



**Gympie Regional Council**  
 Community Sustainability Directorate  
 29 Channon Street, PO Box 155, Gympie QLD 4570  
 Telephone: 1300 307 800  
 Facsimile: 07 5481 0801  
 Email: [council@gympie.qld.gov.au](mailto:council@gympie.qld.gov.au)  
 Website: [www.gympie.qld.gov.au](http://www.gympie.qld.gov.au)

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**)
  - for a Wedding
  - for a Circus/ Concert/ Trade Fair
  - for a Private Function (over 75 people attending)
  - for Other
- Approval to Use Nelson Reserve Sound Shell for a Public Performance (Complete **Sections 1 & 3**)
- Approval to Use Gold City Centre Stage for a Public Performance (excludes busking) (Complete **Sections 1 & 3**)
- Approval to Use the Beach for Weddings (Mudlo Rocks, Rainbow Beach only) (Complete **Sections 1, 2 & 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)  (Surname)  (Given Names)

Name of Business/ Organisation/ Charity

Postal Address

Phone Number  (Home)  (Work)  (Mobile)

Email

Preferred contact method  Email  Phone

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

Signature  Date

**Section 2 -**

**Use of Park/Reserve/Oval**

Specify the event you wish to conduct

Name of Park/Reserve/Oval intending to use

Dates of Intended Use  to

Times of Intended Use  to

Anticipated Attendance

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

Do you require tents/ shade structures to be erected for this use? (please tick)  Yes  No

**Conditions of Use**

1. The approved use must not restrict public access to public facilities, for example Rotundas.
2. Alcohol consumption is prohibited except for charitable organisation or not for profit community organisations, pursuant to the *Liquor Act 1992*.
3. Area of the park used is to be left in a clean and tidy condition.
4. The applicants shall accept responsibility for any damage to the grounds arising from their use.
5. No glass bottles shall be allowed in the area in question.
6. *Memorial Park* – Vehicles are prohibited from entering unless approved by the Chief Executive Officer.

**Additional Conditions Specific to Circuses/ Concerts/ Trade Fairs**

1. *Circuses* – No tethering of animals to trees.
2. *Food Preparation* – is to be conducted in a food vehicle which complies with the requirements of the *Food Act 2006*.
3. *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.

**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 Gold City  
Centre Stage/ Nelson  
Reserve Sound Shell  
for Public  
Performances**

Proposed Use

If for fundraising, provide details of project

Dates of Intended Use  to

Times of Intended Use  to

Anticipated Attendance

Duration of Performance(s)

Location of performance (please tick)  Gold City Centre Stage  Nelson Reserve Sound Shell

Do you require the use of electricity?  
(Refundable deposit of \$20.00 applies for hire of keys) (please tick)  Yes  No

Do you propose to use a sound amplifier? (please tick)  Yes  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*.

**Note:**

- 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**
**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**

- 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.

**Fees**

**Payments made in person (cash, card, credit, EFT, cheque, 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. Cheques and money orders should be made payable to "Gympie Regional Council".**

**BOND (ALL PARKS) \$ 1146.00**

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, trade or other commercial displays)**

Gympie Area	Daily Hire	<b>\$ 611.00</b>
	Weekly Hire	<b>\$2351.00</b>
Other Areas	Daily Hire	<b>\$ 306.00</b>
	Weekly Hire	<b>\$1176.00</b>

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

One Day Hire Only	<b>No Charge</b>
Second and subsequent days hire per day	<b>\$ 141.00</b>
Weekly Hire	<b>\$ 987.00</b>

Total Fees Paid	\$ <input type="text"/>	Date	<input type="text"/>
Ledger No. (Bond)	T681	Receipt No.	<input type="text"/>
Ledger No. (Hire)	W1652.0001.0131	Record Keeping:	File in Community Sustainability
Letter Ref.	<input type="text"/>	Date Sent	<input type="text"/>