



Gladstone Marina
Growth, Prosperity, Community.

GPC OFFICE USE ONLY

Date Received _____

Docs# _____

**GLADSTONE MARINA – APPLICATION FOR PERMIT &
USE OF MARQUEES/JUMPING CASTLES ETC. ON MARINA GROUNDS**

Please find attached an Application for Permit Form for use of the Marina grounds. This form is to be used for any public events staged at the Marina as well as events/activities involving the use of marquees/jumping castles etc. Please contact the Communications Department on 07 4976 1625 first to check if your date is available and if your function requires a permit.

As the Marina parklands are for public use, this is a permit application and as such does not entitle the user to a specific area if already occupied by the general public.

We encourage this form to be completed and submitted at least one month prior to the date of the event. If deemed necessary, the event organiser will have to meet with GPC representatives to discuss the proposed event/activity.

The bond required for the erection of a marquee/jumping castle is \$250.00, payable on application.

Bonds for other events will be determined on application. Please contact the Communications office to confirm amount applicable.

Please make cheques payable to Gladstone Ports Corporation Limited, or complete the credit card authorisation and return.

Please ensure the people involved in erecting the marquee/jumping castle **make contact with the Gladstone Ports Corporation's Parks and Revegetation Superintendent, Mr Graham Gambie on Mobile 0419 736 116 or Mr Dennis Harvey on mobile 0438 752 148 at least 7 days before the function** to discuss the location of sprinkler systems in our grounds to avoid any damage to these installations. The cost of any damage will be deducted from your bond.

For all general enquiries please contact the Communications office.

We hope that you have an enjoyable time and look forward to receiving your permit by returning the attached form to PO Box 259 Gladstone Qld 4680 or fax to 07 49761193.

JANE MACDONALD
COMMUNICATIONS MANAGER

Important notice re confidentiality: This fax, together with any attachment, is intended only for the recipient and may contain confidential information. If you are not the recipient, you are notified that any transmission, distribution or photocopying of this fax is strictly prohibited. The confidentiality attached to this fax is not waived, lost or destroyed by reasons of a mistaken delivery to you. If you have received this fax in error please notify us immediately, and delete this fax and any copies from your computer system network. Thank you.

▪ Ph: +61 7 4976 1333 ▪ Fax: +61 7 4976 1193. ▪ 40 Goondoon St/PO Box 259, Gladstone QLD, 4680, AUSTRALIA ▪ www.gpcl.com.au
▪ Gladstone Ports Corporation Limited ▪ ACN 131 965 896 ▪ ABN 96 263 788 242



Gladstone Marina
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GLADSTONE MARINA APPLICATION FOR PERMIT FOR USE OF MARINA PARKLANDS

CONTACT DETAILS

Organisation/ name

ABN

Contact name

Daytime phone number

Mobile number

Fax number

Email

Postal address

EVENT INFORMATION

Date of hire

Number of attendees

Purpose of hire

Site required

Period required

(to include set-up and pack down)

From

To

<input type="text"/>	<input type="text"/>
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Event

Commencement time

Conclusion time

<input type="text"/>	<input type="text"/>
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As part of your application, please also complete the following event check list.

EVENT CHECKLIST

Is the event:

- Children's party
- Work party
- Wedding
- Registered Charity
- Corporate
- Funeral
- Community/Public Event
- Other _____

Will the event proceed on site if there is wet weather?

- Yes
- No - How will you inform the attendees of the cancellation.

Do you plan to have animals involved in the event?

- No
- Yes - Please provide details.

Is access for power required on site?

- No
- Yes

What is the power to be used for?

Are generators required on site?

- No
- Yes

Is access to water required on site for any purpose?

- No
- Yes - Please list the purpose

Does the event involve detailed set-up?

- No
- Yes - Please provide site map on separate page.

Will the parkland BBQs be used?

- No
- Yes

Will permission to allow vehicle access to the site be required? *(Check that vehicles are allowed in the area you want to use)*

(e.g.: drop off/ pickup of equipment)

- No
- Yes - How many vehicles will there be?

NB: A full list of vehicles plus bump in/out times will be required prior to the event. Please include a separate page if applicable.

