

# Grounds Hire Application Form

## BOOKING DETAILS

Date: ..... Start time: .....am/pm Finish time: .....am/pm

Location:  Iconic Shelter  Rotunda  Oval 1  Oval 2  
 Cricket Shed  Other: .....

Type:  Wedding/Joining  Naming Day  Family Reunion/function  
 Birthday  Other: .....

Anticipated No. of attendees: .....

## CONTACT DETAILS

Contact Name/s .....

Postal Address .....

Phone ..... Email .....

Mobile 1 ..... Mobile 2 .....

## REQUIREMENTS

*Please mark with a tick where applicable*

- Vehicle access - not available in all areas
- Access to power - not available in all areas
- \*Live music / entertainment / amplification equipment. Please Specify.....
- Marquees / Tents / Stalls - please indicate on site map location, size and numbers
- Note: Due to the presence of underground services, the use of pegs is not permitted.*
- Animal activity
- BYO Alcohol. "designated area for consumption of alcohol" sign will be issued if this application is approved.
- BYO Food. If yes, please specify.....
- Inflatable entertainment/amusement rides etc. (copy of hirers insurance required. Amusements requiring water will NOT be approved) Please specify provider.....

Special notes/requests.....  
 .....  
 .....

**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 approved, confirmation of booking will be provided in writing and forwarded to the above nominated postal address.**

Signature..... Date.....

**PRIVACY DISCLAIMER:** Mackay Regional Council is collecting your information to process your application form. This information will be only accessed by authorised Council employees and may be given to State Government Departments or Agencies. This information will not be given to any other person or agency unless you have given us permission, or we are required by law.

For booking enquiries please contact Botanic Gardens Administration  
 on (07) 4952 7300 between 9am and 4.30pm or email [botanic@mackay.qld.gov.au](mailto:botanic@mackay.qld.gov.au)

**OFFICE USE ONLY**

Code RC/QPBOOK + RC/BOND

Date Received: ..... Fee Paid: ..... Receipt No: ..... ECM No: .....

## Mackay Regional Council, Queens Park

### Terms & Conditions

- 1) Applications are to be submitted a minimum of 30 days prior to the nominated date for approval to be considered.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) The approval holder is to ensure that the use or activity authorised under the approval does not cause a nuisance.
- 6) 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.
- 7) The approval holder is required to remove any rubbish created by the use or activity, and to ensure the area used is left in the same condition as before the use or activity commenced. Please note the hirer is responsible for the provision of extra bins where required, removal from site immediately after and all associated fees.
- 8) Alcohol cannot be consumed in a public place in QLD unless a 'designated wet area' is approved.
- 9) Fireworks are not permitted. Fire is only permitted in association with an approved earth oven booking.
- 10) Rice and glitter is not permitted to be thrown or used within the park. Bubbles are considered an acceptable alternative; however, no residue is to remain on concrete pathways or stepped access ways.
- 11) 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.
- 12) 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.
- 13) The approval holder will use the booked area for the use/activity stated on the approval and for no other use/ activity.
- 14) The use or activity authorised under the approval is restricted to the specified days and times.
- 15) The approval holder will ensure that no glass or glass receptacles will be used within the park, reserve or foreshore on the date approved.
- 16) All electrical cords, fittings, switches and other electrical equipment must comply with the appropriate Australian Standards and display a current electrical test tag.
- 17) The approval holder is not to restrict/deny pedestrian or vehicle access of the park, reserve or foreshore.
- 18) Car parking is to be confined to designated parking areas. No vehicle parking is permitted on any MRC park, reserve or foreshore.
- 19) The approval holder will ensure that no signage, flags or decorations are attached to or hung from any tree, structure or building within the park, reserve or foreshore.
- 20) All Tents/Marquees/Stalls should be free standing and weighted down with sand bags or similar. No pegs or ground driven devices are to be utilised without express permission; underground services are present. Please contact Council to discuss any specific requirements and hold down options for your event.
- 21) 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.
- 22) The approval holder is to carry the approval during the use or activity and is to produce the approval for inspection on demand by an authorised person.
- 23) 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.
- 24) Council's parklands are public spaces, making a booking and the associated payment does not provide you with exclusive use of the area. If another applicant wishes to use the same area / day as a confirmed booking Council will not take the booking, however Council cannot take responsibility should members of the public decide to use the area without our knowledge.
- 25) 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.
- 26) 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.
- 27) 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.