

Conditions of Use

Please read Gladstone Ports Corporation Parklands Conditions of Use prior to requesting permission to hold an event within GPC Parklands. The aim of GPC's Conditions of Use is to ensure the all users have a safe, enjoyable visit and sustainably manage the Parklands for future generations.

1. Events within Gladstone Ports Corporation Parklands

- Gladstone Ports Corporation (GPC) Parklands include; Marina Parklands, Spinnaker Park and East Shores Precinct.
- GPC categorises events into three groups:
 - Community and/or Major Events
 - Private Functions including Weddings
 - Fitness Sessions.

Event Category Definitions;

Event Categories	Definition
General Events	<ul style="list-style-type: none"> • An event attended by < 50pax. and does not involve any infrastructure. <p>NB. An approval is not required but, as a courtesy, please contact GPC on 1800 243 GPC (472) to discuss location and timing of event.</p>
Private Functions including Weddings	<ul style="list-style-type: none"> • An event attended by 50 – 249pax. and <u>is not</u> open to the general public. Examples:- Birthday parties, Funerals, Corporate functions etc. • A Wedding Ceremony and/or Wedding Reception. <p>NB. A 'Private Function' attended by >250pax. falls in the category of a 'Major Event'.</p>
Community Event	<ul style="list-style-type: none"> • An event which is open to the general public and attended by >50pax <249pax.
Major Events	<ul style="list-style-type: none"> • An event which is open to the general public and attended by > 250pax.Examples:- Festivals, Fun Runs, Concerts etc.
Fitness Sessions	<ul style="list-style-type: none"> • A 'once only' or recurring event attended by 1 – 249pax. and <u>is not</u> open to the general public. Examples:- Bootcamps, Personal Training Sessions, Classes etc. <p>NB. A Fitness event which is <u>open</u> to the general public falls in the category of a 'Community Event' and the 'Community and/or Major Event' Parklands Application Form must be completed. Example:- Community Fun Run</p>

- To utilise GPC Parklands for an event, you as the event organiser or user are required to follow the online application process at: www.gpcl.com.au
- For Community/Major Events or large private functions the online application process is divided into two sections.
 - The first step requires completion of an 'Expression of Interest Form' located at www.gpcl.com.au. Once this form has been submitted, GPC will contact the event organiser within five (5) working days. A *Preliminary Confirmation* may be provided by GPC should the EOI meet suitability and availability within our Parklands. This *Preliminary Confirmation* provides the event organiser with permission to proceed with event planning.
 - The second step requires the submission of an application form which includes more detailed information e.g. traffic management, parking plan etc. Once these details have been received and approved by GPC, a *Confirmation Letter* will be sent to the event organiser.
- All requests to utilise GPC Parklands for an event require a completed application form. Submission of the application form does not constitute approval for parkland usage. Once it is deemed that GPC Parklands criteria has been met and GPC management has approved the application, a *Confirmation Letter* will be sent to the event organiser.
- GPC Parklands are a free community space to be utilised by the general public, therefore a completed application form and a confirmation letter does not infer exclusive access to the area requested if already occupied by another party. GPC will endeavour to place your event in the requested area however it may transpire that the area is already occupied by members of the general public. In the unlikelyhood that this occurs, you are welcome to use another unoccupied area of GPC Parklands.
- Major GPC events will take priority during some months of the year. This may impact availability of particular areas.

2. Commercial Use

- GPC's Parklands are a free community space to be utilised by the general public and for planned events. Events attracting a commercial return may not be approved. However, if a gold coin donation is requested upon entry to an event, this is acceptable practice as long as 100% of funds raised is donated to a not-for-profit organisation.
- Market stalls, other than food, are not permitted in GPC Parklands. GPC reserves the right, under special circumstances, to consider amendments to this ruling. All food vendors are to be aware of GPC Parklands 'Conditions of Use' and obtain Public Liability Insurance and relevant Food Licences for the duration, scope and impact of the event.

