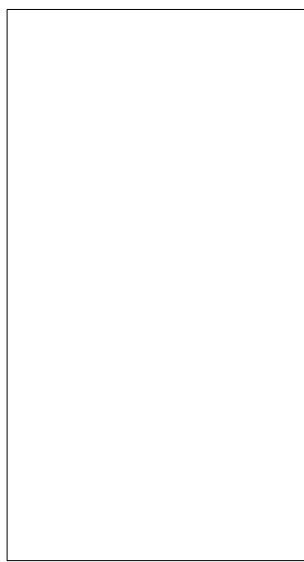




APPLICATION TO HIRE COUNCIL OUTDOOR SPACE

Isaac Regional Council is collecting the personal information you provide on this form to assist with your application for Council venue. We may use this information to contact you in relation to this application. Your personal information will be accessed by Council officers who have been authorised to do so. Your information will not be given to any other third parties or agencies unless required under law or your permission has been sought. Personal information is handled in accordance with the Information Privacy Act 2009



SECTION 1 - CONTACT DETAILS										
Contact Persons Name										
Postal Address										
Phone		Mobile		Email						
Is this application for a company?	Yes	No	If Yes, company name							
Do you have an ABN?	Yes	No	Are you a not-for-profit organisation?			Yes	No			
SECTION 2 - EVENT DETAILS										
Event Description										
Location (Address): 1 st Preference					2 nd Preference					
Hire Date and Times	Date:		Entry Time:		Event Start:					
	Date:		Event Finish:		Exit Time:					
Is power required?	Yes	No	Indicate type:	Single phase		Three phase				
Anticipated Attendees			Age Group	Under 18	18-60	60+				
Waste / litter	Will the site bins be sufficient?			Yes	No	If <i>no</i> , additional bins are to be supplied, emptied, cleaned and removed by the event organiser.				
Toilet facilities	Will the site toilet facilities be sufficient?			Yes	No	If <i>no</i> , additional toilets are to be supplied, emptied, cleaned and removed by the event organiser.				
Will outdoor amplification, or other noise, impact on the surrounding residents and environment?				No	Yes between	am/pm	&	am/pm		
<i>If your event will extend beyond 10pm in the evening or operates for more than one day a noise management plan is required. Please contact Council's Environmental Health Officer on 1300 ISAACS</i>										
Does your event have fireworks?	Yes	No	If yes, have you notified Fire & Rescue?		Yes	No				

Version 3

Form No: EI-049

Authorised by: Director Engineering and Infrastructure

Document Maintained by: Land Care, Open Spaces and Resource Recovery

Next Review Date: 11.06.2018

ABN 39 274 142 600 PO Box 97 Moranbah QLD 4744 P 1300 472 227 F (07) 4941 8666 www.isaac.qld.gov.au

Fireworks can only be bought, stored, transported and used by properly trained and licensed professionals who understand the hazards and risks of fireworks.

Have you attached a site plan locating food business, waste and toilet facilities? Yes No

SECTION 3 - CATERING / ALCOHOL

Will alcohol be consumed?	Yes No	If Yes, Are you selling or providing alcohol?	Yes No
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If you intend on providing or selling alcohol during the hire of a Council Park or facility, you may need to obtain a liquor license. Liquor licenses are obtained through the Office of Liquor, Gaming and Racing on 13 13 04. Please contact your local Regional Facilities Officer if you require further information regarding liquor licensing.

Will food be sold or served?	Yes No	If you answered yes, 'food will be sold or served' you must provide further details below of the vendor and attach a copy of your current QLD food licence. If you answered no, proceed to section 4.
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If Yes, will it be	Free, pre-packaged food	Food will be sold by vendors
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Name of Vendor	Food Licence Number	Vendor's Contact Details

If a food licence is required please contact Council's Environmental Health Officer on 1300 ISAACS.

SECTION 4 – PUBLIC LIABILITY INSURANCE

Council community centres are made available for the use of the general public for a wide variety of purposes which is essential for the local communities. In making Council's facilities available for public use, Council needs to be mindful of the fact that it is legally bound to ensure these facilities are in a reasonably safe condition, and are suitable for the purpose for which they are intended to be used. Council currently has a Casual Hirers' Insurance Cover which provides a liability cover for users (known as third parties) of Council facilities. This insurance covers hirers who:

- are non-commercial hirers
- are not incorporated
- are irregular users
- hire the facility a total or no more than 10 days over a 12 month period

Council's insurance does not cover casual hirers (known as third parties) if they fall into the following categories:

- incorporated bodies (including clubs)
- sporting clubs
- Associations (including non-profit organisations)
- Hirers who charge the general public a fee for entry

Should Council's facilities be hired to any third party who is not defined as a casual user, then they will need to provide documented evidence of suitable Public Liability Insurance of not less than \$20,000,000.00 (twenty million dollars) to Council. If you are unsure whether or not you are a business or casual hirer for the purpose of this application please refer to the Insurance Requirements for Hire of Council Facilities Policy or contact 1300 ISAACS.

