Booking Form for Venue Hire

Go to: https://douglas.qld.gov.au/facilities-and-recreation/venuehireinformation/ to view all venues, availability and online booking form. This hard copy form is to be used when internet access is not available. Please contact our Frontline Services on 4099 9444 to make a booking.

Applications are to be lodged no later than 10 business days prior to the event to allow for processing. Applications received after this time will be subject to consideration. Please note that some activities may require additional licenses, permits and approvals and may require additional time to process (see Section 4 for details).

For all applications, you must:

- complete the form;
- complete any other forms relevant to your application;
- provide any mandatory supporting information identified; and
- submit the applicable fee.

1. APPLICANT DETAILS

Note: The applicant is the person who will hold the booking and approval/permit (if applicable) and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

Applicant (person/s or company):	**DOB (if person)**
Business Trading Name:	**ABN:**
Not-For-Profit Organisation: ☐ Yes ☐ No	If yes, please attach documentation to verify 'not-for-profit' status.
Postal Address:	
Telephone: Home:	**Work:** **Mobile:**
Email:	
Contact Person: (for application)	**Mobile:**
Contact Person: (present at event)	**Mobile:**

2. VENUE/LOCATION BOOKING

Note: Not all locations are listed. Please provide details of location/venue if not listed.

☐ Little Cove (T179) (small wedding ceremonies only)	☐ Port Douglas Hall (T173)	☐ Mossman Showgrounds (T179)
☐ Port Douglas Sugar Wharf (T174)	☐ Mossman Shire Hall (T187)	☐ George Davis Park (T179)
☐ Rex Smeal Park (T179)	☐ Reynolds Park (T179)	☐ Daintree Hall (T187)

☐ Other–including Beaches & Foreshores (T179)– please provide details:

OFFICE USE				
☐ Are all supporting documents attached (see Section 5)?		☐ Has the form been signed and dated?		
Venue Hire Receipt:	**Payment Amount: $**	**Receipt No:**	**Date:**	**CSO:**
Bond Receipt: T50	**Payment Amount: $**	**Receipt No:**	**Date:**	**CSO:**
Booking No:	**P/L Expiry Date:**	**Invoice No:**	**Date:**	**CSO:**

3. PROPOSED EVENT/ACTIVITY DETAILS

Name of Event:

Type of Event:	☐ Small wedding ceremony *(Little Cove & Foreshores). Strictly limited to 2 hour blocks.*	
	☐ Private function *(by invitation only) Eg. Wedding Reception/birthday party*	
	☐ Not-For-Profit/Community event *(open to public, not for profit, charity event)*	
	☐ Commercial function *(e.g. corporate event)*	If a commercial function, a **Certificate of Currency** must be provided prior to the event/activity and: ☐ Note Douglas Shire Council as an interested party, ☐ Coverage is for at least $20,000,000; and ☐ Covers the scope of the event.

Brief Description of Activity/Event:

Date of Event/Activity:	Day:	Date:
Event/Activity Times: (Little Cove - 2 hour blocks only)	Start Time:	Finish Time:
Set Up/Pack Up Times: (Not applicable to Little Cove)	Start Time:	Finish Time:
Number of Guests/Participants:		**Number of Staff/Volunteers:**

Will power be required? ☐ Yes ☐ No
Only available at some sites.

Will field lighting be required? ☐ Yes ☐ No
Only available on some sporting fields.

4. OTHER EVENT/ACTIVITY DETAILS

Note: Some activities may require additional licences, approvals or permits. It is the responsibility of the applicant to complete and lodge the relevant application forms prior to the event. Please ensure applications are lodged a minimum of 21 days prior to the event. **Undertaking such activities without an approval may incur penalties or forfeit your booking.**

Have you made arrangements for rubbish removal? ☐ Yes ☐ No
You MUST arrange private rubbish removal – please contact a private waste collection agency.

Will food and/or drink be provided at the event? ☐ Yes ☐ No
If yes, you may need to complete form EHT1-Application for Temporary Food Premises. If your caterer holds a current Off-Site License or you are a Not-For-Profit organisation, complete EHT3-Notification of a Temporary Food Premises.

Will alcoholic beverages be sold at the event? ☐ Yes ☐ No
If yes, you MUST make application to the Office of Liquor and Gaming Regulation.

Will your event have more than 100 people in a park or more than 50 people on a foreshore (beach)? ☐ Yes ☐ No
If yes, you must complete form LL20 – Application for Approval for a Prescribed Activity (social/sport/recreation)

Will a fireworks display be conducted at the event? ☐ Yes ☐ No
If yes, please complete LL19 – Application for Approval of a Temporary Prescribed Activity (Fireworks).

