hour
Cleaning (in the event the hall requires additional cleaning from your event)	\$53.00/hour	

FACT SHEET

Venues and Parks for Hire Fees

Community Centres – Fees and Charges 2021-2022

Facility / Service	Fee	
Mount Morgan School of Arts		
Security Bond <i>(applicable to all hirers)</i>	\$197.00/day/night	
Main Hall <i>(maximum eight hours)</i>	Commercial/private \$108.00/day	Non-profit \$63.00/day
Day and Night	Commercial/private \$135.00/day/night	Non-profit \$78.00/day/night
Hourly Rate Per Room <i>(maximum four hours) (incorporated senior group please contact Customer Service for costing)</i>	Commercial/private \$19.00/hour	Non-profit \$10.00/hour
Schotia Place		
Security Bond <i>(applicable to all hirers)</i>	\$269.00/booking	
Main Hall <i>(maximum eight hours) (additional hours at hourly rate)</i>	Commercial/private \$480.00/day	Non-profit \$254.00/day
Hourly Rate <i>(maximum four hours) (all hirers)</i>	\$47.00/hour	

Parks and Gardens – Fees and Charges 2021-2022

Facility / Service	Fee
Administration Fee <i>(applicable to all bookings)</i>	\$32.00/booking
Access to Power Point <i>(selected sites only and not relating to a Temporary Event)</i>	\$25.50/function*
Wedding/Ceremony – Botanic Gardens, Kershaw Gardens and Cedric Archer Park	\$210.00/wedding
Wedding/Ceremony – All Other Parks/Gardens	\$122.40/wedding
Temporary Event (Park Hire) – All Parks – Non-Commercial Use	\$235.00/day*
Temporary Event (Park Hire) – All Parks – Commercial Use	\$585.00/day
Extra Mowing Service	\$178.50/request
Park Hire for Circuses and Other Significant Events	POA – please contact Council's Customer Service Centre

No Charge *

*Community Event – An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is not for profit and/or where all money raised is provided to a community organisation in the Rockhampton Region.

Community Organisation – An entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit.

All mandatory and supporting documentation must be provided to confirm booking.

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 (the Hirer):	
Representative name:	
Signature:	
Full name:	Date: