



**INNER CITY FACILITIES
LICENCE APPLICATION COVER SHEET**

Valid 1st July 2011 - 30th June 2012

OFFICE USE ONLY

DM5#:
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Applications are to be lodged no later than 10 business working days prior to the event to allow for processing. Applications received after this time will be subject to consideration.

DAY / DATE OF EVENT:

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EVENT DETAILS

Name / Type of Event:

Location:

APPLICANT DETAILS

Name of Person Lodging Application:

Company Name (if applicable):

Postal Address:

Phone:

Fax:

Mobile:

Email:

Applications are to be returned to:

INNER CITY FACILITIES PO Box 359 CAIRNS, QLD, 4870

Facsimile: 07 4044 3759 / Email: innercityfacilities@ Cairns.qld.gov.au

For Enquiries Phone: 07 4044 3715

OFFICE USE ONLY

Date Application Lodged:	Site Plan Attached: Yes / No
Application Fee Amount Paid: \$..... Date:	Receipt #:
Hire of Venue / Services Fee: \$..... Date:	Receipt #:
Bond Amount Paid: \$..... Date:	Receipt #:
Quote / Licence DM5#:	Bond refund memo # :



CAIRNS REGIONAL COUNCIL

Application for a Licence to Conduct Activities

in the INNER CITY FACILITIES

PLEASE NOTE: It is an offence to undertake the below mentioned uses / activities in the Inner City without a prior approval under Esplanade Local Law 2004; Local Law 7 (Pedestrian Malls) & Local Law 10 (Public Entertainment Venues)

CONDITIONS OF LICENCE

THIS APPLICATION MUST BE ACCOMPANIED BY:

- Application fee
- Location and site plans for the use / activity; and
- Copies of any other approvals etc. for the use / activity.
- Risk Management Plan (if requested by CRC)

COUNCIL WILL IMPOSE CONDITIONS ON THE GRANTING OF A LICENCE RELATING TO:

- Payment of licence fees
- Payment of fees for services provided by Council
- Risk management plan, insurance and indemnities; and lodgment of a security bond

PLEASE NOTE:
 Specific requirements relating to the provision of:
 * Additional Public Amenities
 * Security Personnel
 may be enforced by Council dependent on the size and type of activity.

1. DATES & TIMES OF ACTIVITIES

Bump In (set-up) Day/s & Date/s (set-up)

Time (from / to)

Day/s & Dates/s of actual event

Time (from / to)

Bump Out (pull down) Day/s & Date/s

Time (from / to)

2. ESTIMATED NUMBER OF PERSONS INVOLVED IN ACTIVITY:

Attendees ▶ _____ Employees ▶ _____

3. DO YOU REQUIRE VEHICLE ACCESS FOR ANYTHING RELATED TO YOUR ACTIVITY?

Yes No How many ▶ _____

PLEASE NOTE: STRICTLY NO VEHICLES ARE ALLOWED ON ESPLANADE PARKLANDS WITHOUT PRIOR APPROVAL FROM THE COUNCIL. VEHICLE PERMIT APPLICATION MUST BE MADE TO THE ICF (INNER CITY FACILITIES) OFFICE FOR ACCESS ONLY NOT PARKING OF VEHICLES

