



## 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**)

Wedding

Circus/ Concert/ Trade Fair / Festival

Private Function (over 75 people attending)

Other

Approval to Use Nelson Reserve Sound Shell for a Public Performance (Complete **Sections 1, & 3**)

Approval to Use Jack Spicer Oval / Clive Colburn Canteen (Complete **Sections 1 & 3**)

Approval to Use the Beach (Rainbow Beach Bathing Reserve to Mudlo Rocks only) (Complete **Sections 1, 2 & read 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) *(Given Names)* *(Surname)*

Name of Business/ Organisation/ Charity

Postal Address

Phone Number *(Home)* *(Work)* *(Mobile)*

Email

Preferred contact method Email Phone Please tick if you would prefer your Approval sent via email only

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

Signature Date

### Section 2 - Event Details

Event / Proposed Use

Name of Park/Reserve/Oval

Dates of Intended Use to

Times of Intended Use to

Anticipated Attendance

Duration of Performance(s)

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

Will you be erecting tents/ shade structures 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.
7. *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.
8. *Fees & Bonds* – all monies shall be paid in advance.

#### 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*.

#### Additional Conditions Specific to Weddings

1. 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.

<b>Section 3 - Use of Nelson Reserve Sound Shell, Jack Spicer Oval or Clive Colburn Canteen</b>	Event / Proposed Use				
	Name of Park/Reserve/Oval				
	Dates of Intended Use	to			
	Times of Intended Use	to			
	Anticipated Attendance				
	Duration of Performance(s)				
	Location of performance	Jack Spicer Oval / Canteen	Nelson Reserve Sound Shell		
	Do you require the use of electricity?	(please tick)		Yes	No
	Do you propose to use a sound amplifier?	(please tick)		Yes	No
	<b>Conditions of Use:</b>				
<b>Note:</b> Approval does not include commercial activities such as the sale or production of goods or services.					
<ul style="list-style-type: none"> <li>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;</li> <li>Bookings will be taken on a first in basis with preferably a minimum of 14 days in advance notice, on the prescribed form;</li> <li>Amplified sound is to be maintained at a level so as to comply with the <i>Environmental Protection Act 1994</i>.</li> <li>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.</li> <li>All permits for the use of the Gold City Centre will be issued at the discretion of the Chief Executive Officer.</li> <li>No additional charges apply for the use of the stage.</li> <li>Keys must be returned to Council's Officer immediately following your performance.</li> </ul>					

  

<b>Section 4 – Use of Beach</b>	<b>Rainbow Beach to Mudlo Rocks – Weddings Only</b>			
	<b>Please Note:</b> If you intend to use a Vehicle on the beach a Permit would be required from Queensland Parks & Wildlife. Phone <b>07 5449 7792</b> .			
	<b>Additional Conditions Specific to Weddings</b> <ol style="list-style-type: none"> <li>Approval is restricted to the conduct of the ceremony only.</li> <li>The use of confetti is prohibited but substitutes such as rose petals or rice are allowed.</li> </ol>			

  

<b>Fees</b>	<b>Payments made in person (cash, eftpos, credit card, 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. Money orders should be made payable to "Gympie Regional Council".</b>			
	<b>BOND (ALL PARKS)</b> <span style="float: right;"><b>\$ 1553.00</b></span> Option for Local Community Groups to enter an indemnity agreement with Council up to repair costs of bond stipulated			

  

<b>Commercial use</b> (e.g. circuses, carnivals, festivals, trade or other commercial displays)	<b>Gympie Area</b> Daily Hire <b>\$ 699.00</b> Weekly Hire <b>\$2748.00</b>		
	<b>Other Areas</b> Daily Hire <b>\$ 358.00</b> Weekly Hire <b>\$1373.00</b>		

  

<b>Local Community Organisations only</b> (e.g. 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>\$ 165.00</b> Weekly Hire <b>\$1153.00</b>		
--	--	--	--

  

Total Fees Paid  Ledger No. (Bond) T681 - W8170.0001  Ledger No. (Hire) T187 - W8171.0001.0248  Letter Ref.	Date		
	Receipt No.		
	Record Keeping: File in Infrastructure Services		
	Date Sent		