

Botanic Gardens Event Application

If you've got an event, we've got the space!

Located minutes from the Mackay CBD, airport and accommodation hub, surrounded by lush green gardens and unique lagoon views, the Mackay Regional Botanic Gardens is the perfect location for your next event.

A variety of gardens and lawns are available for commercial/private and public events and have played host to a diverse range of events including movie nights, fun runs, book/product launches, community celebrations, fundraisers and sports and lifestyle events

Our outdoor venues are hired as greenspace only. This means the hirer is responsible for providing all equipment required to run the event, such as marquees, bins, staging, audio, lighting, catering, security, fencing, additional toilets, décor etc.

Events open to the public require careful planning and generally involve significant preparation time. Event organisers may also be required to

meet/communicate regularly with Gardens staff in the lead up to your event to provide regular progress reports.

This will ensure that your event is both safe and successful whilst also minimising impacts on the area hired.

Bookings, Fees and Applications

For all booking enquiries, to view available areas or to check the availability of a date/s, please contact Gardens Administration on 4952 7300 or botanic@mackay.qld.gov.au

Tentative bookings can be placed for 14 days maximum. To confirm your booking, payment in full is required within your 14-day period. Should a tentative booking pass and no payment has been made, management reserves the right to cancel the tentative booking without notice, however efforts will be made to contact you and advise of this action.

The hire application can be completed online at mackayregionalbotanicgardens.com.au or forms are available from Mackay Regional Council's client service centre on Gordon Street and Botanic Gardens administration on Lagoon Street.



Any event that is a Public, Sporting, Corporate or Charitable will require the organiser to submit a Certificate of Currency for Public Liability Insurance (minimum \$20M) as part of their application; this applies to free and ticketed events.

Once processed, you will be advised if your application is approved and if so the applicable fee, bond, payment options available and supporting documentation required.

The Botanic Gardens are an everchanging 'living site'. The garden you book may not look the same for the event date as at the time of booking, so consider seasonal changes when booking a site.

Event Application Form



EVENT DETAILS

Event Name.....

Type of Event Private Public Charitable/Fundraiser
 Corporate Sport/Recreation

Event Date/s from / / To / /

Event Time/s from am / pm To am / pm (including set up & pack down)

Location: Tropical Sun Lawn Malta Garden Heritage Garden
 Lagoon Lookout Deck Other: (please attach map if required)

Anticipated No. of attendees:

Event Overview:

CONTACT DETAILS

Event Organiser:*

Contact Name/s:

Postal Address:

Phone: Mobile:

Email:

**NOTE: The event organiser is the name of the organisation who is the employer and in whose name the Public Liability Insurance is taken out.*

EVENT REQUIREMENTS

Please mark with a tick where applicable

Power access (not available in all areas)

*Live music / entertainment / amplification equipment

Please Specify.....

Marquees / Tents / Stalls (please specify size, how many)

Note: Due to the presence of underground services, the use of pegs is not permitted.

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Temporary staging (please specify size)

Signage (all signage is to be free standing and not on road reserves)

Table & chairs

*Other (please specify)

Will there be BYO food at event? Yes No
 (Please specify)

Will food or drink, or both, be sold or provided to members of the public? *Yes No
 (Please specify)

*If the event or function is open to the public, providing some form of entertainment/utilising amplification equipment or food is being sold, you may need separate Temporary Permits (fees may apply). Please contact Council's Health & Regulatory Services on 1300 MACKAY.

Will alcohol be sold? No Yes - attach copy of current liquor licence
(If yes, please note 'designated wet area' requests are only considered for approval when a licensed provider is engaged. Approvals may come with further conditions)

For approved applications, the following documentation will be required a minimum of 14 days prior to event date:-

- Risk Assessment
- site plan/event map
- Public liability Insurance (minimum \$20M) current for the date/s of event

Individual events may be required to provide further documentation depending on the size of event and activities undertaken.

Submission of application DOES NOT constitute approval for park usage.

**Application is to be submitted a minimum of 30 days prior to nominated date to be considered.
 If your application is approved, confirmation of booking will be provided in writing and forwarded to the nominated postal address included on the application.**

Event Contact Signature..... Date.....

PRIVACY DISCLAIMER: Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as we are required by law.

For booking enquiries please contact Botanic Gardens Administration
 on 4952 7300 between 9am and 4.30pm or email botanic@mackay.qld.gov.au

OFFICE USE ONLY
 Code RC/BGWEDD + RC/BOND

Date Received..... Fee Paid..... Receipt No. Doc. No.

