

Park Usage Policy: Use by Conference and Corporate Associated Events

Effective from: (date adopted by Council)
 Contact Officer: Executive Coordinator Parks
 Next review date: October 2016
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OBJECTIVES

- o ensure that the use of Council parklands for conference/convention and corporate related activities is consistent with responsible management practices.
- o provide organisers with a guide to the use of parklands for activities associated with conferences, conventions and corporate activities.

Key Focus Area	A city loved for its green, gold and blue
Key Focus Area - Outcome	Parks and open green spaces are safe, connected and accessible for all members of the community
Performance Measures	<p>Number of formal complaints regarding booked events in Council parks.</p> <p>Number of times park users who state that they were not made aware of the guidelines (after an incident or complaint)</p> <p>Percentage of bond money not returned to user due to unfit state of park after booked event</p>
Corporate Risks	<i>Environment</i>

POLICY STATEMENT

Council permits the use of parklands for conference/convention /coporate activities subject to the conditions described in the attached guidelines.

The Director of Community Services, Manager Parks and Recreational Services and Executive Coordinator Parks hold delegated power to determine applications in accordance with the provisions of this policy and attached guidelines.

Any application that does not strictly comply with these guidelines may still be considered on the individual merits of the application and subject to fees and conditions as determined by delegated officers.

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The Divisional Councillor will be notified and consulted regarding all applications.

The overriding principles are:

- a) Provide for appropriate public access to parks and reserves for active and passive recreation; and
- b) Protect the safety of persons using parks and reserves; and
- c) Preserve features of the natural and built environment and other aspects of the amenity of parks and reserves; and
- d) Regulate activities in parks and reserves and ensure appropriate standards of conduct.

SCOPE

All applications from conference / convention / corporate organisers to hold activities on Council-controlled land will be determined in accordance with the provisions of this policy and attached guidelines.

This policy is not an opportunity for private individuals to hold private functions on parks, rather legitimate registered businesses with appropriate public liability cover.

This policy applies to the temporary use of parklands. Any activities which do not comply with the definition of *temporary use* (see Definitions) will require Town Planning approval.

This policy does not apply to those Council sponsored events managed by Council's Special Events Unit (Economic Development and Major Projects)

DEFINITIONS

Conference and convention associated activity: includes those events which exclude members of the public and are set aside for delegates (guests) associated with in most cases, conventions and or conferences being held in the city. Organisers / service providers seek approval to use parks for activities such as outdoor dining and entertainment in an aesthetic setting.

Corporate activities: include events which exclude members of the public and are set aside for delegates (guests) associated with business functions in designated park sites.

Temporary use: under the GCCC Planning Scheme is defined as a use that is irregular or infrequent that does not require the construction of a permanent building, the installation of permanent infrastructure or services, or works such as vegetation clearing or other

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operational work. A temporary use must not occur for more than 28 days in any one calendar year.

RELATED POLICIES / LEGISLATION

- Local Law No 9 (Parks and Reserves).
- Subordinate Local Law No 9.1 (Parks and Reserves)
- Park usage Policy Temporary Use of Parks by Individuals, Groups and Community Organisations.
- Park Usage Policy: Temporary Commercial Recreation Activities.
- Gold Coast City Council Planning Scheme

REPORTING REQUIREMENTS

Details to be recorded for each approved event

- Type, duration, dates/days of week/hours, location (name of park)
- Benefits and costs to community
- Community response to allowing event
- Complaints received
- Applicant contact details
- Payment details
- Security bond refunded

RELATED DOCUMENTS

- Guidelines for Park Usage Policy: Use By Conference And Corporate Associated Events. (Attachment A)
- Activities approved under this policy are registered on Council's Park Bookings database.

RESPONSIBILITIES

Compliance with the provisions of this policy, and any attached guidelines/templates, is mandatory

Sponsor	Director Community services
Business Owner	Manager Parks and Recreational Services
Policy implementation	Parks & Recreational Services Branch Staff Special Events Unit

PARK AVAILABILITY

Applications for the use of selected parks will only be considered in most cases where the proposed date/s fall outside of busy weekends, peak holiday periods, community festivals and Council-sponsored special events (e.g. Surf Lifesaving Carnival) and other noted / identified high visitation periods by the general public.

The timing of such activities will also take into consideration prior and post activities already scheduled to avoid popular sites being over used.

Functions are generally restricted to the hours between 7.00am to 10.00pm.

Park availability and a guide to maximum capacity is as follows:

Conferences and Conventions

Park	<i>Maximum private business functions in any calendar year and recommended carrying capacity</i>
Pratten Park	3 x up to 700 guests
Jariparilla Park	
Phillip Park (North of Sheraton Mirage and behind dunes.)	3 x up to 700 guests
Evandale Parklands: Lake Precinct (In association with activities/ events hosted by the Gold Coast Arts Centre)	6 x 2000 guests
Coolangatta Foreshore	4 x up to 2000 guests
Kirra Foreshore Parklands	4 x up to 500 guests
Broadwater Parklands	Unlimited – but subject to compatible activities occurring in BP's (other community events and festivals)

Corporate Activities (Private Business Functions)

Park	<i>Maximum private business functions in any calendar year and recommended carry capacity</i>
Gold Coast Regional Botanic Gardens	6 x up to 300 guests
Broadwater Parklands	Unlimited – but subject to compatible activities occurring in BP's (e.g. other community events and festivals)
Evandale Park (in association with events and activities hosted by Gold Coast Arts Centre)	6 x up to 500 guests

Changes to the maximum number of private business functions to be considered by officers in consultation with Divisional Councillor.