*** FAILURE TO ABIDE BY THESE RULES MAY RESULT IN A FINE BEING ISSUED.**

4. LOCATION OF USES/ ACTIVITIES

Select Venue

- | | | |
|---|--|---|
| <input type="checkbox"/> Munro Martin Park and / or Stage | <input type="checkbox"/> BBQ Pelican | <input type="checkbox"/> Parkland near the Fun Ship |
| <input type="checkbox"/> City Place and / or Soundshell | <input type="checkbox"/> BBQ Kingfisher | <input type="checkbox"/> Skate Park |
| <input type="checkbox"/> Fogarty Park and / or Soundshell | <input type="checkbox"/> BBQ Seagull | <input type="checkbox"/> BBQ Curlew |
| <input type="checkbox"/> Northwest of Lagoon | <input type="checkbox"/> BBQ Lorikeet | <input type="checkbox"/> McKenzie Street Area |
| <input type="checkbox"/> Westside of Lagoon | <input type="checkbox"/> BBQ Jabiru | <input type="checkbox"/> Hospital Area Parklands |
| <input type="checkbox"/> Eastside of Lagoon | <input type="checkbox"/> BBQ Kookaburra | <input type="checkbox"/> Beach Volleyball Courts |
| <input type="checkbox"/> Sister Cities Parkland Area | <input type="checkbox"/> BBQ Sister Cities | Other ▶ <i>give details below</i> |
| <input type="checkbox"/> BBQ Sea Eagle | <input type="checkbox"/> BBQ Osprey | |

Please give details of any other area

5. PROPOSED USES / ACTIVITIES DETAILS

Give Details of Proposed Uses / Activities and the items you will be bringing to your event (Please attach Plan)

Please include

- Size and Dimensions of the area required
- Structures or equipment to be used

6. OTHER APPROVALS REQUIRED FOR USES / ACTIVITIES

Is another approval, lease, licence or permit required for the uses / activities? (Please tick)

Will there be food? Yes, for sale Yes, provided to guests or BYO (not sold) No food

Will there be alcohol? Yes, for sale Yes, provided to guests or BYO (not sold) No alcohol

Will you be fundraising? Yes No

Please provide details if you have ticked YES any of the above

If you ticked YES in one or more of the above boxes, approval, licence or permits may be required for your event.
*** If you will be providing/selling alcohol please contact the Office of Gaming & Liquor Regulation – 07 3872 0999**
*** If you will be selling food please contact Nathan Mills at Public Health – 07 4044 3404**

7. EVENT REQUIREMENTS

Structures or equipment to be used/ services required. Please select

EQUIPMENT / STAFF HIRE	COST	NUMBER REQ.
3m x 3m Marquee Hire (each)	\$ 64.00	
Staging (6m x 4m). Other sizes available upon request	\$ 1,295.00	
Temporary Fencing 2.2 metre panels (cost per panel)	\$ 10.00	
Wheelie Bins (each/ includes removal)	\$ 22.00	
Industrial Bin (each/ includes removal)	\$ 75.00	
Folding Table 180cm x 76cm (each)	\$ 21.00	
Sound Technician Mon – Fri (6.00am – 6.00pm) Minimum 4 Hours Sound Technician after 6.00pm weekdays, public holidays or weekends	\$ 64.48 p/hr \$130.00 p/hr	(min 4 hour)
Cleaner Mon – Fri (6.00am – 6.00pm) Minimum 4 hours Cleaner after 6.00pm weekdays, public holidays or weekends	\$ 52.00 p/hr \$ 86.32 p/hr	(min 4 hour)
Security Guard Mon – Fri (6.00am – 6.00pm) Security Guard after 6.00pm weekdays, public holidays or weekends	\$ 48.88 p/hr \$ 75.92 p/ hr	(min 4 hour)

Additional staff & services may be required / available. Price on application

General Information

A copy of all Local Laws can be found on Council's website at http://www.cairns.qld.gov.au/council/local_laws

If the use / activity is being conducted on trust land, it may be necessary for the use / activity to be approved under the *Land Act 1994*.

If a trustee lease is required under the *Land Act 1994* for the proposed use / activity, a licence is not required.

Esplanade Local Law 2004

Local Law 7 (Pedestrian Malls)

Local Law 10 (Public Entertainment Venues)

Local Law 27 (Commercial Recreational Activities)

Distribution of Business Advertising Publications and Touting Local Law 2004

Applicants Signature

Date

Title / Company

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Licence to Conduct Activities in the Inner City Precinct application. The collection of this information is authorised under Esplanade Local Law 2004, Local Law 7 (Pedestrian Malls), Local Law 10 (Public Entertainment Venues), Local Law 27 (Commercial Recreational Activities), Distribution of Business Advertising Publications and Touting Local law 2004. 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 to or the disclosure is required by law.

