

Application for Use of Gatton Showground Facilities

Applicant Details

Organisation/Applicant Name

Organisation Contact Person (if applicable)

Postal Address

Suburb

State

Postcode

Phone Number

Email Address

Areas of Use

In the table below, please tick which area/s is/are required for your booking (refer to Diagram on Page 4). Please also advise if lights and/or power is required by ticking the boxes next to the relevant area/s of use. Charges for lights and individual camping fees apply.

Area No.	Area Description	Area/s	Lights	Electricity
1	Track and Infield			
2	Camping Area (behind Sports Centre)			
3	Kitchen and Dining			
4	Function Room			
5	Can Bar and associated toilets			
6	Circus Area			
7	Carpark			

Booking Details

Purpose of Hire

Will attendees be required to pay an entry fee?

No

Yes

One off booking:

Date

Entry Time

Exit Time

Multiple bookings:

Recurrence:

Daily

Weekly

Fortnightly

Monthly

Date Start

Date Finish

Day/Date	Entry Time	Exit Time

Please note – Hours of use are 7am to midnight. Any request for usage outside these hours will require approval from Council. If the facility is being set up (eg. tables, chairs etc) for consecutive days, the hire must be for full day/s to ensure no other bookings are accepted during the time.

Camping

Camping is permitted at the Showgrounds during an event over multiple days. Please note that Council does not collect camping fees from individuals. The person or organisation responsible for the hire and event are required to collect fees from campers and pay Council by the next working day.

Is overnight camping required for this booking?

No – skip to next section

Yes – How many camping sites are expected?

Powered:

Unpowered:

What date/s will campers be at the grounds? From

to

Catering Information

Will there be food prepared or served at the event?

No – skip to next section

Yes – Who will be catering for the event?

Will the food be sold (this includes charging an admission price to cover costs)?

No – skip to next section

Yes

Does the caterer have an exemption from requiring a Food Licence for this event?

No

Yes – Reason

Please attach a copy of the current Food Licence certificate or proof of exemption. To determine if your event requires a Food Licence under the Food Act 2006, or to obtain an application form, please contact Council's Health Waste & Regulatory Services on 1300 005 872 or visit www.lvrc.qld.gov.au

Alcoholic Beverage Information

Will there be alcohol consumed at the event?

No – skip to next section

Yes

Will alcohol be sold at the event (this includes charging an admission price to cover costs)?

No – skip to next section

Yes – Who will be serving alcohol at the event?

Is there an exemption from requiring a Liquor Licence or Permit?

No

Yes – Reason

Please attach a copy of the Liquor Licence or Permit or proof of exemption. For more information, or to apply for a Liquor Licence or Permit, please visit www.olgr.qld.gov.au or phone 13 74 68. If applying for a Liquor Permit, please lodge your form with this application to obtain Council endorsement.

Public Liability Insurance

Insurance Provider

Expiry Date

Please attach a copy of the certificate of currency for Public Liability Insurance. A minimum cover of \$20 million is required.

Road Usage

Will this booking change the normal use of road/s, public parking or the footpath?

No Yes Unsure

Hire Fee Discount

Is the applicant any of the following?

Not-for-profit organisation School Church

Please attach proof of Not-for-profit status if applicable. Proof may include Certificate of Incorporation or other documentation from the Australian Taxation Office.

Bond

A bond is required for all facility bookings and is dealt with in accordance with the Community Halls and Facilities – General Conditions of Hire. Bonds are refunded by EFT payment and can take approximately two weeks to process. The bond will be refunded into the bank account of the person or organisation who made the original payment (name on receipt issued). The payee is therefore required to provide bank account details for this purpose.

Bank Name

Account Name

BSB Number

Account Number

Please indicate if you request Council to hold this bond for future bookings? No Yes

COVID-19

In accordance with easing restrictions, Council is working to progressively reopen community halls and facilities where it is safe and practical. Upon reopening, bookings will be subject to indicated capacity limits and will need to comply with the LVRC community facilities COVID-19 Protocols and the Community Halls and Facilities General Conditions of Hire.

Declaration

I hereby make application to hire Council's facilities as per this application. I declare that all information provided in this form is true and correct to the best of my knowledge. I have read, understand and agree to the Community Halls and Facilities – General Conditions of Hire

Signature

Date

Privacy Statement

These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.

Diagram of Showground Facilities

