



## 2016 TERMS AND CONDITIONS FOR USE OF THE BEENLEIGH TOWN SQUARE FOR EVENTS

### APPROVAL PROCESS

1. The Beenleigh Town Square is classified as an outdoor pedestrian mall under Local Law 6.
2. Submission of an application does not constitute approval for usage of the Beenleigh Town Square (BTS).
3. Where a fee/bond is applicable, approval is not finalised until payment is received.
4. Confirmation of booking will be provided in writing and forwarded to the postal or email address included on the application.

### BOND

5. A security bond may be required for your event. Logan City Council will assess the type of event you are having and advise the appropriate bond required for your booking.
6. The bond will be held until completion of the usage period and will be released after inspection and confirmation that the area has not sustained any damage as a result.

### GENERAL CONDITIONS

7. The Beenleigh Town Square is a smoke-free zone where smoking is banned under the Logan City Council Local Law No. 6 (Smoke Free Places) 2015. People who are seen smoking in the area will be asked to stop, and anyone who continues to smoke after receiving a warning may be issued with an infringement notice.
8. The event organiser is required to follow the terms and conditions of use of the BTS at all times.
9. Events may require an event permit or a licence. The following table summarises requirements and assessment timeframes for licences:

Requirements	Assessment timeframes		
<b>Small (Area 1,2,3,4)</b>			
– Booking form			
– Event Operator to follow - terms & conditions			
– Food or Stall or Market License		10 working days	
– Venue hire Agreement			
<b>BTS Fees (for bookings after 30/9/2016)</b>	<b>1 hour</b>	<b>4 hours</b>	<b>8 hours/h</b>
Area 3 - Market Space (600m <sup>2</sup> )	\$60.00	\$150.00	\$300.00
Area 4 - Civic Platform (150m <sup>2</sup> )	\$60.00	\$150.00	\$300.00
<b>Medium (Area 5)</b>			
– Booking form			
– Food or Market License		10-20 working days for markets and events	
– Local Law License Conditions		Food Stall License - 10 working days	
– Venue Hire Agreement			
<b>BTS Fees (for bookings after 30/9/2016)</b>	<b>1 hour</b>	<b>4 hours</b>	<b>8 hours/h</b>
Area 5 (3370m <sup>2</sup> )	n/a	\$250.00	\$1,000.00
<b>Large (Area 6)</b>			
– Booking form			
– Food, Market or Event License		20 working days.	
– Local Law License Conditions		Food Stall License - 10 working days	
– Venue Hire Agreement			
– Local Law 12 Security Bond			
<b>BTS Fees (for bookings after 30/9/2016)</b>	<b>1 hour</b>	<b>4 hours</b>	<b>8 hours/h</b>
Area 6 (6470m <sup>2</sup> )	n/a	\$500.00	\$1,000.00
<b>Note:</b> User groups of the Beenleigh Town Square will be eligible to apply for a reduction of hire fees in accordance with Councils Delegation of Authority - Waiver or Concession of Rental Fees for Use of Councils Major and Community Venues.			

**Should you have any queries regarding use of the Beenleigh Town Square, please contact the BTS Precinct Manager by phone on 07 3412 4247 or by email [beenleightownsquare@logan.qld.gov.au](mailto:beenleightownsquare@logan.qld.gov.au).**