AUDIO EQUIPMENT FOR HIRE

LARGE PA SYSTEM – EV - \$400 Package

This equipment needs a sound tech. i.e. someone that Council approve and knows how to use the equipment. Necessary leads for speakers are included.

Quantity	Item Description	Tick if Required
2 x	EV 1000 watt Dual 15 inch Speakers (passive)	
2 x	EV 800 watt Dual 18 inch Subwoofer (passive)	
1 x	PEAVEY 20 Channel Mixer	
2 x	EV 2x1200 watt POWER AMPLIFIER	
1 x	PEAVEY 02 x 15 Band Graphic EQ	
1 x	PEAVEY Dual 31 Band Graphic Equaliser	
1 x	24 Bit Sound System Processor	

SMALL PA SYSTEM – JBL - \$270.40 Package

Necessary leads for speakers are included.

Quantity	Item Description	Tick if Required
2 x	JBL 300 watt Speaker (active)	
1 x	SOUNDCRAFT 8 Channel Mixer	

ACCESSORIES

Quantity	Item Description	Item Cost	Tick if Required
2 x	Speaker Stands	\$10 ea	
6 x	Microphone Stands (2 x black, 4 x chrome)	\$5 ea	
1 x	SONY CD Player	\$20 ea	
5 x	MICROPHONE Shure SM58	\$10 ea	
2 x	MICROPHONE Shure Beta58	\$15 ea	
1 x	WIRELESS Handheld Microphone	\$40 ea	
1 x	WIRELESS Headset Microphone	\$40 ea	
2 x	DI's	Free*	
9 x	XLR – XLR Microphone Leads	Free*	
2 x	Jack to Jack (phono) Leads	Free*	
1 x	4 way Powerpack	Free*	
2 x	15m extension Leads	\$10 ea	

*Depending on availability

NB: ALL ITEMS ARE FOR HIRE AT ON-SITE EVENTS AND NOT FOR EXTERNAL VENUE USE.

PRIVATE EVENTS

HIRE FEES & CHARGES

APPLICATION FEE - must be paid at time of lodging application (non-refundable)

Private Licence	\$ 65.00
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VENUE HIRE	Estimated Capacity	Half Day	Full Day
CITY LOCATIONS			
City Place Soundshell Area	300 pax	\$ 331.25	\$ 662.50
City Place Plaza	1000 pax	\$ 342.50	\$ 685.00
Munro Martin Park	7200 pax	\$ 342.50	\$ 685.00
ESPLANADE LAGOON AREAS			
Westside of Lagoon	4000 pax	\$ 514.00	\$ 1,028.00
Eastside of Lagoon	2500 pax	\$ 514.00	\$ 1,028.00
Sister Cities Parklands	750 pax	\$ 514.00	\$ 1,028.00
OTHER ESPLANADE LOCATIONS			
Fogarty Park including use of Soundshell	7000 pax	\$ 676.00	\$ 1,352.00
Skate Plaza	2500 pax	\$ 540.50	\$ 1,081.00
Parkland near the Fun Ship	2500 pax	\$ 67.50	\$ 135.00
<i>Various other Esplanade locations, including Fogarty Park Parklands only (excluding use of Sound Shell) exist for hire. Price available on application.</i>			
BBQ LOCATIONS			
BBQ Promenade – “Pelican”	(2 BBQ’s)	\$ 100.00	\$ 194.00
BBQ Northeast Lagoon – “Jabiru”	(4 BBQ’s)		
BBQ East Lagoon – “Kookaburra”	(4 BBQ’s)		
BBQ Far East Lagoon – “Sister Cities”	(4 BBQ’s)		
BBQ Skate Park – “Sea Eagle”	(3 BBQ’s)		
BBQ McKenzie Street – “Osprey”	(1 BBQ) 50 to 150 pax		
BBQ Promenade – “Kingfisher”	(2 BBQ’s)	\$ 194.00	\$ 390.00
BBQ Northwest Lagoon – “Seagull”	(4 BBQ’s)		
BBQ West Lagoon – “Lorikeet”	(4 BBQ’s)		
BBQ Muddy’s – “Curlew”	(1 BBQ) 50 to 150 pax		
BBQ Muddy’s – “Egret”	(2 BBQ’s)	Not for hire / public use only	Not for hire / public use only
BBQ Fun Ship – “Sandpiper”	(3 BBQ’s) 50 to 150		