Is there a requirement for any vehicles to remain onsite for the duration of the event?

- No
- Yes - Please list details

Will a marquee/s be erected?

- No
- Yes - Size of marquee/s (\$250 bond applies)

Who is the supplier?

Will any other structure be erected? (e.g.: stage)

- No
- Yes - who is the supplier

Will there be rides or a jumping castle erected?

- No
- Yes - who is the supplier? (\$250 bond applies)

Please list rides

Will a PA or amplified sound equipment be used?

- No
- Yes - who is the supplier?

Will there be entertainment? (e.g. Recorded music, live bands, DJ, drummer, choir)

- No
- Yes - what type of entertainment?

Will a caterer be hired?

- No
- Yes - what is the name of the caterer?

Will food be sold at the event?

- No
 - Yes
- What type of food will be served?

Please list non-alcoholic beverages that may be served.

Will there be alcohol at the event?

- No
- Yes - please list the alcoholic beverages that may be served (see map for alcohol consumption areas). Glass is not permitted.

Will alcohol be sold to the public at the event?

- No
- Yes – Please provide a copy of the liquor licence.

Are there any other suppliers/providers coming on site for the event?

- No
- Yes - if yes, please list each individual – use a separate page if needed (this may be combined with the site map).

Will the event require additional security?

- No
- Yes - What security firm will be used?

Will there be any contract cleaners on site for the event?

- No
- Yes - who is the supplier?

NB: This is a requirement for events with over 500 attendees.

Will any additional toilet/s be supplied for the event?

- No
- Yes - who is the supplier?

Will permission to erect signage or company / sponsor banners be needed?

- No
- Yes - Please list details

Will more than 500 people be attending?

- No
- Yes- Please provide a parking management plan including traffic and parking arrangements on a separate page.

Have additional garbage bins been organised?

- No
- Yes- Please advise provider and drop off/collection times.

GPC provides garbage bins for casual Park users. Large gatherings will require the event organiser to arrange to remove their events' garbage from site.

Public Liability Insurance

It is a requirement of Gladstone Ports Corporation (GPC) that the event organiser (i.e., the organisation/company/individual named in the application) provide to GPC prior to the event, a copy of their certificate of currency for \$10 million public liability insurance, where the cover is current for the duration and scope of the event. Please ensure you fulfil your duty of disclosure to your insurer by informing them of the full scope of activities throughout the event to ensure adequate cover is provided.

Please provide a copy of your certificate of currency when submitting the application. By doing so, this ensures that any potential problems are identified, and can be addressed in a timely manner for both parties, in advance of the event date.

Please note that the event will not be approved until GPC has sighted a compliant certificate of currency.

As the event organiser, you must also ensure all contractors/sub-contractors you engage hold current and adequate cover.

If any rides will be operating please attach a copy of the owner's Public Risk Liability Insurance Policy for \$10 million with GPC listed as being indemnified for the event and return this with application to GPC. Please be advised that the rides are for the sole use for your function and NOT for the general public.

As the Marina Parklands are for Public Use, I understand that this is a Permit Application and as such does not entitle me to a specific area if already occupied by the General Public.

- Yes
- No

I have read and understood the Permit Conditions (retained for my use) and agree to abide by these conditions and in accordance with Clause 27 on the reverse hereof do hereby indemnify the Gladstone Ports Corporation.

Yes No

Date:

.....
Applicant's Signature



Gladstone Marina
Growth, Prosperity, Community.

**GLADSTONE MARINA
APPLICATION FOR PERMIT FOR USE OF MARINA PARKLANDS**

Payment Details

Payment may be made

- Visa
- MasterCard

Name on Card

.....

Card No:

.....

Expiry Date:

.....

Amount:

.....

I hereby authorise the above amount that may be debited to my credit card and that this information will be held as security. I understand that the Gladstone Ports Corporation Communications Department will advise of any monies taken from this bond if deemed applicable.

I consent to the use and disclosure of my personal information for the purpose of payment of GPC charges.

