

REQUEST FOR TEMPORARY USE OF PUBLIC PARKS AND GARDENS

(for non profit events only– eg; childrens parties, weddings)

Applicants Details

Applicants Name/s:

State: Postcode:

Postal Address:

Contact Person:

Contact Phone (b/h):

Mobile:

Email Address:

Function Details

Type (eg: wedding, children's party etc)

Park Name:

Date:

Function Start Time:

Function Set Up Time:

Function Clean Up Time:

Function Details (continued)

Ceremony Location:

Specific Location Details (sketch):

Further information:

Applicants Agreement

In making this application, I confirm that I have understood the included conditions for the booking and accept any special conditions that may be advised.

Signature:

Office Use Only
Application Approved/Declined
Signature of Supervisor Parks & Gardens: _____

Privacy Note: The Central Highlands Regional Council is collecting the personal information of the applicant in order to process this application. The information will only be assessed by authorised Council employees and may be given to the Qld Police Service for the purpose of monitoring and ensuring compliance with the conditions of this application. The information will not be given to any other person or agency unless the applicant has given their permission or Council is authorised or required by law.

TEMPORARY USE OF PUBLIC PARKS AND GARDENS

Terms and Conditions ***(to be retained by applicant)***

It is the applicant's responsibility to read all of the conditions relevant to the temporary use of Council controlled Parks and Garden Areas, prior to submitting the booking application. By signing the application, the applicant is confirming they understand and agree to the terms and conditions of the booking and any special conditions that may be advised in the confirmation letter. Any changes to your booking must be made in writing to Council and will need to be approved.

It is agreed that the following actions and conditions include:

General

Council controlled Parks & Gardens bookings are only to be scheduled between 9.00am and 6.00pm unless special authorisation is granted. Bookings cannot be taken more than one (1) year in advance. Council makes reasonable effort to prepare Parklands for functions, events and public use, however Council cannot guarantee the park will remain in the same condition between preparation and the day of the event.

Bookings, cancellation or changes to bookings must be made in writing within five (5) working days prior to the booking date.

If your application has been fully completed, you should receive an approval letter within 10 working days. If there is another booking or event which conflicts with your application, we will contact you by telephone to discuss.

Council reserves the right to cancel a park/garden booking at any time. Any breach of the conditions may result in the function/event being cancelled immediately by an authorised Parks Authority staff member or Police Officer.

Parkland Availability

The parkland is to remain available for other members of the public to utilise during the function time and does not give exclusive use of the parkland. Public access and use of park facilities must be maintained at all times, in particular, pathways and bicycle routes.

Vehicle Access

No vehicle is permitted to be driven on the Council park/garden other than on designated roads, or parked on the Council park/garden other than in the designated local car parking area. Special access arrangements for bridal vehicles/hire company **ONLY** may be granted.

Should there be a requirement for vehicle access, please make a note of this in the "Further Information" box.

Equipment

Central Highlands Regional Council does not provide hire equipment for wedding ceremonies (ie: PA systems, chairs, red carpet etc.) The provision of all equipment required for a ceremony is the responsibility of the applicant and all costs must be borne by the applicant. Set up and pack down of all equipment within the allocated time is to be undertaken by the applicant, at the applicant's expense.

The applicant is responsible for all property, equipment, decorations and materials associated with the function. Council will not accept any responsibility for damage or loss prior to, during or after the function.

Glass

No glass receptacles are permitted to be used during the event or in the establishment of the function.

Cleaning and Remediation

The area is to be left in a clean and tidy condition after the function. All refuse must be removed from site and facilities left available for the public to utilize. Confetti or rice are not permitted however, rose petals are allowed in lieu of confetti and must be cleaned up after the event.

Unforeseen Circumstances

If, due to unforeseen circumstances, the park/garden is affected by storm damage, mechanical failures and vandalism etc, Central Highlands Regional Council will not be held responsible for any inconvenience caused.