BOND – Does not apply to standard BBQ use where there is no alcohol and under 100 people

Events under 100 pax. No catering or alcohol	Not Applicable
Events under 100 pax. With Catering and/or alcohol	\$ 120.00
Events 100 – 500 pax	\$ 420.00
Events 500 + pax	\$ 850.00

BUMP IN / OUT

All additional days required for Bump In or Out in relation to the venue hire will be paid at 50% of the nominal daily hire fee
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REGISTERED CHARITIES AND NOT FOR PROFIT

HIRE FEES & CHARGES

Please supply letter from Charity acknowledging you are authorised to fundraise on their behalf

APPLICATION FEE - must be paid at time of lodging application (non-refundable)

Registered Charity or Council Event	\$ 44.00
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VENUE HIRE	Estimated Capacity	Half Day	Full Day
CITY LOCATIONS			
City Place Soundshell Area	300 pax	\$ 165.65	\$ 331.25
City Place Plaza	1000 pax	\$ 171.00	\$ 342.00
Munro Martin Park	7200 pax	\$ 171.00	\$ 342.00
ESPLANADE LAGOON AREAS			
Westside of Lagoon	4000 pax	\$ 256.50	\$ 513.00
Eastside of Lagoon	2500 pax	\$ 256.50	\$ 513.00
Sister Cities Parklands	750 pax	\$ 256.50	\$ 513.00
OTHER ESPLANADE LOCATIONS			
Fogarty Park including use of Soundshell	7000 pax	\$ 338.00	\$ 676.00
Skate Plaza	2500 pax	\$ 270.00	\$ 540.00
Parkland near the Fun Ship	2500 pax	\$ 34.00	\$ 68.00
<i>Various other Esplanade locations, including Fogarty Park Parklands only (excluding use of Sound Shell) exist for hire. Price available on application.</i>			
BBQ LOCATIONS			
BBQ Promenade – “Pelican”	(2 BBQ’s)	\$ 50.00	\$ 97.50
BBQ Northeast Lagoon – “Jabiru”	(4 BBQ’s)		
BBQ East Lagoon – “Kookaburra”	(4 BBQ’s)		
BBQ Far East Lagoon – “Sister Cities”	(4 BBQ’s)		
BBQ Skate Park – “Sea Eagle”	(3 BBQ’s)		
BBQ McKenzie Street – “Osprey”	(1 BBQ) 50 to 150 pax		
BBQ Promenade – “Kingfisher”	(2 BBQ’s)	\$ 97.50	\$ 195.00
BBQ Northwest Lagoon – “Seagull”	(4 BBQ’s)		
BBQ West Lagoon – “Lorikeet”	(4 BBQ’s)		
BBQ Muddy’s – “Curlew”	(1 BBQ) 50 to 150 pax		
BBQ Muddy’s – “Egret”	(2 BBQ’s)	Not for hire / public	Not for hire / public
BBQ Fun Ship – “Sandpiper”	(3 BBQ’s) 50 to 150	use only	use only

BOND – Does not apply to standard BBQ use where there is no alcohol and under 100 people

Events under 100 pax. No catering or alcohol	Not Applicable
Events under 100 pax. With Catering and/or alcohol	\$ 120.00
Events 100 – 500 pax	\$ 420.00
Events 500 + pax	\$ 850.00

BUMP IN / OUT

All additional days required for Bump In or Out in relation to the venue hire will be paid at **50%** of the nominal daily hire fee