.....
Signature

.....
Date



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Marina Parklands (Parkland) Conditions of Use

For the purpose of these Conditions of Use, "Marina" is defined as the land described as Lot 210 on CP840069 together with such other parcels of land either adjacent to or in the vicinity of the said land which may from time to time be acquired or used by the Gladstone Ports Corporation for the purpose of the Marina and includes all buildings and other structures erected or to be erected thereon.

GPC means Gladstone Ports Corporation Limited.

1. Behaviour

Event Organisers have an obligation to ensure all persons attending an event conduct themselves in an orderly manner and do not disrupt the peace and tranquility afforded to other Parkland users. Persons behaving in a manner that may damage the reputation of the Marina Parkland may be removed from the Parkland.

2. Barbecues

No open fires are permitted at any time. Gas fired barbecues are permitted provided they are not operated within three (3) metres of any foliage. Protective matting must be placed on the ground to prevent scorching of the grass and any residue such as fat or oil must be removed from the Parkland by the Event Organiser.

3. Bond

The Event Organiser may be required to lodge a bond with the Communications Department at least seven (7) days prior to the event, or immediately on application for events planned to occur in less than seven days from application. Failure to lodge the bond within that time frame will incur automatic cancellation of any permit issued.

Should the Parks & Revegetation Superintendent be of the opinion that the staging of the event has caused damage to the Parkland and/or the area has not been satisfactorily cleaned, the actual cost incurred for rectification shall be deducted from the bond monies.

Where the cost of rectifying the damage or cleaning the area is greater than the bond amount, the difference shall be a debt due by the Event Organiser and is payable on demand.

4. Cleaning

The area used for the event must be kept clean and tidy at all times during the hire period and left in a clean and tidy condition and all litter generated from the event is to be removed from the Parkland.

5. Confetti

No confetti, rice, streamers, or the like are permitted to be thrown, strewn or distributed in any manner within the Parkland or its precincts.

6. Lighting

The Parks & Revegetation Superintendent must approve any special lighting requirements.

7. Marquees/Tents

Freestanding marquees, tents and quick-shades are encouraged. If marquees require the use of pegs, then the event organiser must contact the Parks & Revegetation Superintendent not less than 7 days prior to the event for advice about the location of underground services. For any enclosed structure or tent, it may be a requirement that a false floor be installed. This will be at the sole discretion and determination of the Parks & Revegetation Superintendent and approval must be obtained prior to erection.

8. Motors

Motors may generate heat or leak oil etc that is likely to damage lawn areas. A suitable heat shield or matting is to be provided under all motors at all times.

9. Vehicles

Vehicles are **not** to enter Spinnaker Park or Marina Parkland, except on designated roads or in the car parks provided for public vehicle access. Vehicles may be authorised access only to plaza area by the Parks & Revegetation Superintendent. If vehicle access is required to bump in/out equipment for your event, approval must be sought from the Parks & Revegetation Superintendent. Any vehicle entering the Parkland shall observe the nominated speeds on public roadways. Any vehicle permitted to enter the parkland shall travel at no more than five (5) kph (walking speed), shall give way to all pedestrians and shall operate their hazard warning lights at all times they are mobile.

10. Payment

Full payment for the event is required within thirty (30) days after receipt of Event Approval letter.

11. Posters

No posters, boards or likewise are to be affixed to any structures or trees within the Parkland.

12. Public Performance of Music Under Copyright Act

Where applicable the Events Organiser will obtain all necessary consents from all persons interested in the copyright or performing rights of any matter used by the Events Organiser.

13. Amusement rides

If any amusement rides require the use of pegs, the event organiser must contact the Parks & Revegetation Superintendent 7 days prior to the event for advice about the location of underground services. Motor driven rides, refer to motor requirements. Car/motor bike rides are not permitted.

14. Noise

The use of amplifiers must be controlled so as not to disturb other Marina users, in accordance with the Noise Abatement Act

15. Damages

Event Organisers are to ensure that participants involved in the event do not trample or walk over garden beds or shrubs within the Parkland.

16. Electrical Equipment

All electrical equipment used for events at Parkland must conform to Electrical Safety Regulation 2002, Section 83, definition for Div 5, 'class 3 work' and Subdivision 5, Section 93, for testing and tagging. Electrical equipment shall not be plugged into the Parkland power supply without approval. All electrical cables that cross pathways or lawn areas must either be covered by cable covers or alternatively flown a minimum of 2.4m above the ground. No cables are to be attached to trees within the Parkland.