Will you be bringing horses and/or vehicles on to park/beach area? ☐ Yes ☐ No
If yes, you must complete form LL27 – Application for Approval for a Prescribed Activity (Vehicles on Parks/Foreshore)

Will a skydiving display, flyover or drone be a part of the event? ☐ Yes ☐ No
If yes, complete and lodge LL18 – Application for Approval for a Prescribed Activity (Aircraft or Parachute Landing)

Is the event commercial filming or photography? ☐ Yes ☐ No
If yes, complete and lodge LL15 – Application to Conduct Commercial Filming/Photography.

Will your event require temporary road/car park closure or disruption to traffic? ☐ Yes ☐ No
If yes, you must complete form IS05 – Application for conduct Activities on Council Managed Road (3 months before your event)

Will you be erecting structures or signage over 2.5m high? ☐ Yes ☐ No
If yes, you MUST complete Form 15-Compliance Certificate for building Design or Specification and Form 16 – Inspection Certificate. All temporary structures are to be included on the Site Map.

5. CHECKLIST AND SUPPORTING DOCUMENTS

	Applicant Supplied	Officer Checked
Have you read the terms and conditions (Please retain a copy)?	☐	
Have all sections of the Application form been completed and signed?	☐	☐
If a commercial activity, you must provide a copy of your **Public Liability Insurance** to the value of $20,000,000.00 noting Douglas Shire Council as an interested party.	☐	☐
Documentation to verify 'not-for-profit' status (if applicable).	☐	☐
Site plan (see guide and example below) and include any temporary structures that will be placed on the road/footpath/park/foreshore (if applicable).	☐	☐
If you have ticked 'yes' to any of the items listed in Section 4, you must complete and lodge applicable forms within prescribed timeframes.	☐	☐
Pay prescribed fees?	☐	☐

6. DECLARATION

To the Chief Executive Officer, Douglas Shire Council

I / We declare that the information provided by me in this application is true and correct, and agree to comply with all requirements as approved.

Print Name:

Signature: **Dated:**

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. 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 unless you have given Council permission or the disclosure is required by law.

Approval has been sought from the relevant Police station and a safe party pack received.

MOSSMAN POLICE	
Officers Signature:	**Dates:**
Officer's Name:	
Security Company Name:	
Contact Phone Number:	**Registration Number:**
PORT DOUGLAS POLICE	
Officers Signature:	**Dates:**
Officer's Name:	
Security Company Name:	
Contact Phone Number:	**Registration Number:**

7. POLICY & SECURITY

Security shall be required for events specifically for 18 and 21st birthday parties or as directed by Council.
The ratio being one security guard for up to 100 people plus an extra security guard for every 70 thereafter.

8. FEES AND CHARGES

Refer to Schedules of Fees and Charges https://douglas.qld.gov.au/council-information/rates-fees-charges/fees-charges/. A Security Bond may be required for some venues/events.

9. TERMS AND CONDITIONS

Refer to Terms and Conditions documents https://douglas.qld.gov.au/facilities-and-recreation/venuehireinformation/. Please retain a copy. Little Cove, Beaches and Foreshores (FL02 - Terms & Conditions Simple Wedding Ceremony)
Sugar Wharf, Rex Smeal Park and other Halls and Venues (FL01 - Terms & Conditions Booking of Venue Hire)

10. GUIDE TO SITE PLAN

A site plan to a scale of approximately 1:100 should be attached which explains:

- the boundaries of the site;
- the area (including dimensions) intended to be used for the proposed activity (shown in red) and the location of all proposed displays and equipment;
- and any existing facilities, temporary structures, bins, lighting, emergency access, temporary fencing, power supply, toilets (fixed & portable), entries & exits for persons & vehicles, off street parking and other obstructions.

You can download template maps of each venue at https://douglas.qld.gov.au/facilities-and-recreation/venuehireinformation/

Map Appendix

DOUGLAS SHIRE COUNCIL

©2018 Douglas Shire Council (DSC). Based on or contains data provided by DSC and the State of Queensland Department of Natural Resources & Mines (NR&M) (2018). In consideration of these agencies permitting use of this data you acknowledge and agree that these agencies give no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accept no liability (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data. Data must not be used for direct marketing or be used in breach of the privacy laws.

Rex Smeal Park area

Little Cove area

N W E S