

TO AVOID DISAPPOINTMENT PLEASE CONTACT THE PARKS DEPARTMENT FIRST TO CHECK YOUR BOOKING DATE IS AVAILABLE.

GLADSTONE DISTRICT PH: 4971 4444, CALLIOPE AND MIRIAM VALE DISTRICT PH: 4975 8100



GLADSTONE REGIONAL COUNCIL

Parks and Recreation

Application to book a function in Council Park

PLEASE COMPLETE AND RETURN THIS FORM TO THE APPROPRIATE COUNCIL OFFICE TO DETERMINE ANY FEES TO BE PAID TO SECURE YOUR BOOKING (SEE BACK OF PAGE FOR LIST OF OFFICES)

Applicant Details:

Name of Organisation	
Applicants Name	
Postal Address	
Phone (Day) and email	

Venue Details:

Park Name	
Intended location & approximate area required within park	
Date of hire	
Time required (including setting up and clean up)	Start:..... Finish:.....

Function Details:

Type of Function	
Number of People Attending	<input type="checkbox"/> Less than 150 People <input type="checkbox"/> More than 150 People (incurs a refundable bond of \$300)
Is Power Required? Please be advised not all parks have electricity. Some Parks require a key and \$20 refundable key bond for access to power.	<input type="checkbox"/> Yes <input type="checkbox"/> No - If yes please note following: <input type="checkbox"/> Minor power use included in booking fee (one amusement, ie, CD Player, jumping castle etc) <input type="checkbox"/> Major power use incurs additional charge (more than one amusement, food stalls, bands)
Equipment to be used (ie marquees, tables, chairs, BBQ's, amusements etc)	

In making this application, I confirm that I have read and understand the conditions attached hereto and take responsibility for ensuring such conditions are complied applied with:

Signature of Applicant	
Date of Application	

I also confirm that I have read and understand the attached
"Casual User of Council Facilities Liability Insurance - Acknowledgement and Declaration Form".
 Should I choose to accept this option, I will include a signed and dated copy with this application form.

Important Information

From 11th August 2008 Gladstone Regional Council introduced a range of fees for services provided by the Parks and Recreation Directorate.

The booking fee includes: confirmed booking, minor power use where accessible, on-site inspection the Friday prior to function to ensure area is maintained and tidy.

NB Fees and charges are set annually as part of the budget process and are included in Council's Fees and Charges Register. If applicable, new fees will be implemented from the 1st July each year without written notice.

Sites for functions do not have to be booked, but it is recommended that you do so to avoid disappointment. A confirmed booking will take precedence for usage of an area, however, please be aware that council parks are open to the general public and exclusivity to a site or area is never guaranteed.

It is the applicant's responsibility to ensure adequate bins are supplied for the function. This can be done by completing a bin order form and submitting it to Council seven (7) days prior to the function. You are not required to order extra bins, however should there be a large amount of excess rubbish your Bond refund will be forfeited and no further bookings will be taken.

List of Offices for payment:

Gladstone Office

101 Goonoon Street
GLADSTONE QLD 4680
Phone: 4970 0700

Calliope Office

5 Don Cameron Drive
CALLIOPE QLD 4680
Phone: 4975 8100

Mt Larcum Post Office

Raglan Street
MT LARCOM QLD 4695
Phone: 4975 1205

Gladstone Tondoon Botanic Gardens

Glenlyon Road
GLADSTONE QLD 4680
Phone: 4971 4444

Boyne/Tannum Community Centre

Cnr Wyndham & Hayes Ave,
BOYNE ISLAND QLD 4680
Phone: 4973 7723

Miriam Vale Office

36 Roe Street
MIRIAM VALE QLD 4677
Phone: 4974 6222

Agnes Water Rural Transaction Centre

3 Captain Cook Drive
AGNES WATER QLD 4677
Phone: 4902 1515

FOR ALL TONDOON BOTANIC GARDENS, AGNES WATER AND SEVENTEEN SEVENTY WEDDINGS ONLY:

Onsite Meeting: You are required to attend an onsite meeting with Parks staff prior to your function. Onsites are conducted on Wednesdays between 7.00 am and 3.00 pm

I can attend an onsite meeting on Wednesday the at
(Date) (Time)

Meet the Council's Leading Hand at
(location of function)

OFFICE USE ONLY

Booking Fee

Less than 150 People \$60 per day
More than 150 People.....\$90 per day
Electricity (Major Functions)\$90 per day
Extra Wheelie Bins.....\$10 each

Major Function -

Refundable Cleaning Bond\$300
Electricity Key -Refundable Bond.....\$20

Total Amount Paid\$ **Receipt No.**.....

Confirmation Letter Sent:

Dataworks ref.