17. Food

Where applicable the Event Organiser must obtain a Council Temporary Food Stall Permit from Gladstone City Council in accordance with the Food Hygiene Regulations, 1989. It is the responsibility of the Event Organiser to ascertain if a permit is required.

18. Generators

Generators are only permitted if prior approval is obtained and documented on the Event Approval. Only low noise generators will be allowed.

19. Alcohol

Consumption of liquor by persons over the age of 18 years is only permitted within certain areas (see maps). If permitted, the consumption of liquor is to be between the hours of 10am to 8.30pm daily. Offences for public drunkenness still apply.

Applications to allow alcohol consumption outside of these parameters or in Area A, Marina, must be approved by the General Manager Corporate Relations or delegate. Such applications will only be considered on a case by case basis.

The distribution of drinks in glass containers is prohibited. If the event is to involve the sale or consumption of alcohol in any manner, the Event Organisers must comply with any policies or guidelines adopted by GPC from time to time concerning Applications for Liquor Booths in the Marina Precinct.

20. Glass

All beverages consumed in the Parkland during any event must be in containers other than glass. Decanting from bottles is permitted providing matting or other covering is placed to protect the area and collect any broken glass.

21. Hot Water

Hot water bought into the Parkland must not be disposed of on garden beds or lawn areas as it may cause damage. Hot water may be disposed in a drain, or removed from the Parkland.

22. Security

The Event Organiser is responsible for providing security for any structures or equipment erected within the Parkland. GPC does not take responsibility for any equipment or structure placed in the Parkland.

23. Special Conditions

Additional special conditions may be imposed as part of your permit approval. Event Organisers must comply with all special conditions that apply.

24. Times

Start and end times for events and activities will be as per the application or as stated in the Confirmation Letter and the event is not to exceed these times.

25. Waste Management

Event Organisers are responsible for the supply and removal of additional waste receptacles and the removal from the site of all refuse, including wastewater, cooking oil etc, associated with the event. Any excess rubbish is to be removed from the Parkland.

26. Safety

The Event Organiser is responsible for ensuring that safety risks to event participants, staff and the general public are minimised and that adequate health and safety measures are in place. All events must comply with Workplace Health and Safety Legislation.

Any scaffolding, tent, marquee or staging must be:

1. Erected to a standard of safety and appearance acceptable to the Parkland Superintendents
2. Free standing and weighted; and
3. In the case of scaffolding, erected by a licensed contractor.

During the construction and de-construction of fixtures, before and after the event, the Event Organiser shall provide physical barriers and signs to exclude unauthorised persons from those areas.

27. Indemnity by Event Organiser

The Applicant and if the Applicant is a Corporation, the Directors of the Applicant, will indemnify and keep indemnified the GPC and/or any Officer of the GPC against any and all loss suffered by the GPC and/or any Officer of the GPC whether during or after the period of the permit by reason of,

- (a) any and all claims, demands, writs, summonses, actions, suits, proceedings, judgments, orders, decrees, damages (whether compensatory, punitive, exemplary or otherwise, including but not limited to claims arising from the negligence of the GPC and any of its officers), costs (including legal costs) losses and expenses of any nature whatsoever which the GPC and/or any Officer of the GPC may suffer or incur in connection with the use of the Marina or any improvement thereon, or any part thereof by the Applicant or any of his employees, contractors, agents, invitees, licensees or trespassers;
- (b) any and all claims, demands, writs, summonses, actions, suits, proceedings, judgments, orders, decrees, damages (whether compensatory, punitive, exemplary, or otherwise, including but not limited to claims arising from the negligence of the GPC and any of its officers), costs (including legal costs) losses and expenses of any nature whatsoever which the GPC and/or any Officer of the GPC may suffer or incur in connection with the loss of life, personal injury, pure economic loss, property damage, products liability, contractual liability and contingent liability arising from or out of any occurrence in, upon, at or in connection with the Marina or any improvement thereon, or any part thereof or the use of the same or any part thereof by the Applicant or any of his employees, contractors, agents, invitees, licensees or trespassers.

