

# EVENT PLANNING Guide



Mareeba Shire Council is committed to supporting events that provide entertainment and recreation opportunities for the whole community to enjoy. The Event Planning Guide is designed to assist and support not-for-profit organisations and community groups who are planning community events in the Mareeba Shire.

The guide consolidates all of Mareeba Shire Council's requirements and procedures for events, including what permits, approvals or bookings may be required.



## Enquiries & Submitting Applications

All enquiries regarding events planning, including submission of applications, should be directed to Council via email to [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au) or by phoning 1300 308 461 so your enquiry can be directed appropriately.

## Not-For-Profit Community Groups

Not-for-profit community groups (based in Mareeba Shire) who are organising new, large or complex events for the general public are asked to contact Council's Community Services team by email to [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au) or phone 1300 308 461 for assistance and coordination of required permits and applications.

## 1. EVENT GRANTS

***Are you seeking Council assistance to identify and apply for grants to fund the event?***

Assistance may be available for: identifying external grant funding opportunities; providing community information; project planning support; letters of in-principle support or letters of no objection.

### **Council Contact: Community Services**

#### **Timeframe**

- Request assistance with identifying external grants as soon as practicable well in advance of proposed event date.
- Request a letter of support online, [Application - Letter of Support](#) a minimum of 10 business days in advance of application submission date.

## 2. EVENT DETAILS

*Is the event open to the public and will more than 100 people be attending?*

If more than 100 attendees are expected, a Temporary Entertainment Event Approval may be required.

- [Factsheet - Temporary Entertainment Events](#)
- [Application - Temporary Entertainment Event](#)

### Council Contact: Local Laws

Application requirements may include:

- Public Liability Insurance Certificate of Currency,
- Event Management and Site Plans,
- Emergency Services Notifications,
- Surrounding Properties Notification,
- Liquor Licence.
- Fees may apply.

### Timeframe

- Allow 6-8 weeks for other government approvals.
- Submit to Council 4-6 weeks in advance.

## 3. COUNCIL LAND & FACILITIES

*Will the event be held on Council land or in a Council facility?*

If yes, an Application for Access to Park Facilities and / or Application for Hall Hire may be required.

- [Application for Access to Park Facilities](#)
- [Application for Facility Hire](#)
- [Facility Hire Terms and Conditions](#)
- [Conditions - Park or Recreation area hire](#)

Application requirements may include:

- Public Liability Insurance Certificate of Currency,
- Fees apply to Hall Hire.

**Council Hall Hire Contact: Customer Service**

**Council Park Hire Contact: Facilities Department**

### Timeframe

- Park hire applications must be submitted to Council with a minimum of 10 business days' notice.
- Hall hire applications must be submitted to Council with a minimum of 48 business hours' notice.

## 4. FOOD

*Will food be sold or given to the public or volunteers?*

If yes, a Temporary Food Licence may be required.

- [Application - Temporary Food Licence](#)
- Fees may apply.

### Council Contact: Regulatory Services section

Notification for a Temporary Food Stall NFP and Charity Groups.

- [Notification of Temporary Food Stall - Not For Profit and Charity groups](#)

### Timeframe

- Submit an application to Council at least four weeks in advance.

## 5. ALCOHOL

*Will alcohol be served or sold at the event?*

Refer to the Queensland Government liquor and wine licence and permit requirements.



## 6. EVENT SIGNAGE

*Will advertising or directional signs be installed outside of the event grounds?*

If yes, please refer to Council's Fact Sheet:

- [Factsheet - Signs & Advertising Devices](#)

**Council Contact: Local Laws**

## 7. IMPACT ON TRAFFIC & ROADS

*Will the event require road closures or changes to traffic conditions?*

If yes, an Application for Temporary Road Closure Permit for Special Events may be required.

- [Application & Procedure - Temporary Road Closure Permit](#)

**Council Contact: Technical Services**

Application requirements may include:

- Public Liability Insurance Certificate of Currency,
- Event Management Plan (including map of roads / footpaths affected by event and a Risk Assessment),
- Traffic Guidance Scheme,
- Queensland Police Service (QPS) Special Event Permit and / or Road Closure Permit,
- Department of Transport and Main Roads (DTMR) Road Corridor Permit and / or Traffic Disruption Permit.

**Timeframe**

- Allow at least 6 - 8 weeks for QPS and DTMR permits.
- Submit to Council at least four weeks in advance.

## 8. USE OF ROADS AND FOOTPATHS

*Will there be market stalls or other activities on public roads or footpaths?*

If yes, an Application for Commercial Use of Roads may be required.

- [Commercial use of Roads Application - Busking](#)
- [Commercial use of Roads Application - Outdoor Dining & Goods for Sale on Footpath](#)
- Submit to Council at least four weeks in advance
- Fees may apply.

**Council Contact: Regulatory Services**

## 9. TEMPORARY STRUCTURES

*Will large stages, grand-stands and large tents or other large temporary structures be installed during the event?*

If yes, a Building Approval may be required depending on the size of the structure.

**Council Contact: Building Compliance**

**Timeframe**

- Submit enquiry to Council at least four weeks in advance.

## 10. WASTE

*Will waste be generated at the event?*

If yes, please refer to Council's Waste Disposal Information pamphlet:

- [Information - Waste Disposal](#)
- Fees may apply.

**Council Contact: Water & Waste**

## 11. EVENT PROMOTION

*Would you like to promote the event on Council's event calendar?*

If yes, submit event details for approval.

- [Events Calendar - Mareeba Shire Council](#)

**Council Contact: Corporate Communications**

**Timeframe**

- Submit at least two weeks in advance



## 12. COUNCIL ASSISTANCE

### Are you seeking other Council assistance for the event?

If yes, a Community Partnerships Program application may be required e.g. equipment loan, additional Council services, other in-kind or financial support.

- [The Community Partnerships Program](#)
- [CPP Application Form](#) (online form)

### Council Contact: Community Services

#### Timeframe

- Submit at least six weeks in advance



## 14. Other Useful Resources:

Queensland Government, Events in Queensland Handbook plus a range of event planning templates, including an event management plan and resources to create accessible, inclusive events:

- [Events in Queensland - Handbook and Planning Templates](#)
- [Creating accessible events - resources](#)

Queensland Government, Containers for Change:

- [Containers for Change](#)

Department of Transport and Main Roads, permits and event information:

- [DTMR - Road Corridor Permit](#)

## 13. Mareeba Shire Council Information

### Council's Schedule of Fees and Charges

- [Fees and Charges - Mareeba Shire Council](#)

### Mareeba Shire Council Contact Details

Phone: 1300 308 461

Email: [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au)

Postal Address: PO Box 154, Mareeba QLD 4880

Street Address: 65 Rankin St, Mareeba QLD 4880

- [DTMR - Traffic Management at Special Events](#)
- [DTMR - Event Marshals Scheme](#)

Queensland Government, Business Queensland, Liquor and Wine Licence and Permit Applications:

- [Application - Liquor and wine licence and permit](#)

Queensland Police Service, Event Safe Initiative provides important event information and allows event organisers to register their community fundraising events and small regional shows with QPS online.

- [Event Safe QPS](#)