

APPLICATION TO HIRE COUNCIL OUTDOOR SPACE

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

Completed Applications to Hire Council Outdoor Space should be submitted no later than fourteen (14) days prior to the event. Only pages 1 to 4 need to be submitted, please retain the remaining pages for your records.

Should the application be approved, the applicant will be provided with written Booking Confirmation approval with any fees and conditions of hire provided. Failure to make payment or meet all conditions specified will result in the application being rejected.

Some Council locations may have a limited hire time. Recurring events cannot exceed past the current calendar year.

CONTACT DETAILS				
Name				
Postal address:				
Phone:				
Email:				
Company Name:				
ABN Number				
Are you a Not-For-Profit Organisation? <input type="checkbox"/> Yes (provide statutory declaration) <input type="checkbox"/> No				
EVENT DETAILS				
Event name/description:				
Location name and address:	<i>Ted Rolfe Oval is used as an Emergency Service Space. If you intend to hold your event at Ted Rolfe Oval, Emergency Services must be contacted & advised of event dates.</i>			
Hire date/s and time/s:	Date:		Entry time:	
	Date:		Event finish:	
Is this a recurring booking request?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, recurring dates:	
Is power required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Indicate type:	<input type="checkbox"/> Single phase <input type="checkbox"/> Three phase

APPLICATION TO HIRE COUNCIL OUTDOOR SPACE

Are lights required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate required times:	
Number of participants:		Age Group:	<input type="checkbox"/> Under 18 <input type="checkbox"/> 18-60 <input type="checkbox"/> 60+
	<i>If your event exceeds 500 participants, a Traffic Management Plan may be required. Please contact Technical & Civil Works Team on 1300 ISAACS (1300 472 227).</i>		
Waste / litter & toilet facilities:	Will the site bins & toilet facilities be sufficient? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, additional bins & toilets are to be supplied, emptied, cleaned and removed by the event organiser. A site map indicating food business, waste & toilet facilities must be provided.</i>		
Water Access:	Will access to water be required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Keys:	Will you require keys to Council facilities or buildings? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, arrange for collection from local Council office front desk.</i>		
Will outdoor noise or other amplified sounds impact the surrounding residents and environment:	<input type="checkbox"/> Yes <input type="checkbox"/> No 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 Environmental Health section on 1300 ISAACS (1300 472 227).</i>		
Does your event have fireworks:	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, Fire & Rescue must be notified. Fireworks can only be bought, stored, transported, and used by properly trained and licensed professionals.</i>		
Does your event have inflatables/amusement:	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, a site map must be provided indicating locations and anchor points.</i>		
Will your event require a road or car park closure:	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, an Application for Works on Road Corridor must be submitted to Council for temporary road closures. Please contact Technical & Civil Works Team on 1300 ISAACS (1300 472 227).</i>		
Is your event passive commercial activity:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be use of helicopter or drones:	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify: _____ <i>If yes, please contact Safety on 1300 ISAACS (1300 427 227). Must meet all Civil Aviation Safety Authority (CASA) requirements.</i>		
Are there any special requests from Council for this event:			
CATERING / ALCOHOL			
Will alcohol be consumed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, are you selling or providing alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 131 304.			

APPLICATION TO HIRE COUNCIL OUTDOOR SPACE

Will food be sold or served?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 no, proceed to insurance section.
If yes, will it be	<input type="checkbox"/> Free, pre-packaged food <input type="checkbox"/> Food will be sold by vendors	
Name of Vendor	Food Licence Number	Vendor's Contact Details

If a Food Licence is required, please contact Council's Environmental Health section on 1300 ISAACS (1300 472 227).

PUBLIC LIABILITY INSURANCE COVERAGE (PLEASE TICK)

Eligible casual hirers:

I have reviewed the public liability information for casual hirers provided on Page 5 of this document and acknowledge 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. By signing the agreement below I understand in the event of an incidence occurring that could possibly result in a claim under this policy 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 understand it will be my responsibility to pay the \$2,000 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.

Signature		Date	
Print Name			
Postal Address			

For business and non-casual hirers:

I have reviewed the public liability information for businesses provided on Page 5 of this document and acknowledge that the public liability insurance I have provided with this application indemnifies the Council in the prescribed form and manner against all public liability claims arising from the operation of this event.

APPLICANT'S AGREEMENT

I am authorised by my group/organisation to complete this form and 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			

APPLICATION TO HIRE COUNCIL OUTDOOR SPACE

CHECKLIST	✓
Read the Terms & Conditions of Use on pages 6 & 7	<input type="checkbox"/>
Fully completed and signed the Application to Hire Council Outdoor Space form	<input type="checkbox"/>
Supplied a copy of Public Liability Certificate of Currency for minimum \$20,000,000 <i>(if applicable)</i>	<input type="checkbox"/>
Read, completed details, and signed the Public Liability Insurance Casual Hirers Declaration <i>(if applicable)</i>	<input type="checkbox"/>
Supplied a Not-For-Profit Statutory Declaration <i>(if applicable)</i>	<input type="checkbox"/>
Arranged for key collection to access facilities, buildings, amenities etc. <i>(if applicable)</i>	<input type="checkbox"/>
Contacted Council Environmental Health for Noise Management Plan <i>(if applicable)</i>	<input type="checkbox"/>
Supplied a copy of current QLD Food Licence for organisation or food vendors <i>(if applicable)</i>	<input type="checkbox"/>
Supplied a site plan locating food business, waste and toilet facilities <i>(if applicable)</i>	<input type="checkbox"/>
Supplied a copy of Liquor Licence <i>(if applicable)</i>	<input type="checkbox"/>
Notified Emergency Services of event dates to hire Moranbah Ted Rolfe Oval <i>(if applicable)</i>	<input type="checkbox"/>
Notified Fire and Rescue for fireworks <i>(if applicable)</i>	<input type="checkbox"/>
Supplied a site map indicating inflatables/amusement ride locations <i>(if applicable)</i>	<input type="checkbox"/>
Contacted Council Technical & Civil Works Team for Traffic Management Plan <i>(if applicable)</i>	<input type="checkbox"/>
Contacted Council Technical & Civil Works Team for Temporary Road Closure <i>(if applicable)</i>	<input type="checkbox"/>

Once completed please send form and any attachment to: records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744 or deliver in person to your local Isaac Regional Council office.

