

# Temporary Events Conditions of Hire

## A Temporary Event is an event that involves some or all of the following:-

- » Is open to the public
- » Requires Exclusive use of an area
- » Will be advertised (this includes on Facebook or Twitter)
- » Will have more than 50 people in attendance and
- » Any events including entertainment that may cause a risk i.e: fire twirlers, fireworks or jugglers etc.

To allow adequate time for approval to be granted, Council asks that all applications are submitted three (3) months prior to the event date. Advertising should not commence until approval is given.

As part of the approval process Council requires the below documentation to assist with the approval of your event.

## Mandatory Supporting Documentation

- » Risk Assessment – State the proposed methods of reducing identified risks associated with your event,
- » Site Plan – Detailed site plan of Event showing stalls, first aid stations, entry/exit points etc,
- » Public Liability – Certificate of Currency \$20 Million showing Event name as Insured.

## Optional Supporting Documentation (depending on your Event)

- » Electrical Indemnity – to be completed and signed if you are using a council power outlet(s),
- » Traffic Management Plan – to be completed if applicable to the event type and when road closures are required,
- » List of all food stalls and mobile food operators – if selling food at Event

Council is unable to proceed until all paperwork is received. Delays in providing this information may result in the application lapsing and the booking will be deemed invalid.

## Approval Steps

- » Upon receipt of documentation and payment of fees your application will be assessed. Once all requirements have been met, the application will be assessed. Once all requirements have been met, the application will be finalised and written approval will be issued.
- » Council will ensure that your booking is entered into our Bookings Module and all relevant departments will provide 'approval conditions' specific to your use.
- » If extra services are required ie Bins, Park Access etc Council will make contact with Applicant to ensure satisfaction.
- » Post Event inspections will occur to ensure that the venue is left in a clean and tidy state.
- » If you need to contact Council regarding this event, do so by calling 4913 5000.

## Council Contacts

PO Box 2292 Yeppoon Qld 4703

Ph 07 4913 5000 or 1300 790 919

Fax 07 4836 4776

[enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au) | [www.livingstone.qld.gov.au](http://www.livingstone.qld.gov.au)

**PRIVACY NOTICE** Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your application. The Council is authorised to do this under Rockhampton Regional Council Local Law No.1 (Administration) 2011, specifically Subordinate Local Law No. 1.12 (operation of Temporary Entertainment Events) 2011. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.