PROCESSING TIME FOR APPLICATION

All requests for use of parkland controlled by the Gold Coast City Council must be made in writing and lodged 12 weeks in advance of any proposed date of use.

TYPE OF USE

Applicants must describe the use, concept, program, date, time, duration, and number of persons expected to attend.

INSURANCE/INDEMNITY

Applicant must provide written evidence of public liability insurance cover providing indemnity of not less than \$20,000,000 for the proposed use.

BONDS (SECURITY DEPOSIT)

A refundable bond ranging from \$1000 to \$10,000 will apply depending on the nature of use and payment in full is required to be paid prior to event date. Indicative scale of bonds:

BOND STRUCTURE (INDICATIVE)

No of Guests	Marquees	Vehicle/Plant required in general area	\$
UP TO 200	<200 m ²	< 1 tonne capacity (car, utility)	1,000
200 TO 800	200 – 800 m ²	< light trucks/vans	5,000
OVER 800	>800 m ²	Cranes, semi-trailers,	Up to 10,000

All bonds are to be paid into trust fund account 74648 /Use Parks.

Should the Chief Executive Officer (CEO) or delegate be of the opinion that damage has been caused to the parkland and/or the area has not been cleaned to his/her satisfaction, the CEO, if he/she so determines, shall have recourse to the security deposit to rectify the area to the amount of the actual cost incurred by the Council.

FEE STRUCTURE (GST EXCLUSIVE)

Ground rental will apply for all events that involve exclusive use by invited guests and not open to the general public

(Refer Council's Regulatory and Non Regulatory Fees & Charges).

All fees are to be paid into special Citipac account 98493 "Park Convention and Conference Fees".

CAPACITY LIMITATION

Maximum number of guests will depend on the venue and its current usage levels and car parking availability.

SECURITY

Organisers are responsible for the hire and payment of 24-hour security to ensure no damage is done to the site and that no member of the public gains access to the site.

HOURS OF OPERATION

Generally restricted to 7.00 am to 10.00 pm.

Approvals will not be granted on parks during moderate to high visitation periods.

HOURS OF SET UP AND CLEAN-UP

By negotiation, however, preferably within 12 hours and absolute maximum of 24 hours of proposed event / use. An approved event's performance will be measured closely in regard to this condition and performance will influence future applications.

VEHICLE ACCESS

Restricted to service vehicles only.

PARKING FACILITIES

Restricted to formal car parks and on street parking where available. No general parking on grassed park areas will be allowed.

ERECTION OF STRUCTURES

Temporary structures only permitted following approval from Council and may be subject to certification by Licensed Structural Engineer. All additional cost to be the responsibility of the applicant.

ALCOHOL CONSUMPTION

Subject to application and approval by Council and Liquor Licensing Commission.

SPECIAL EFFECTS (EG. FIREWORKS, LASERS)

Subject to negotiation with Council and compliance with all relevant legislation and regulations. Impact assessment may be required. Fire works will not be permitted at Evandale Parklands site. Other sites will be determined upon application.

ACCESS TO POWER AND WATER

As available included in fees.

Additional power will be the responsibility of the applicant.

ACCESS TO EXISTING AMENITIES

As available included in fees.

Additional amenities will be the responsibility of the applicant.

AMPLIFIED MUSIC

Subject to negotiation with Council and in accordance with all legislation and regulations administered by Councils' Health, Regulatory & Lifeguard Services Branch. Impact assessment may be required.

WASTE MANAGEMENT REQUIREMENTS (TOILETS, CLEAN UP, GARBAGE DISPOSAL, ETC)

Venue must be left in a clean and tidy state. Extra garbage bins and/or external portable toilets at a ratio of 1 per 50 – persons may be required.

GENERAL HEALTH CONDITIONS

In accordance with Council's Health, Regulatory & Lifeguard Services Branch

SECURITY AND SAFETY REQUIREMENTS

Subject to Council requirements depending on event and to be the responsibility of applicant. Subject to the Workplace Health and Safety Act 1999.

COMPLIANCE WITH COUNCIL'S LOCAL LAWS AND POLICIES

As per existing Local Laws and Policies.

SPONSORSHIP SIGNAGE

In accordance with Council's Health & Regulatory Services Branch

DETAILS TO BE RECORDED FOR EACH APPROVED EVENT

- Type, duration, dates/days of week/hours, location (name of park)
- Benefits and costs to community
- Community response to allowing event
- Complaints received
- Applicant contact details
- Payment details
- Security bond refunded