COMMERCIAL ACTIVITIES

HIRE FEES & CHARGES

APPLICATION FEE - must be paid at time of lodging application (non-refundable)

Amusement Activities: base rate Per Ride Per Day + surcharge of 10% of gross revenue	\$ 130.00
Commercial recreation licence: Annual Licence	\$ 60.00
Circus/Open Air Concerts	\$ 405.60

VENUE HIRE	Estimated Capacity	Half Day	Full Day
CITY LOCATIONS			
City Place Soundshell Area	300 pax	\$ 676.00	\$1,352.00
City Place Plaza	1000 pax	\$ 684.00	\$1,368.00
Munro Martin Park	7200 pax	\$ 684.00	\$1,368.00
ESPLANADE LAGOON AREAS			
Westside of Lagoon	4000 pax	\$ 1,027.50	\$2,055.00
Eastside of Lagoon	2500 pax	\$ 1,027.50	\$2,055.00
Sister Cities Parklands	750 pax	\$ 1,027.50	\$2,055.00
OTHER ESPLANADE LOCATIONS			
Fogarty Park including use of Soundshell	7000 pax	\$1,352.00	\$2,704.00
Skate Plaza	2500 pax	\$1,081.50	\$2,163.00
Parkland near the Fun Ship	2500 pax	\$ 135.00	\$ 270.00
<i>Various other Esplanade locations, including Fogarty Park Parklands only (excluding use of Sound Shell) exist for hire. Price available on application.</i>			
BBQ LOCATIONS			
BBQ Promenade – “Pelican”	(2 BBQ’s)	\$ 195.00	\$ 390.00
BBQ Northeast Lagoon – “Jabiru”	(4 BBQ’s)		
BBQ East Lagoon – “Kookaburra”	(4 BBQ’s)		
BBQ Far East Lagoon – “Sister Cities”	(4 BBQ’s)		
BBQ Skate Park – “Sea Eagle”	(3 BBQ’s)		
BBQ McKenzie Street – “Osprey”	(1 BBQ) 50 to 150 pax		
BBQ Promenade – “Kingfisher”	(2 BBQ’s)	\$ 390.00	\$ 780.00
BBQ Northwest Lagoon – “Seagull”	(4 BBQ’s)		
BBQ West Lagoon – “Lorikeet”	(4 BBQ’s)		
BBQ Muddy’s – “Curlew”	(1 BBQ) 50 to 150 pax		
BBQ Muddy’s – “Egret”	(2 BBQ’s)	Not for hire / public	Not for hire / public
BBQ Fun Ship – “Sandpiper”	(3 BBQ’s) 50 to 150	use only	use only

BOND

Commercial Event Bond	\$ 3,385.00
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BUMP IN / OUT

All additional days required for Bump In or Out in relation to the venue hire will be paid at 50% of the nominal daily hire fee
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WEDDING CEREMONIES

HIRE FEES & CHARGES

APPLICATION FEE - must be paid at time of lodging application (non-refundable)

Ceremony Application Fee	\$ 65.00
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VENUE HIRE	Estimated Capacity	Half Day	Full Day
ESPLANADE LOCATIONS			
Westside of Lagoon	4000 pax	\$ 514.00	\$ 1028.00
Eastside of Lagoon	2500 pax	\$ 514.00	\$ 1028.00
Sister Cities Parklands – Incl access to high water pier	750 pax	\$ 514.00	\$ 1028.00
Unspecified Parklands	<100m2	\$ 96.00	\$ 192.00
	<500m2	\$ 186.50	\$ 373.00
	>500m2	\$ 338.00	\$ 676.00

Anything more than 10+ chairs, a signing table, and/or lectern placed on the designated area requires the applicant to hire the venue site. If there will be standing guests ONLY a venue hire may not be compulsory.

