



**APPLICATION FOR EVENT AT CAIRNS
BOTANIC GARDENS AND CENTENARY LAKES**

APPLICANT DETAILS

Date:

Contact Name:

Company Name (if applicable):

Postal Address:

Phone:

Fax:

Mobile:

Email:

DATE/TIME OF EVENT

EVENT DETAILS

Name / Type of Event:

Location:

Estimated number of guests:

Event Supplier:

CATERING & ALCOHOL

1. **Caterer:** (self-catered/offsite caterer)

YES NO

2. **Alcohol to be served under Tanks Arts Centre liquor licence?** (Tanks Arts Centre and Botanic Gardens Visitors Centre only)

YES NO

3. **BYO alcohol:** (Botanic Gardens only) – **details of type and amounts** (e.g. 5 x 500 ml champagne)

YES NO

4. **Will alcohol be served or sold?** Please provide offsite liquor licence details.

YES NO

CAIRNS BOTANIC GARDENS AND CENTENARY LAKES TERMS AND CONDITIONS OF VENUE HIRE

General – applies to all events:

1. Driving and parking is strictly prohibited on all grass areas, and other designated non parking areas as signed, unless written permission has been obtained from the Events Officer.
2. Cairns Regional Council reserves the right to photograph and/or video the hirer's use of the venue during the period of hire unless specifically asked not to do so.
3. Nothing in this licence allows the licence holder any right to use any intellectual property for any purpose.
4. Cairns Regional Council accepts no liability to damage, misplacement or loss of any equipment, props etc. stored at its facility by the hirer or contractor. Security of equipment is at the hirer's expense.

The Licence Holder is required to:

1. Restrict the use or activity authorized under the license to the specified days and times.
2. Ensure that the use or activity authorised under the licence does not cause a nuisance. Specific measures include:
 - The licence holder is required to ensure that the noise levels produced 3m immediately in front of speaker systems does not exceed 100dBC between 10am and 7pm. Outside of these times EPA guidelines must be followed to ensure that the use or activity authorised under the Permit to Conduct Activities does not cause a nuisance
3. The licence holder must ensure there is no use of profanity or obscenities over amplified sound systems.
4. Protect the safety of persons who may be involved in or affected by the use or activity authorised under the licence.

5. Ensure all electrical equipment, leads and appliances brought in by the hirer or contractor display a current electrical certified test and tag sticker.
6. Ensure the proper maintenance of equipment and facilities: where Council incurs costs or expenses in rectifying any damage caused or contributed to by the licence holder or by the conduct of the approved activity, the license holder will pay the amount of those costs or expenses to the Council.
7. Remove any rubbish created by the use or activity, and ensure that the area used is kept in the same condition as before the use or activity commenced. In the event that hirer does not adhere to this condition, additional cleaning charges may be incurred.
8. Insure itself and Cairns Regional Council against liability for injury, loss or damage arising on the land subject to the licence, and to provide written evidence of such insurance to Cairns Regional Council prior to licence being issued. Minimum liability cover is to be \$20 million. *(Not applicable for casual hirers, however should external suppliers and contractors be used, a copy of their public liability insurance must be provided to council).*
9. When food is being sold / given to the public, the hirer / reservee must ensure that they have the appropriate license and must be able to produce this license when requested. *(Not applicable for casual hirers)*

FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS MAY RESULT IN FORFEITURE OF BOND.

Events with alcohol:

1. The licence holder is required to ensure that the appropriate number of licensed security personnel are on hand at all times to oversee the approved activity. Licensed Security agents are to ensure that no alcohol leaves the designated licensed area and no alcohol or uninvited guests enter the area.
2. The licence holder is required to obtain any other necessary approval, lease, licence or permit under any other local law, Act or Regulations. Including but not limited to Liquor Licences should the sale of alcohol be involved.
3. A person must not, except in accordance with a licence granted, bring glass or items made from glass, or have in possession glass, at the Cairns Botanic Gardens or Centenary Parklands.
4. The licence holder is required to ensure that they or their contracted security officers actively monitor the usage of provided public amenities. Any persons found to be urinating or defecating in public areas are to be evicted from the venue immediately.

Payment:

1. For all venues, full payment must be made at least two (2) weeks prior to the event to secure the booking, by the following methods:
 - By invoice payable according to terms of that invoice.
 - In person by cash/EFTPOS/MasterCard/Visa at the Cairns Botanic Gardens Visitor Centre, Edge Hill
 - All cheques or money orders are to be made payable to: Cairns Regional Council and may be posted to:
PO Box 359 Cairns Qld 4870

Cancellations:

1. Cancellations must be made in writing to the Cairns Botanic Gardens, email: gardens@cairns.qld.gov.au at least two (2) weeks prior to the booking date to receive a full refund on the venue hire fees.
2. If, for any reason, including inclement weather, an event is cancelled less than two (2) weeks prior to booking date, 50% of the total venue hire fees will be retained as a cancellation fee will be reimbursed.
3. Monies will be reimbursed by direct deposit.

Applicant Accepts Terms & Conditions

Applicants Signature _____ Date ____ / ____ / ____

Title / Company _____

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Licence to Conduct Activities in the Cairns Botanic Gardens. The collection of this information is authorised under Council Law 1 (Administration). 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 except it may be provided to businesses located on Council land, contracted services and agencies as part of Council's notification of activity processes, or if the disclosure is required by law.