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3. Indemnity by parkland users

- If approval has been assumed for a specified area for a temporary purpose only, it is with the understanding that the user or event organiser has accepted to indemnify GPC in respect of any claims for personal injury and/or damage to property as a result of, or attributable to the use of the subject area. GPC take no responsibility for any personal injury or damage to property caused by members of the event or associated organisation/s or the activity/event and suggest in the strongest possible terms that the user should obtain Public Liability Insurance for at least \$20,000,000 to protect their organisation and/or its members against claims and subsequent legal action for recovery of such damages.
- If the event is hindered by circumstances beyond GPC's control, GPC will not be held liable for any costs incurred due to alterations or cancellations.
- The user or event organiser is responsible for obtaining and adhering to all necessary approvals, licences and/or permits that are required under any legislation (whether Commonwealth, State or Local Government) for the running of the event.

4. Bond

- A bond will be required for all events within GPC Parklands, unless the event is attended by less than 50 people and does not involve the use of any infrastructure.
- A bond amount of \$50 is required for smaller events and a bond of \$250.00 for larger scale events. The bond is required 7 – 10 working days prior to the event. Failure to provide a bond will result in the automatic decline of the event. GPC will confirm the bond amount applicable to the scale of your event.
- Once a *Confirmation Letter* has been received by the event organiser, GPC will make contact to arrange a bond payment via phone or in person. A bond payment will not be accepted via email or in any written format.
- When providing a bond payment, a pre-authorisation of \$50 or \$250 is retained from the account provided by the event organiser. At the conclusion of the event and, providing there is no damage to GPC Parklands or infrastructure, a GPC representative will liaise with the event organiser to process retention or release of bond payments. This will occur within 30 days of the conclusion of the event. Personal details will be kept confidential at all times.

5. Advertising

- Following submission of an *Expression of Interest Form*, the event organiser will receive a *Preliminary Confirmation* which permits relevant advertising of the event e.g. advertising in medium such as print, online or radio. Promotion of the event should not occur before this is received.
- Community and/or major events may be required to recognise GPC for the provision of the parklands e.g. displaying GPC's logo on event advertising material. Please contact GPC's Corporate & Community Relations team on 1800 243 GPC (472) to discuss.

6. Liquor

- Alcohol is permitted between 10.00am and 8.30pm within specific areas of GPC's Parklands (*please view GPC Parklands Maps at www.gpcl.com.au*). Requests to consume alcohol outside these areas and/or times will require additional approval by GPC management. Such applications will be viewed on a case by case basis.
- All beverages must be in a container other than glass. Please refer to 'Glass' Condition (10). Where applicable, under Queensland Legislation, it may be the responsibility of the event organiser to obtain a liquor permit for the event.

7. Behaviour

- All persons must conduct themselves in an orderly manner and must not disrupt the peace afforded to other parkland users. Persons behaving in a manner that may damage the parklands or infrastructure or discredit the reputation of GPC may be removed from GPC Parklands and/or reported to the appropriate authorities.

8. Temporary Infrastructure

- Temporary infrastructure refers to marquees, inflatables, staging, tables and chairs, portable toilets etc.
- All temporary infrastructure requires approval by GPC before being erected within GPC Parklands. Marquees and jumping castles are to be secured with sandbags or similar. Pegs are not permitted within GPC Parklands.
- GPC does not give approval for an event to be fully fenced off as to exclude the general public or to enforce an admission payment.

9. Barbeques and food

- Open fires are not 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 parklands by the event organiser. No liquid other than clean water is to be poured on the gardens or down any drains.
- In accordance with current Food Hygiene Regulations, if food is to be provided free of charge or sold, the area hirer must obtain a Temporary Food Stall Permit from Gladstone Regional Council. It is the responsibility of the event organiser to ascertain if a permit is required.

10. Glass

- For the safety of patrons, no glass is permitted in GPC Parklands. All beverages must be in a container other than glass. Decanting from glass bottles is permitted providing matting or other similar covering is used to confine and guard against the possibility of broken glass being deposited on grassed areas. It is the responsibility of the event organiser to dispose of broken glass.

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11. Decorations

- If using balloons, streamers and decorations please use string, rather than sticky tape, to attach to structures. Please do not attach decorations to trees or plants. Nails, tacks and confetti are not permitted. At the conclusion of the event, decorations are to be disposed of appropriately. Please visit the Queensland Government website regarding the potential use of balloons; <https://www.qld.gov.au/environment/pollution/management/waste/balloons>.