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SECTION 5a – PUBLIC LIABILITY INSURANCE – CASUAL HIRER

The liability insurance policy cover is restricted to Hirers who can be described as non-commercial, not incorporated and irregular users of Councils facilities. Casual Hirers are further defined as third parties who hire Council facilities for no more than a total of (10) ten days over a twelve (12) month period. No cover is provided for incorporated bodies, sporting clubs or associations of any kind. I advise that upon reading this, and having received independent advice (legal or otherwise) to satisfy my needs, I believe this definition extends to include myself and in the circumstances I will be using for the Council facility and I will avail myself to the cover. I understand and acknowledge that Council is not representing the insurer and/or myself in respect to this insurance and is not in a position to grant or confirm cover in my particular instance other than to confirm that the Liability Insurance policy is current. I understand that in the event of an incidence occurring that could possibly result in a claim under this policy that I must advise Council as soon as possible thereafter so that guidance can be provided on the appropriate action to take to ensure the Insurer is advised in accordance with the Policy Conditions. I also understand that it will be my responsibility to pay the \$2,000.00 Policy Deductible (Excess). I also understand and acknowledge that if for some reason I may not be indemnified under this insurance that I would be personally liable for any claims arising out of my use of this facility.

I _____ (Hirer's name)

of _____ (Hirer's address)

acknowledge that Isaac Regional Council has in place a Liability Insurance Cover with a \$2,000 policy deductible (excess) and limit of \$10,000,000 for casual users of Council facilities at no cost to the casual user.

SECTION 6b – PUBLIC LIABILITY INSURANCE - BUSINESS

Please attach a copy of your public liability insurance policy to the minimum \$20,000,000.00 (twenty million dollars) required by Council. The public liability insurance must indemnify the Council, in the prescribed form and manner against all public liability claims arising from the operation of this event. You must attach a copy of your current public liability certificate of currency for your application to be considered.

Certificate of Insurance/Currency attached

Yes

No

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TERMS AND CONDITION OF USE

SECTION A. GENERAL CONDITIONS

- i. Completed application forms are to be submitted to your local Council office in the location of the facility at the earliest opportunity but no later than ten (10) working days prior to the event.
 - ii. A booking cannot be confirmed until the Application form is submitted, with appropriate copies of licenses if required, the hiring fee and bond paid in full and a confirmation email/letter received from Council.
 - iii. The confirmation letter should be available at your hire as evidence that Council has approved the booking.
 - v. Hirer's may not have "exclusive" use of the location for their function.
 - vi. The Council may at its discretion refuse to accept any application for hire of any Council owned or controlled space.
 - vii. The Hirer shall abide by all directions given by Council.
- iii. The contact person listed in Section 1 must be someone over the age of 18 who is solely responsible for the event and may be contacted in relation to the event and in case of any emergencies relating to the event.

1. FEES & CANCELLATIONS

- 1.1 The Hirer is responsible for the payment of the hiring fee and bond in advance.
For further information on what facilities require bonds and/or hire fees, please refer to the Isaac Regional Council Schedule of Fees and Charges website <http://www.isaac.qld.gov.au>
- 1.2 Where a bond is paid, any cost incurred by Council will be deducted from the bond monies.
- 1.3 The Hirer is responsible for any additional cleaning costs necessary to reinstate the facility to its condition prior to the hiring and for any costs/fees incurred for the repair or replacement or any loss or damage to Council property, furniture, fittings and equipment. If the bond does not cover these costs, an invoice will be forwarded to the Hirer.
- 1.4 Where the inspection of the facility proves satisfactory, a cheque for the refund of the bond monies will be forwarded to the Hirer within five (5) to fifteen (15) working days.
- 1.5 Notice of all cancellations or changes to bookings must be received in writing at the earliest opportunity prior to the event. Cancellations with less than five (5) working days notice may attract an administration fee.

2. HIRE PERIOD

- 2.1 The booking shall commence and finish at the times stated on the Application form.
- 2.2 Any additional time will be charged to the Hirer.

3. CLEANING

- 3.1 The facility shall be left in a clean and orderly state at the end of the hire period. If the facilities are not cleaned to Council satisfaction a cleaning fee will be deducted from the bond.

4. ALCOHOL

- 4.1 Please note Council's Alcohol and Glass free policies under section 173B of the *Liquor Act 1992*. It is an offence to consume liquor in a public place unless a permit has been obtained.
- 4.2 Glass receptacles are not to be used.

5. ACCESS

- 5.1 No vehicle access is permitted in parks unless delivery of equipment has been approved. Under no circumstances is pedestrian traffic on pathways to be obstructed.

6. TED ROLFE OVAL / EMERGENCY ACCESS

- 6.1 In Moranbah, the Ted Rolfe Oval on Mills Avenue is designated as a landing pad for the emergency services including helicopter access and training. The event organiser should contact the appropriate authority to advise an event is taking place on the oval at least 7 days prior to the event.

7. ROAD CLOSURE

- 7.1 No roads are to be closed as part of or in conjunction with this event. All applications for road closures must be arranged through Council's Technical and Civil works team at least 14 days prior to the event. Road closures will also need Police approval. Contact 1300ISAACS to speak to an officer regarding the need for a road closure.

APPLICANT'S AGREEMENT

I acknowledge and agree to abide by the terms and conditions of use and any special condition that may be further advised. I declare that all information given in this application is true and correct to the best of my knowledge.

Signature	Date	/ /
Print Name		

Once completed please send form and any attachments either:
 In person at your local Isaac Regional Council Office or
records@isaac.qld.gov.au or
 ISAAC REGIONAL COUNCIL,
 PO BOX 97, MORANBAH QLD 4744

DEPARTMENT USE ONLY

Processed by:	Signature		Date
	Print Name		

