

**Year: 2018/2019**

You **MUST** complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

For all applications, you must:

- complete this form
- complete and provide any supporting documents, information and materials identified as being required to accompany your application
- submit the fee applicable

**Applications can be returned to:**

Post: PO Box 359, Cairns QLD 4870

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

**Applicant's details**

<b>Applicant's name</b>	<input type="text"/>	
<b>Position / Title</b>	<input type="text"/>	
<b>Organisation</b>	<input type="text"/>	
<b>ABN (if applicable)</b>	<input type="text"/>	
<b>Postal address</b>	<input type="text"/>	
<b>Contact Details</b>	Phone No: <input type="text"/>	Mobile: <input type="text"/>
<b>E-mail address</b>	<input type="text"/>	

Please Choose	Activity type 2	Additional Requirements
<input type="checkbox"/> <b>Athletics Booking</b>	<input type="checkbox"/> Athletics Carnival Basic <input type="checkbox"/> Athletics Carnival Secondary Schools <input type="checkbox"/> Athletics Carnival Major	<input type="checkbox"/> West Barlow Park <input type="checkbox"/> Corporate Room <input type="checkbox"/> Kitchen and Bar Area <input type="checkbox"/> Multiple Hire booking
<input type="checkbox"/> <b>Athletics Single Portion Hire</b> <i>(for bookings other than athletics carnivals, where only the specific space is required)</i>	<input type="checkbox"/> Long Jump Pits <input type="checkbox"/> High Jump <input type="checkbox"/> Discus <input type="checkbox"/> Pole Vault <input type="checkbox"/> Javelin <input type="checkbox"/> Track	

*(Venue/Activity descriptions and associated fees are attached to the back of this document)*

**Event Details**

<b>Event / Activity Name</b>	<input type="text"/>
<b>Event / Activity Date(s)</b>	<input type="text"/>
<b>Hours of Operation of Event</b>	<input type="text"/>
<b>Bump in Dates / Times (set up)</b>	<input type="text"/>
<b>Bump Out Dates / Times (pack down)</b>	<input type="text"/>
<b>Number of attendees / participants</b>	<input type="text"/>
<b>Number of Staff / officials</b>	<input type="text"/>

## Description of Activity

Provide a detailed description of the proposed Event / Activity.

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## Infrastructure and equipment

Will there be any structures or equipment used during the event / activity?  No  Yes *If yes, provide description below.*  
(i.e. marquees, stands, tables, fencing, barricades, stage, portable toilets etc.)


## Other Information

Will you require power? (only available on some sites)

No  Yes

Will you require lighting?

No  Yes

Will you require vehicle access?

No  Yes *(If yes, provide description below incl. number & type of vehicles)*

Will you provide or sell food?

No  Yes

Will there be alcohol?

No  Yes

Will you be fundraising?

No  Yes

*If you ticked YES in one or more of the above boxes you may need to seek other approvals, licences or permits for your event.*

- ✓ *If you will be selling food please contact CRC Licencing & Approvals Team on 1300 69 22 47 or email [healthadmin@cairns.qld.gov.au](mailto:healthadmin@cairns.qld.gov.au)*
- ✓ *If you will be selling or providing alcohol please contact the Office of Gaming & Liquor Regulation (07) 3872 0999 or 13 QGOV (13 74 68)*
- ✓ *If you are fundraising please include letter from the charity you will be fundraising for, stating that you are collecting funds on their behalf.*

## Please complete this checklist in full: Supporting documents, information and materials required to complete this application.

<input type="checkbox"/>	Please attach a copy of your <b>Public Liability Insurance</b> to the value of \$20,000,000.00 noting Cairns Regional Council as an interested party.
<input type="checkbox"/>	Please attach an <b>Event Risk Management Plan</b>
<input type="checkbox"/>	Please attach a <b>Site map</b> detailing infrastructure placement including but not limited to stands, fencing, staging, marquees. (A map of Barlow Park is available on the CRC website)

## Declaration:

I acknowledge that I have read and understood Cairns Regional Councils Barlow Park Venue Hire Terms & Conditions. I understand that any inability to comply with these conditions will be at my own liability.

Print Name:

Signature:

Dated:

## Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.