MACKAY REGIONAL COUNCIL, MACKAY REGIONAL BOTANIC GARDENS

Terms & Conditions of Hire

- Applications are to be submitted a minimum of 30 days prior to the nominated date for approval to be considered.
- As a requirement of your approval Mackay Regional Council (MRC) may request The Hirer/ Approval holder have public liability cover of an amount not less than Twenty Million Dollars (\$20,000,000.00) as part of a standard public liability insurance policy. A copy of the public liability insurance policy may be requested for sighting by Councils Parks Booking Officer before this application is approved.
- Should any fees, charges or bonds be applicable to this application, no confirmation of booking or letter of approval will be issued until payment has been made.
- Specific Terms and Conditions applicable to the approval of any booking shall be attached to the letter of approval sent to the applicant upon approval of this booking.
- The approval holder is to ensure that the use or activity authorised under the approval does not cause a nuisance.
- The approval holder is to take specific measures to protect the safety of persons who may be involved in, or affected by, the use or activity authorised under the approval.
- The approval holder is required to remove any rubbish created by the use or activity, and to ensure the area used is left in a tidy condition with all refuse & litter to be collected and placed into provided waste receptacles. In the instance that bins are not provided or are full, all excess litter must be removed from the site by the approval holder immediately at the end of the event. Please note the approval holder is responsible for the provision of extra bins where required & removal of these from site after event.
- Alcohol cannot be consumed in a public place in QLD unless a 'designated wet area' is approved. 'designated wet area' approvals are only considered within Mackay Regional Botanic Gardens (MRBG) when a licensed provider is engaged.
- Fireworks are not permitted within MRBG. Fire is only permitted in association with an approved booking for the earth oven.
- Rice, Confetti, Glitter, Balloons or any other manufactured product is not permitted to be thrown or released. Bubbles are considered an acceptable alternative; however, no residue is to remain on concrete pathways or stepped access ways.
- Hirers are permitted to bring their own barbecue provided it is situated at a safe distance from people and vegetation; A drop sheet or drip tray must be placed under the barbecue to protect the surface from damage.
- Any damage caused wilfully, accidentally or by the conduct of the approved use or activity is the responsibility of the approval holder. Where MRC incurs costs or expenses in rectifying any damage caused or contributed to by the approval holder or as a result of the event, the approval holder will pay the amount of those costs or expenses to MRC.
- The approval holder will use the booked area for the use/activity stated on the approval and for no other use/ activity.
- The use or activity authorised under the approval is restricted to the specified days and times.
- The approval holder will ensure that no glass or glass receptacles will be used at the park, reserve or foreshore on the date approved.
- All electrical cords, fittings, switches and other electrical equipment must comply with the appropriate Australian Standards and display a current electrical test tag.
- The approval holder is not to restrict/deny pedestrian to MRBG.
- Car Parking is to be confined to designated vehicle parking areas. No access is permitted within MRBG.
- The approval holder will ensure that no signage, flags or decorations are attached to or hung from any tree, structure or building. No nails or tacks are to be used on any vegetation or structures.
- Any Tents or Marquees shall be free standing and weighted down with sand bags or similar - no pegs or ground driven devices are to be utilised. Underground services are present in MRBG; damage to this infrastructure is prevented by not permitting the use of pegs, spikes, star pickets or other ground driven devices. Please contact Council to discuss any specific requirements and hold down options for your event.
- The approval holder will observe, perform and fulfil all the requirements of MRC's Policies and Local Laws not limited to but including food service, noise and waste.
- The approval holder is to carry the approval letter during the use or activity and is to produce the approval for inspection on demand by an authorised person.
- The approval holder is required to obtain any other necessary approval, lease, licence or permit under any other Local Law, Act or Regulation that is required for the use or activity.
- MRBG is a public space; your event/function booking does not include exclusivity to all areas of MRBG, only your designated area. Areas will not be cordoned.
- MRC reserves the right to cancel any park, reserve or foreshore booking at any time for any reason including safety concerns of the location. If a cancellation occurs, MRC will endeavour to inform the approval holder and a refund of any fees paid may be negotiated. MRC reserves the right to terminate the event, either before or during the event, if the approval holder is in breach of the terms of this approval.
- Cancellation of bookings must be made in writing to the Coordinator, Mackay Regional Botanic Gardens at least 30 days prior to the booked date. Refunds will not be given for late cancellations.