12. Cleaning and Waste Management

- GPC Parklands must be kept clean and tidy at all times during the event period and left in a clean and tidy condition at the conclusion of the activity. Events may require the event organiser to engage a professional cleaning contractor for the duration of the event or after the event. If the area is not left in a satisfactory state, GPC may be required to arrange additional cleaning and the bond may be forfeited.
- GPC supply both general and recycling receptacles for use by the general public. Event organisers are responsible for rubbish being placed in the appropriate bins. Excess rubbish is to be removed from site. Event organisers may be required to organise additional waste receptacles if the standard issue is not sufficient for the number of attendees. At the conclusion of the event the additional waste receptacles must be placed on the curb, ready for collection. Removal of waste receptacles must occur within one (1) business day after the event.
- Portable toilets, if required, must be removed within one (1) business day after the event.

13. Animals

- Dogs are permitted within GPC Parklands, except at the East Shores Precinct Water Play Park. Dogs must remain on a leash at all times within our parklands. Owners must clean up after their pet.

14. Electrical equipment and generators

- Access to power is available at all BBQ facilities, the GPC Marina Main Stage and Plaza areas.
- Electrical equipment used within GPC Parklands must be tested and tagged and compliant with current Electrical Safety Regulations. Approval is required for multiple electrical equipment items. Electrical cables that cross pathways or lawn areas must be covered by cable covers. Cables required to be above ground must be fixed at a minimum of 2.4m. Please do not attach cables to trees or plants.
- Low noise generators are permitted if prior approval has been obtained. A suitable heat shield or matting is to be placed under motor. The event organiser must take all responsibility and practical measures to minimise environmental impacts such as the release of dust, fumes and smoke into the air.
- Please be mindful that event lighting e.g. portable lighting towers etc. must not interfere with or create a hazard for vehicular or marine traffic.
- Temporary sound equipment, lighting or similar equipment required to be installed on the GPC Marina Stage must be done so by a certificated Rigger with a current Riggers Certificate.

15. Noise

- Noise levels are to be kept to a minimum so as not to disturb the general public and must comply with the current Gladstone Regional Council Noise Nuisance Guidelines.

16. Safety and security

- The event organiser is responsible for ensuring a risk assessment has been conducted and adequate health and safety measures are in place to minimise harm or injury to event participants, staff and general public. Events must comply with Workplace Health and Safety Legislations. GPC reserves the right to modify approval at its discretion.
- Depending on the scope and scale of the event a First Aid Officer may be required to be in attendance.
- GPC is not responsible for providing security for temporary structures, equipment or crowd control.

17. Traffic management

- Car parking is to be confined to designated parking areas. GPC approval is required if vehicles need access to grassed areas. Should this approval be provided, vehicle speed limit on grassed areas is 5km/hr and vehicles are required to use hazard lights and give way to all pedestrians. If bollards are removed, please replace immediately after vehicle has entered or exited the grassed area.
- Traffic management plans may be required for community events, major events, weddings and private functions. The traffic management plan should include traffic control measures, parking plan and name of group/s assisting.

18. East Shores Precinct additional conditions of use

- The water play park and playgrounds are smoke free and alcohol free. Glass is not permitted in these areas.
- East Shores is a venue for everyone for all occasions and, as such, cannot be reserved for personal, commercial or community events. The exception to this is activities supporting the cruise ship industry and any other circumstances at the discretion of GPC.
- Please make use of the existing infrastructure and facilities. Due to the complex underground irrigation and rainwater harvesting system, marquees, jumping castles, banners, star pickets or similar are not permitted at East Shores.
- Dogs are permitted on the walkways throughout East Shores and must be kept on a leash at all times. Please remove their excrement using the bags provided. Dogs are not permitted in the water play park or playgrounds.
- Bikes, skateboards and scooters are permitted on pathways but are not permitted within the water play park and playground areas.
- Whilst enjoying the facilities please be considerate of others and follow the park rules as signed. Please note that East Shores is under 24hr CCTV surveillance.

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19. Special conditions

- GPC may impose additional conditions during the application process. All activities within any area of the GPC Parklands remain at the discretion and direction of GPC.

Conditions of Use definitions

GPC Gladstone Ports Corporation Limited

EOI Expression of Interest

Preliminary Confirmation *Preliminary Confirmation* may be provided by GPC should the EOI meet suitability and availability within our Parklands. This *Preliminary Confirmation* provides the event organiser with permission to proceed with event planning. It does not provide final *Confirmation*.

Confirmation Letter Once the application form, containing more detailed information such as traffic management and parking plans, has been approved by, a *Confirmation Letter* should be sent to the event organiser.

