

Application for Access to Park Facilities

An application for access to park facilities is only to be completed and lodged if access is required to:

- Lighting
- Electricity
- Water
- Toilets outside of standard operating hours
- If the park will be used for commercial reasons
- Or, if anything will be pegged into the ground (example marquee or jumping castle)

If none of the above apply, an application is not required.

A Applicant Details

Note: The applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Mareeba Shire Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant.

Applicant Name:					
Organisation Name:				ABN:	
Postal Address:					
Suburb/Town:		State:		Postcode:	
Phone Number:					
Email Address:					

B Park Hire Details

Name of Park:					
Date of Hire:	Start Date:		End Date:		
Time of Event: <i>(Including set up time if applicable)</i>	Start Time:		am/pm	End Time:	
Description of function:					
Do you require access to power? <i>(Not available in all areas)</i>	Yes			No	
Do you require lighting? <i>(Not available in all areas)</i>	Yes	No	From:	am/pm	To: am/pm
Do you require access to toilets? <i>(Not available in all areas)</i>	Yes	No	From:	am/pm	To: am/pm
Do you require access to water? <i>(Not available in all areas)</i>	Yes			No	

Current public liability insurance for the event of 20 million dollars must be provided and a copy of the policy or a certificate of currency must be submitted to Council. **Mareeba Shire Council must be listed as an interested party.**

Waste management and clean-up requirements are to be arranged by the event organiser.

Contact waste contractors.

C Event Details

Is the event open to the public?	Yes	No
Are more than 100 people attending the event?	Yes	No

If you answered YES to both of these questions you **MUST** complete a Temporary Entertainment Event application.

If you answered NO to either of these questions **you are not** required to complete a Temporary Entertainment Event Application.

Are you preparing and serving food to the public?	Yes	No
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If yes, please contact Councils' Environmental Health Section for food licence requirements.

Are you setting up a marquee/shelter or tent?	Yes	No
How many? What size?	Size:	Number:
Will they be pegged or unpegged?	Pegged	Unpegged
<i>Only portable, self-supporting marquees/shelters are permitted</i>		

D Checklist and Applicant Declaration

Have you attached?

- ☐ Current Public Liability insurance certificate of currency (\$20 million) nominating Mareeba Shire Council as an interested party OR Casual Hirer Form

- I declare that the information provided in this application is true and correct.
- I have read and understand the Parks or recreation areas conditions of hire information.
- I am aware that waste management and clean up requirements are to be arranged by the applicant.

Applicant Name:			
Applicant Signature:		Date:	

Privacy notice: Mareeba Shire Council is collecting applicant details in accordance with Council's Local Law in order to assess your application for approval. This information will only be accessed by Council employees and other persons authorised under the Local Government Act. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.