

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

Application for Hall Hire/Park Hire/Approval for Operation of a Temporary Entertainment Event

For all applications, you must complete Section A, B, C and G. ***In addition*** to these sections please complete:

- Section D - for hall hire
- Section E - for park hire
- Section F - for temporary entertainment

Ensure you provide any mandatory supporting information identified on the forms as being required to accompany your application and submit the applicable fee.

A: Applicant details (required):

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.

Organisational Name:	
ABN:	
Applicant Name:	
Postal Address:	
Contact Phone Number:	
Email:	

B: Event Details (required):

Name of Event:				
Location of Event:				
Name of Land Owner:				
Owner's Address:				
Date of Event:	From:		To:	
Time of Event: <i>Including setup time if applicable</i>	From		To:	
Detailed statement of the nature of the entertainment:				

C: Event Type

- Is it a Private function,
 Commercial function
 Community Not for Profit function.

If the event is a community, not-for-profit event:

- Will there be a cover/entry charge? Yes No
- Is your organisation a non-profit, incorporated group or association of persons with the primary aim of conducting activities and providing services for community benefit? Yes No
- Does your group rely predominantly on volunteer labour, community fundraising, membership fees and donations? Yes No
- Does your group receive state or federal government operational grants and / or rely on a fee for service business model? Yes No

D: Hall Hire details:

Name of Facility:	
Address:	
Room:	
Anticipated number of attendees:	
Will you be serving a meal?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how will it be served?	
Any requests or instructions?	
Will alcohol be consumed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Liquor Licence provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will kitchen facilities be used?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the Certificate of Currency or Casual Hirer form attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tables and Chairs:	Yes <input type="checkbox"/> No <input type="checkbox"/> No of tables _____ No of chairs _____

Waste management and clean up requirements - to be arranged by event organiser. Contact waste contractors

Is the event open to the public? Yes No

Are more than 100 people attending the event? Yes No

If you answered NO to either of the above questions you are not required to complete section F - Temporary Entertainment Event Approval.

If you answer YES to both of the above questions you are required to complete section F - Temporary Entertainment Event Approval.

E: Park Hire details:

Name of Park:		
Do you require access to power? Not available in all areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require access to park lights? The use of park lighting will incur a fee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lighting required from:		
Do you require access to water? Not available in all areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be BYO food at event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Please specify:
Will food or drink, or both, be sold or provided to members of the public? If yes, additional approval may be required, contact Council's Environmental Health Department	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Please specify:
Will there be inflatable entertainment/amusements rides e.g. jumping castles? If yes, additional permit may be required, contact Council's Environmental Health Department	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Please specify provider:
Live music /entertainment /amplification equipment:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Animal activity: Circus events will incur bond and fees - refer to fees and charges schedule	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Marquees/Tents/Stalls: Only portable, self-supporting marquees/shelters are permitted Please specify size, how many and if they will be pegged or unpegged	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staging:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Specify size:
Signage: All signage is to be free standing and not on road reserves		
Table and chairs:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	No of tables _____	No of chairs _____
Cross country or fun run: You must supply a map of the route:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other (please specify):		
Is the Certificate of Currency or Casual hirer form attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Waste management and clean-up requirements - to be arranged by event organiser. Contact waste contractors.

Is the event open to the public? Yes No

Are more than 100 people attending the event? Yes No

If you answered NO to either of the above questions you are not required to complete section F - Temporary Entertainment Event Approval

If you answer YES to both of the above questions you are required to complete section F - Temporary Entertainment Event Approval

F: Temporary Entertainment Event Details:

Number of staff on site during the event:					
What is the estimated number of customers that will visit the event per performance?					
Number of toilets provided:					
FEMALE:	No. hand wash basins		No. toilets		
MALE:	No. hand wash basins		No. toilets		Length of urinals (metres)
Is access provided for emergency vehicles? If yes, detail on map			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Number of bins provided:					
Name of the contractor collecting waste:					
Who is responsible for the site clean up?					
List all fire safety precautions: (i.e. Fire exits, evacuation plan, smoke alarms, fire hoses, fire extinguishers, etc)					
Will a building and fire safety inspection be conducted?			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name of security provider (if applicable):					
Number of security guards (if applicable):					
Will food be sold at the event (if yes provide further details – Registered kitchen / vehicle / food stalls / types of food, business licence numbers etc) NOTE: Any persons intending to sell food at this event must contact Council to discuss food hygiene requirements at least 14 days prior to the event.			Yes <input type="checkbox"/> No <input type="checkbox"/>		

Will alcohol be served? If yes, provide a copy of liquor licence	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be fireworks display? If yes, provide a copy of notification	Yes <input type="checkbox"/> No <input type="checkbox"/>

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.

Event management Plan

Has an Event Management Plan been developed for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>The following information should be addressed in the event management plan:</p> <ul style="list-style-type: none">• Community consultation plan• Event operational plan• Security services plan• Emergency management plan• Alcohol management plan• Noise management plan• Traffic management plan• Waste management plan• Risk management strategy• Public safety plan• Details of the quality and condition of equipment to be used in the activity• Details of compliance with the requirements of the State and Commonwealth legislation and government agencies (if applicable)	

Has the applicant notified surrounding properties of the proposed event? Please provide a copy of the notification to the surrounding properties	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Has the applicant notified the following emergency services of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>The following Emergency Services must be notified of the event and copies of their confirmation must be attached to this application:</p> <ul style="list-style-type: none">• Queensland Police Service• Queensland Ambulance Service• Queensland Fire and Emergency Rescue Service	

Has the applicant submitted a site plan of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>The Site Plan must include the following:</p> <ul style="list-style-type: none">• Emergency access routes• Parking and disable parking• Fire suppression measures• Spectator areas• Security, crowd control and/or police locations• First aid posts/stations• Approved liquor consumption areas• Site entrance/exits• Emergency exits• Litter/refuse locations• Structure locations• Food vendor locations• Fireworks location• Camping areas (if approved)	

Complete this section only if the Public Entertainment Venue to be established or operated is a circus:

Are you a member of the Circus Federation of Australia If yes, provide a copy of membership	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your Circus involve performances by animals? Provide details of the number and types of animals to be used and/or housed on the premises.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please provide a site plan of the proposed layout of the event including details, buildings and other structures. Other details should include direction of speakers/PA system, location of food stalls, bars, toilets, fencing, entry/exits.

G: Applicant Declaration

I declare that the information provided by me in this application is true and correct.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to the making of enquiries and exchange of information with the authorities of any State, Territory, Commonwealth or foreign country in regard to any matters relevant to this application	Yes <input type="checkbox"/> No <input type="checkbox"/>

Supporting information required to be submitted with this application:

- Application Fee. Copy of a current public liability insurance policy Plan of site layout – including location of existing structures.

Name:		Date:	
Signature:			

Office Use Only

	Hall Hire Fees	Park Hire Fees	TEE Fee
Fee for hiring/TEE			
Other fees			
Total fees payable			
Security Bond amount (refundable)			
TOTAL FEES RECEIPTED	Amount:	Receipt no:	CSO Initials:
TOTAL SECURITY BOND RECEIPTED	Amount:	Receipt no:	CSO Initials: