

Application for use

Assembly or Event Location

	Kurilpa Point (Park), Montague Rd		Queens Gardens Park		Other (specify location below)
	Kurilpa Bridge		Goodwill Bridge		

Applicant and Event Details

Application date:
Name of applicant / company / organisation / charity
ABN / charity details
Contact name
Address
Mobile / work telephone
Email address

Assembly / Event Details

Name of assembly or event
Describe the nature and purpose of the assembly or event in detail including the purpose of the assembly or event
Describe the community benefit associated with the assembly or event
If the applicant a return user: Yes No
If yes, please provide date and name of previous assembly or event.
Assembly/event Website
Will the assembly/event be free for the public to attend
Approximate number of people attending

Location Access Details

Day of assembly/event	
Start time:	Bump in Time:
Finish time:	Bump out Time:

For Kurilpa Point Park or Queens Gardens Park, Complete the following section

(if insufficient space, complete the last page)

In what part of the park will the assembly or event be held? Illustrate on a plan	Yes	No
Will the event be ticketed for the public to attend and if ticketed provide the price per ticket	Yes	No
Will a tent, marque, stage, stall, banner, sign or any other installations or structures be erected? Plan/s and specifications to be provided	Yes	No
Will a generator be utilised?	Yes	No
Supporting documentation to be provided: site map, event management plan, risk management plan, waste management plan and event sustainability plan	Yes	No
Has a Notice of intention to hold a public assembly been lodged with Queensland Police Service? Copy to be provided	Yes	No
Will a Liquor Licence Permit be applied for? Copy to be provided	Yes	No
Will food or beverages be served and will a Food Business Licence be obtained? Copy to be provided	Yes	No
Provide details of all of the planned activities		
Provide details of security arrangements for dealing with the public and the prevention of damage the park		
Provide details of what arrangements will be in place to ensure the park is returned to the same condition i.e., rubbish removal, restoration to landscaping and lawn		
Provide details of the wording that will be on any signs/banners		
Describe any special requirements:		
Power (240V GPO two options available) Potable Water Vehicle access through gates / bollards		
Sprinklers required to be deactivated (NB: sprinklers activate approx. 01:00am early morning)		

Please Note: Applications are processed on the chronological date and order in which they are received. QGAO will assist to accommodate a preferred date request and / or an alternative date / range request however sometimes this may not be possible due to a previous or subsequent approved application of merit.

Public Liability Insurance Certificate of Currency Details

(Please provide a copy with this application)

Please provide a copy of the certificate of currency per the following requirements: amount of policy \$20M per incident; policy includes the name and date of the event; policy names the relevant Bridge / Park; policy notes State of Queensland, represented by the Department of Housing and Public Works as an interested party.

Insurer			
Policy No		Valid to	

Applicant Acknowledgement and Certification

I / We acknowledge and agree to abide by the conditions of hire and any special conditions which may be advised and certify that I am / we are 18 years or over and at the time of the event will be covered by public liability insurance to \$20million per incident.

Name	Signature		Date	
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Privacy Notice: Department of Housing and Public Works (HPW) is collecting information on this form, including your personal information; for the purpose of assessing your application for the use of a State asset and monitoring your use of the State asset, if access is granted. The information may be used by HPW, Queensland Police Service, Brisbane City Council and management. This information will not be passed on or disclosed to any other third parties, without your consent, unless authorised or required by law.

For use by QGAO			
Outlook Calendar updated	Yes / No	Event Schedule Updated	Yes / No
Approval in Principle date		Permit issue date	
NOI	Yes / No / Not Applicable	Bollard key required	Yes / No
Initial inspection date		Final inspection date	

Event/Assembly Particulars