



# Leisure Venues Booking Enquiry Form

Valid 1 July 2018 - 30 June 2019

Applications are to be lodged no later than 10 business working days prior to the event to allow for processing. Applications received after this time will be subject to consideration.

## Day & Date of Event

## Event Details

Name / Type of Event:

Location:

## Applicant Details

Name of Person Lodging Application:

Company Name (if applicable):

ABN:

Not-for-profit organisation:

NO		YES	If yes, please attach proof of NFP status
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Postal Address:

Phone:

Mobile:

Email:

Applications are to be returned to:

**LEISURE VENUES PO Box 359 CAIRNS QLD 4870**

Email: [leisurevenues@cairns.qld.gov.au](mailto:leisurevenues@cairns.qld.gov.au)

For enquiries phone: (07) 4044 3715

### CONDITIONS OF HIRE

**PLEASE NOTE:** It is an offence to undertake certain activities without prior approval under Council Local Law

#### This application must be accompanied by:

- Location and site plans for the use / activity; and
- Copies of any other approvals etc. for the use / activity
- Risk Management Plan (if requested by CRC)

#### Council will impose conditions on the granting of a licence relating to:

- Payment of fees for services provided by Council
- Risk management plan, insurance and indemnities; and possible lodgement of a security bond
- All applicants NB: strictly no vehicles are allowed on Esplanade parklands
- If you are applying on behalf of a not for profit organisation/charity, and are seeking to access Council's not for profit discounts, please include a copy of an incorporated certificate as issued by the Australia Tax Office at the time of your application.

## 1. Date & Time of your Activities / Event

Bump In (set-up) Day/s, Date/s & Time (from / to)

Actual Event Day/s & Dates/s & Time (from / to)

  
  

Bump Out (pull down) Day/s & Date/s & Time (from / to)

## 2. Estimated Number of Persons attending the Activities / Event

## 3. Location of Activities / Event

Select Venue

<input type="checkbox"/>	Fogarty Park and / or Soundshell	<input type="checkbox"/>	Charles Street Parkland	<input type="checkbox"/>	BBQ Curlew
<input type="checkbox"/>	The Esplanade Plaza	<input type="checkbox"/>	Little Fogarty Park	<input type="checkbox"/>	BBQ Sea Eagle
<input type="checkbox"/>	Western Event Lawn (near Lagoon)	<input type="checkbox"/>	Esplanade Plaza Lawn	<input type="checkbox"/>	BBQ Osprey
<input type="checkbox"/>	Eastern Event Lawn (near Lagoon)	<input type="checkbox"/>	BBQ Sister Cities	<input type="checkbox"/>	Skate Park Plaza
<input type="checkbox"/>	Sister Cities Parkland and Pier	<input type="checkbox"/>	BBQ Kookaburra	<input type="checkbox"/>	Beach Volleyball Courts
<input type="checkbox"/>	McKenzie Street Parkland	<input type="checkbox"/>	BBQ Jabiru	<input type="checkbox"/>	Bouldering Park
<input type="checkbox"/>	Fun Ship Parkland	<input type="checkbox"/>	BBQ Lorikeet	<input type="checkbox"/>	Petanque Court
<input type="checkbox"/>	Northern Event Lawn (near hospital)	<input type="checkbox"/>	BBQ Seagull	<input type="checkbox"/>	Multi-Use Court
<input type="checkbox"/>	Muddy's Event Lawn	<input type="checkbox"/>	BBQ Pelican	<input type="checkbox"/>	
<input type="checkbox"/>	Peace Park (near hospital)	<input type="checkbox"/>	BBQ Kingfisher	<input type="checkbox"/>	Other ▶ give details below

Please give details of any other area:

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## 4. Proposed Uses / Activities Details

Give Details of Proposed Uses / Activities and the structures or equipment you will be bringing to your event (Please attach plan including size and dimensions of the area required):

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## 5. Other Approvals Required for Uses / Activities

Is another approval, lease, licence or permit required for the uses / activities? (Please tick)

Will there be food?     Yes, for sale     Yes, provided to guests/ BYO (not sold)     No food

Will there be alcohol?     Yes, for sale     Yes, provided to guests/ BYO (not sold)     No alcohol

Will you be fundraising?  Yes  No

***If you ticked YES in one or more of the above boxes - approval, licence or permits may be required for your event. ...***

\* If you will be selling food please contact the CRC Environmental Health Unit on (07) 4044 3044

\* If you will be selling alcohol please contact the Office of Gaming & Liquor Regulation (07) 3872 0999

\* If you are fundraising please include a letter from the charity you will be fundraising for stating that you are collecting funds on their behalf.

## 6. Event Requirements

The following equipment and services are available for hire – price on application:

<b>Equipment</b> <i>(50% discount applied for charities)</i>	<b>No. Required</b>
3m x 3m Marquee Hire (each)	
Staging (6m x 4m). Other sizes available upon request	
Temporary Fencing 2.2 metre panels (cost per panel)	
Waste Bin Stations (each/ inc.1 x waste & 1 x recycling and removal)	
Industrial Bin (each/ includes removal)	
Folding Table 180cm x 76cm (each)	
Chairs (each)	

\*other equipment available upon application

<b>Staff Hire</b>	<b>No. Required</b>
Cleaner	
Security Guard	

Additional equipment and staff information:

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