## Beenleigh Town Square

### ALL EVENTS

10. The general public must not be excluded from accessing or using the surrounding area. Pedestrian movement should be retained through the site in accordance with the [Pedestrian Movement Map](#).
11. Car parking is to be confined to designated parking areas. Vehicles are not permitted on non-trafficable areas and are not permitted inside the perimeter of the BTS or onto any grassed areas without specific prior approval. The trafficable area is clearly demarcated on the [Pedestrian Movement Map](#).
12. The event organiser shall actively maintain pedestrian movement through the precinct as shown on the [Pedestrian Movement Map](#).
13. Adequate fire safety installations and means of access from the event must be maintained at all times.
14. The event organiser should ensure that there are adequate facilities to cater for event patronage e.g. the provision of port-a-loos and event specific waste bins.
15. The event organiser shall not move any large or heavy goods through the precinct without the prior consent of the BTS precinct management.
16. The area is to be left in a tidy condition with all refuse and litter collected and placed into provided receptacles. These receptacles are not to be overfilled. Waste containers sufficient to accommodate the collection and storage of all waste generated as part of the operation of the event must be provided. In the case where event bins are not provided, all litter must then be removed from the site by the event organiser immediately at the end of the event.
17. All waste (including waste water) generated as part of the operation of the event must be disposed of in a safe and sanitary manner and in a manner which maintains the operation of the event and its surrounds in a clean, tidy, sanitary and hygienic condition.
18. All waste water generated during or from the operation of the event must be discharged safely to the sewerage system or an on-site sewerage facility.
19. Human wastes from the operation of the event must be disposed of at a dedicated sanitary facility, a sanitary convenience, the sewerage system or an on-site sewerage facility.
20. Waste from the operation of the event must not be disposed of into the stormwater system, waters or a watercourse.
21. The event organiser will be required to clean stains and waste from the area. In the event that the area was not cleaned to the satisfaction of the BTS precinct management a professional cleaning company will be engaged to undertake the cleaning of the area at the cost of the event organiser.
22. When vacating the area, the event organiser should ensure that all items attached to any structures e.g. balloons, streamers and decorations are removed. No such fixtures including fairy lights or balloons are to be attached to trees and no nails or tacks are to be used on any vegetation or structures.
23. No infrastructure or vegetation is to be interfered with or damaged.
24. Any damage caused wilfully or accidentally is the responsibility of the approved user and Logan City Council reserves the right to recover financial costs associated with such damage.
25. No printed literature, posters, handbills etc. are to be distributed, displayed or affixed on or over roads or on poles or fences within the precinct.
26. Under Subordinate Local Law 9.2 (Election Signs) the BTS is deemed Council property and election signs are prohibited for all events.
27. The operation of any amusement ride or other amusement equipment in the Event Area will not be permitted without the written approval of the precinct manager. The BTS precinct management can revoke this permission at any time, subject to weather conditions. If you intend to have any amusement equipment, the applicant or the operators are required to have a current registration certificate for that plant, from the Office of Fair and Safe Work Queensland, Department of Justice and Attorney-General. They can be contacted on 1300 362 128 or refer to the Worksafe website for more information.

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28. The organiser will not be allowed to advertise anything of a political or religious nature without the prior written consent of the BTS precinct management.
29. Overcrowding must not be permitted to occur as part of the operation of the event.
30. Adequate means of evacuation must be maintained as part of the operation of the event
31. Adequate space must be provided for all persons and the public involved in the operation of the event.
32. The organiser must not store or use any hazardous, flammable, corrosive, dangerous or explosive goods or substances (dangerous goods and hazardous substances) on the premise without approval by Council.
33. The organiser must immediately inform the Precinct Manager as soon as the organiser becomes aware of any matter which may affect the safety and security of the premises, or give rise to an emergency.
34. Water intended for use for domestic purposes as part of the operation of the exempt event must be from an approved water source. The water supply for drinking purposes must be potable water.

#### **LICENCES**

35. A local law licence will be required under *Subordinate Local Law 9.8 (Events) 1999* for a person or group to operate an event for more than 14 days per calendar year. An event can include a carnival, concert, festival, fete, fireworks, show or exposition.
36. Under the Subordinate Local Law 9.8 (Events) 1999, an event is considered to be an exempt event if it is an event organised by a school, church or charity, subject to a lease or holds a tenancy agreement with Council. An exempt event is required to comply with the following prescribed criteria under the Subordinate Local Law No. 9.8 (Events) 1999.
37. A local law licence is required for a market. A market is defined under the *Logan Planning Scheme 2015*.
38. If an event includes a food business producing food for sale the business will require to hold a licence under the Food Act 2006. Temporary Food Stalls are required to submit an application to Logan City Council for approval. Mobile food vehicles will require to be licensed and the vehicle can hold a licence through either Logan City Council or another local government.
39. Food businesses may be exempt from holding a food licence if they are operating a temporary food stall run by not-for-profit organisation or the food business sells only drinks and pre-packaged snack foods.
40. Other licences may be applicable to your event and if you are unsure if your event requires a licence approval, contact Council.