DEPARTMENT USE ONLY

REVIEWED BY	Signature:	DATE
	Print Name:	

APPLICATION TO HIRE COUNCIL OUTDOOR SPACE

PUBLIC LIABILITY INSURANCE FOR CASUAL HIRERS

Council Community Centre's 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 ten (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.

By agreeing to the use of public liability insurance for casual users you advise that upon reading this, and having received independent advice (legal or otherwise) to satisfy your needs, you believe this definition extends to include yourself and in the circumstances you will be using for the Council facility and you will avail yourself to the cover. You understand and acknowledge that Council is not representing the insurer and/or yourself in respect to this insurance and is not in a position to grant or confirm cover in your particular instance other than to confirm that the Liability Insurance policy is current. You understand that in the event of an incidence occurring that could possibly result in a claim under this policy that you 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. You also understand that it will be your responsibility to pay the \$2,000.00 Policy Deductible (Excess). You also understand and acknowledge that if for some reason you may not be indemnified under this insurance that you would be personally liable for any claims arising out of your use of this facility.

PUBLIC LIABILITY INSURANCE FOR BUSINESSES

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.

APPLICATION TO HIRE COUNCIL OUTDOOR SPACE

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.
- iv. Hirer's may not have "exclusive" use of the location for their function.
- v. The Council may at its discretion refuse to accept any application for hire of any Council owned or controlled space.
- vi. The Hirer shall abide by all directions given by Council.
- vii. The contact person listed in Contact Details section 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.
- viii. Site specific conditions of hire will be outlined in the confirmation letter provided by Council and these form part of the conditions of hire.

1. FEES & CANCELLATIONS

1.1 All bonds \$500 (\$250 damages; \$250 services). Statutory declaration required from Not-For-Profit Community Groups in lieu of bond payment.

1.2 Subject to Risk Assessment, a higher bond amount may be required as determined by the CEO.

1.3 Any function invoking the need for security shall bear the cost of same.

1.4 The Hirer is responsible for the payment of the hiring fees 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>

1.5 Where a bond is paid, any cost incurred by Council will be deducted from the bond paid.

1.6 Cleaning is the responsibility of the Hirer, if not returned in same condition of cleanliness, charges will be applied and deducted from Bond. Cleaning is to be finalised by end of hire period. 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.

1.7 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 15 working days.

1.8 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 seven (7) days prior to the event.

6.2 That exclusive bookings (with or without camping) for Ted Rolfe Oval will only be approved for travelling entertainment

APPLICATION TO HIRE COUNCIL OUTDOOR SPACE

facilities (such as Circuses and Showman's Guild vans and amusements); fairs, carnivals and shows (such as the Home Show) and accepted community functions and events.

6.3 That the duration of such bookings is for a maximum of one week, unless there are exceptional circumstances demonstrated to the Chief Executive Officer who is then authorised to make the duration up to a maximum of two weeks.

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.

8. INFLATABLES

8.1 Anchorage

- The anchorage system is only as good as its weakest component. Therefore, all anchorage components need to be in good condition and the ground needs to be suitable for the anchorage used. In addition, operators need to ensure that underground services are not located where anchor stakes are being used.
- ALL anchor points must be secured in accordance with the manufacturer's or a competent person's (e.g. an engineer with knowledge of inflatable devices and anchorage systems) instructions. If ground anchor stakes cannot be used to secure the device (such as on hard surfaces, paved areas or asphalt), a competent person should be engaged to design an anchorage system that can withstand the same forces as if it was secured with ground anchor stakes.
- Where a device is regularly erected on a hard surface such as outside hardware stores, consider having a competent person supervise the installation of permanent ground anchors. When erected indoors (no wind load) the device should be secured to maintain stability.

8.2 Wind Speed

- Land-borne inflatable devices must not be operated in wind speeds above what they are rated for. There should be a means of monitoring the wind speed (e.g. use an anemometer) to ensure the device's maximum rated wind speed is not exceeded. Relying on regional weather updates may not be sufficient as the wind speed on-site could differ to the regional weather update. In addition, the weather update may not provide sufficient detection and warning of the wind speed or weather conditions.

8.3 Emergency Procedures

- Emergency procedures need to be documented in the operation manual and periodically tested to ensure that those supervising the device know how:
 - to respond to unexpected wind events and when to remove riders from the device
 - to remove any riders trapped in the device
 - to deflate and secure the device

8.4 Instruction, Training and Supervision

- People supervising the device must be competent to perform the tasks described above. Periodic refresher instruction and training should be performed to maintain operator competence.

9. KEYS

9.1 Collection & Return

- Keys are to be sign out upon collection and signed in upon return at the local Council office front desk.

9.2 Lost Keys

- If a key cannot be located, it must be reported to Council immediately.
- Lost keys or failure to return may result in a key fee deducted from the bond.