

GPC Parklands

Conditions of Use

Please read Gladstone Ports Corporation (GPC) Parklands Conditions of Use prior to visiting or requesting permission to hold an event within GPC Parklands.

The aim of GPC Parklands Conditions of Use is to ensure all users have a safe and enjoyable visit and participate in sustainably managing 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 (3) groups:
 - Private Functions and Weddings
 - Community and/or Major Events
 - Fitness Sessions

• Event Category Definitions

Event Categories	Definition
General Events	An event attended by 50+ persons and <u>does not</u> involve any infrastructure. NB. An approval is not required but, as a courtesy, please contact GPC on 49761 510 to discuss location and timing of event.
Private Functions	An event attended by 50-249 persons and <u>is not</u> open to the general public. Examples: Birthday parties, Funerals, Corporate Functions etc. NB. A 'Private Function' attended by 250+ attendee falls in the category of a 'Major Event'.
Weddings	A Wedding Ceremony and/or Wedding Reception
Community Event	An event which <u>is open to the general public</u> and attended by 100+ attendees
Major Events	An event which <u>is open to the general public</u> and attended by 250+ attendees. Examples:- Festivals, Fun Runs, Concerts, Community Service Days, Expo's etc.
Fitness Sessions	A 'once off' or recurring event attended by 1-249 persons and <u>is not open to the general public</u> . Examples: Boot camps, Personal Training Sessions, Classes etc. NB. A Fitness event which <u>is open to the general public</u> falls in the category of a 'Community Event' and the 'Community and/or Major Event' Parklands EOI Application Form must be completed. Example:- Community Fun Run, Walks

- 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/environment/parklands/
- For Community/Major Events or large **250+** Private Functions the online application process is divided into two sections.
 - **Part One (1)** requires completion of an Expression of Interest (EOI) Form located at www.gpcl.com.au. Once this form has been submitted, GPC will contact the event organiser within fifteen (15) 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.
 - **Part Two (2)** requires the submission of an application form which includes more comprehensive information e.g. Site Plan, Risk Assessment, Traffic Management/Parking Plan, Waste Management, Run Schedule 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.

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

- GPC reserves the right to introduce a bond for events within the GPC Parklands.

5. Advertising

- Following submission of an *Expression of Interest (EOI) Form* for Community/Major Events, 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

- 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, inflatables, jumping castles and like are to be secured with sandbags, water weights or similar.
- **Pegs or sharps objects 'spiked' into GPC Parklands grounds are strictly not permitted, due to the complex underground irrigation.**
- 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. GPC reserves the right, under special circumstances, to consider amendments to this ruling.

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, grass or down any drains.
- In accordance with current Food Hygiene Regulations, if food is to be provided free of charge or sold, the event organiser 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, Glass is **strictly prohibited** 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.

11. Environmental Awareness - Decorations

- **GPC** ask that you consider your environmental impact at your event.
- Decorations e.g. single use balloons, nails, tracks, zippy ties, confetti and glitter are **not permitted** within the Parklands.
- To prevent damage to green and hard scapes
 - Please **do not** attach decorations to trees and plants
 - Please use string, rather than sticky tape, to attach to structures
- At the conclusion of the event, all decorations **must be disposed of appropriately**.

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 event.
- Events may require the event organiser to engage a professional cleaning contractor for the duration of the event and/or after the event. If the area is not left in a satisfactory state, **GPC** may be required to engage to arrange additional cleaning at a cost to your event.
- **GPC** supply both general and recycling receptacles for use by the general public only. Event organisers are responsible for rubbish being placed in the appropriate bins. Excess rubbish is to be removed from site.
- Additional waste receptacles are required for events with more than **+500** 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.
- Community and/or Major Events applying for Marina Main Stage and Events Plaza areas must provide additional waste receptacles.
- Additional portable toilets are required for events with more than **+500** attendees. If required, they must be removed within one (1) business day after the event.

13. Animals

- Dogs are permitted within **GPC** Parklands, **except** within the East Shores Precinct Water Play Park or Playground areas.
- Dogs must remain on a leash at all times within **GPC** Parklands.
- Owners must clean up after their pet, please remove their excrement using the bags provided.
- Petting Zoos may be permitted on a case to case basis, at the discretion of **GPC**.

14. Electrical Equipment and Generators

- Access to power is available at all BBQ facilities.
- **GPC** Marina Main Stage and Events Plaza areas require notification.
- 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. 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 at www.gladstone.qld.gov.au

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.
- Vehicles are not permitted on grassed 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.
- Should this approval be provided, if bollards are removed, please replace immediately after vehicle has entered or exited the grassed area.
- Traffic Management Plans may be required for community, major events, weddings and private functions. The Traffic Management Plan should include traffic control measures, parking plan and name of vendor and/or group/s assisting.

18. East Shores Precinct Additional Conditions of Use

- Smoking and the consumption of alcohol are not permitted at East Shores Water Play Park and Playground areas.
- East Shores is a venue for everyone and cannot be reserved for personal, commercial or community events. The exception to this is activities supporting the cruise ship industry, fitness sessions and any other circumstances at the discretion of **GPC**.
- Please make use of the existing infrastructure and facilities only.
- Due to the complex underground irrigation and rainwater harvesting system; marquees, inflatables, jumping castles, banners, star pickets or pegs are strictly not permitted at East Shores.
- Dogs are permitted on the walkways/pathways throughout East Shores and must be kept on a leash at all times. Owners must clean up after their pet, please remove their excrement using the bags provided.
- Dogs are not permitted in the Water Play Park or Playground areas.
- Bikes, skateboards and scooters are permitted on walkways/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 Precinct is under 24hr CCTV surveillance.

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**.

Definitions

GPC Gladstone Ports Corporation Limited