#### **PERMITS**

41. A permit is required for certain business activities pursuant to Local Law No. 12 (Council Property and Other Public Places) 2003. Such businesses include touting, busking, film production, a stall (e.g. table and chair offering goods for sale), itinerant vending and footpath dining.
42. Conditions vary depending on the permit type.
43. A full list of permit conditions may be viewed in Subordinate Local Law No. 12.1 (Businesses on Public Places Other Than Council Facilities and Community Facilities) 2003 at Council's Customer Service Centre or on Council's website at <http://www.dilgp.qld.gov.au/local-government/laws/local-laws-database.html>
44. Applications for permits must be made in writing on the approved application form available at Council's Customer Service Centres or online at <http://www.logan.qld.gov.au/laws-and-permits/business-licensing/licensing-and-approvals>
45. The time for Council to decide on a permit is 10 business days. An application fee is required to accompany the application and some activities such as film production, itinerant vending and footpath dining will require a security deposit.
46. The term of a permit issued under Local Law No. 12 (Council Property and Other Public Places) 2003 shall be from the date of issue until the thirtieth day of the following June unless otherwise specified in the permit. Application for renewal may be made for a reduced fee and the provision of public liability insurance details.

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47. Charity and fundraising activities are regulated by the Office of Fair Trading under the Collections Act 1966. Information is available at <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/charities-and-fundraising/>

## **STRUCTURES**

48. Organisers intending to install structures for their event must receive prior approval by the BTS precinct management.
49. Any tent/marquee must be no larger than 3 m x 3 m and be weighted down with sand bags or similar as no pegs are allowed.
50. Structures are not to be placed within an area that restricts public access, such as across pathways. (refer to the Pedestrian Movement Map)

## **ALCOHOL**

51. Under Queensland State Law, consumption of alcohol in a public place (without the appropriate licensing) is strictly prohibited.
52. If you intend to sell or supply liquor to others you will need to obtain endorsement from Logan City Council and will also need to apply for a liquor licence or permit with the Queensland Government (<https://www.business.qld.gov.au/industry/liquor-gaming/liquor/liquor-wine-licensing/licence-permit-applications>)

## **NOISE**

53. The organiser should not in any circumstance be involved in activities in or near the Beenleigh Town Square which might be a nuisance to other occupiers or visitors to the Precinct or to the occupiers of other properties in the vicinity of the Precinct.
54. Noise emitted from the activities of any event must not constitute a noise nuisance pursuant to the Environmental Protection Act 1994.
55. The use of a sound amplifier will not be allowed during business hours unless prior approval has been obtained from the BTS precinct management. The use of a sound amplifier is to be such so as not to produce a volume of sound other than is reasonably necessary for the hearing and enjoyment of persons at the activity and so that the sound level is of no disturbance to other park users or neighbouring properties.

## **PUBLIC LIABILITY**

56. Logan City Council takes no responsibility for any personal injury or damage to property caused by event organiser, event organisation or the activity/event. Council is to be indemnified against any responsibility for any circumstance that may occur in relation to, or as a result of, the event. The event organiser must have current public liability insurance to the value of \$20 million, unless otherwise approved by Council. A copy of a Certificate of Currency for public liability insurance to the value of \$20 million, indemnifying Council, is required to be provided to Council together with evidence that the premium has been paid.

## **MEDIUM EVENT (AREA 5)**

57. An event management plan should be submitted to the satisfaction of the BTS precinct management at least two weeks prior to the event.

## **LARGE EVENTS**

58. A road closure permit must be obtained and the event organiser must adhere to all conditions of any road closure permit issued for the event. Approval of the event does not pre-empt the approval of the required road closure permits.

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59. An event management plan should be submitted to the satisfaction of the BTS precinct management at least two weeks prior to the event.

### **OTHER CONDITIONS**

60. In addition to the standard Terms & Conditions, Council may impose other special conditions or guidelines for use of the Beenleigh Town Square which are specific to your activities as part of event approval process.

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