BBQ LOCATIONS			
BBQ Promenade – “Pelican”	(2 BBQ’s)	\$ 100.00	\$194.00
BBQ Northeast Lagoon – “Jabiru”	(4 BBQ’s)		
BBQ East Lagoon – “Kookaburra”	(4 BBQ’s)		
BBQ Far East Lagoon – “Sister Cities”	(4 BBQ’s)		
BBQ Skate Park – “Sea Eagle”	(3 BBQ’s)		
BBQ McKenzie Street – “Osprey”	(1 BBQ) 50 to 150 pax		
BBQ Promenade – “Kingfisher”	(2 BBQ’s)	\$ 194.00	\$ 390.00
BBQ Northwest Lagoon – “Seagull”	(4 BBQ’s)		
BBQ West Lagoon – “Lorikeet”	(4 BBQ’s)		
BBQ Muddy’s – “Curlew”	(1 BBQ) 50 to 150 pax		
BBQ Muddy’s – “Egret”	(2 BBQ’s)	Not for hire / public use only	Not for hire / public use only
BBQ Fun Ship – “Sandpiper”	(3 BBQ’s) 50 to 150		

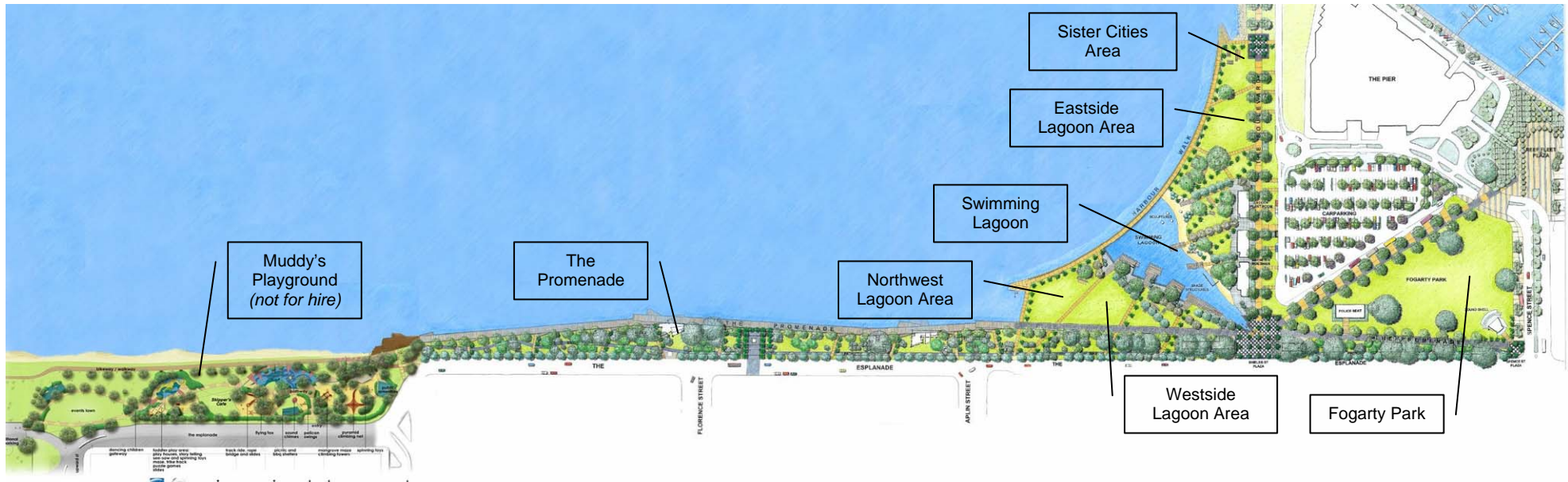
BOND – Does not apply to standard BBQ use where there is no alcohol and under 100 people

Events under 100 pax. No catering or alcohol	Not Applicable
Events under 100 pax. With Catering and/or alcohol	\$ 120.00
Events under 500 people	\$ 420.00
Events over 500 people	\$ 850.00

BUMP IN / OUT

All additional days required for Bump In or Out in relation to the venue hire will be paid at **50%** of the nominal daily hire fee

ESPLANADE AREAS



BBQs