Officer of the GPC is defined to mean:-

- (a) A present Director of the GPC, and
- (b) a future Director of the GPC, and
- (c) a past Director of the GPC, and
- (d) the Chief Executive Officer of the GPC, and
- (e) another person who is concerned, or takes part, in the management of the GPC, and
- (f) an employee of the GPC, and
- (g) a lawful agent of the GPC.

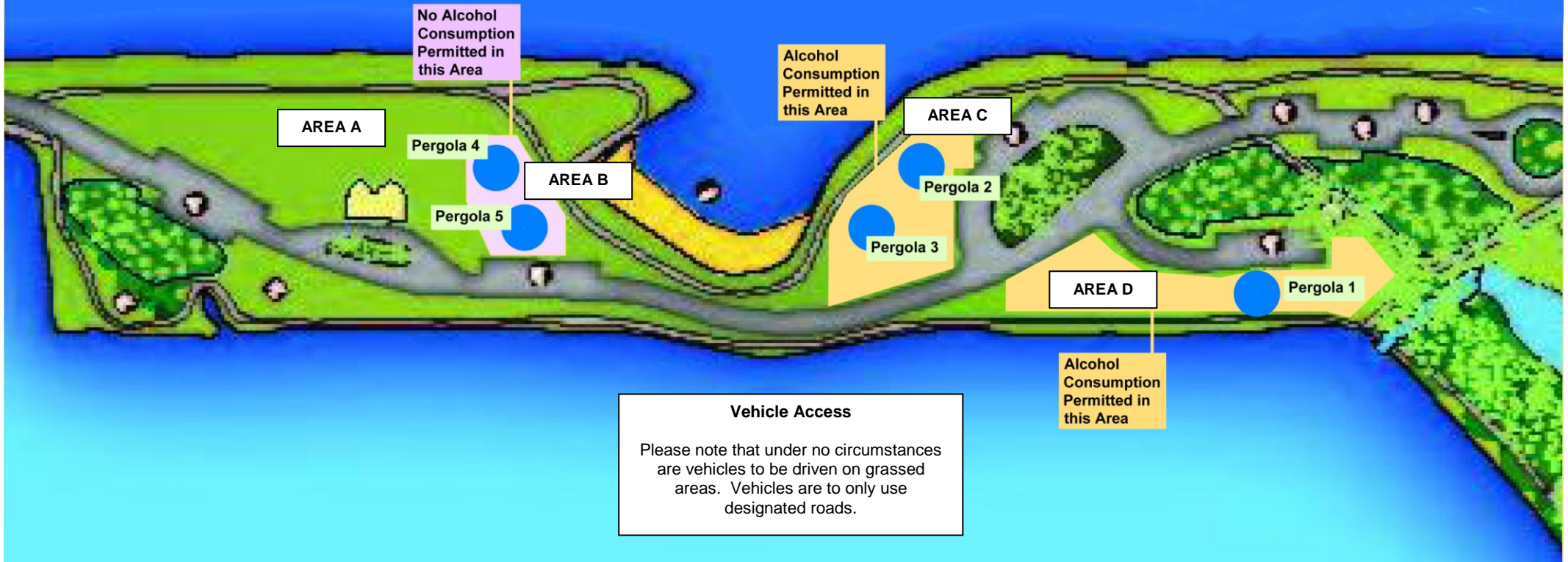
Gladstone Marina



Consumption of liquor by persons over the age of 18 years is only permitted within certain areas (see map). If permitted, the consumption of liquor is to be between 10am and 8.30pm. Offences for public drunkenness still apply.

PLEASE INDICATE ON THIS MAP THE AREA YOU WISH TO USE AND RETURN WITH YOUR APPLICATION FOR PERMIT.

Spinnaker Park



Consumption of liquor by persons over the age of 18 years is only permitted within certain areas (see map). If permitted, the consumption of liquor is to be between 10am and 8.30pm. Offences for public drunkenness still apply.

PLEASE INDICATE ON THIS MAP THE AREA YOU WISH TO USE AND RETURN WITH YOUR APPLICATION FOR PERMIT.