



SOUTH BURNETT
REGIONAL COUNCIL

The Dr Ellen Kent Hughes Forecourt



The intended use of this area is to give the community public access to Council offices, Library & Town Hall and the use by the community as an area as passive open space.

Consideration will be given to community organisations to use the area for special functions / events that do not conflict with Council's general intent of the use of the forecourt.

Standard conditions apply to all bookings of Council's facilities, however special consideration to requests to waive these conditions in certain circumstances can be approved by the Chief Executive Officer.

The forecourt is unavailable for weddings and private functions.

GENERAL INFORMATION

Functions that utilise the Forecourt and the Hall require the booking of both venues.

The Forecourt will generally be available between 7.00 a.m. to 9.00 p.m. seven days a week.

- Applications to book the facilities must be received at least 3 weeks prior to function / event.
- Vehicle access will not be permitted within the Forecourt area unless written approval has been granted
- Smoking is not permitted in the Forecourt or Town Hall.
- Free-standing tents / marquees only can be used. (Marquees and tents must use sand bags as a method of erection. The use of tent pegs is not permitted).
- A Temporary Food Stall Licence may be required. Please contact Council's Environmental Health on 07 4189 9100 for further details or download the Temporary Food Licence application on Council's Website www.southburnett.qld.gov.au
- Alcohol consumption will require a licence from [Office of Liquor and Gaming Regulation](http://www.olqr.qld.gov.au/industry/liquor_licensing/gettingLiquorlicence/index.shtml) http://www.olqr.qld.gov.au/industry/liquor_licensing/gettingLiquorlicence/index.shtml

Please do not;

- Throw confetti, rice, streamers or similar materials.
- Consume alcohol which is not in a licensed area.
- Attach posters, boards or similar on any structures.
- Bring vehicles into the area (unless written approval has been granted).
- Ensure no damage to Council property, garden beds/shrubs or furniture



BOOKING ENQUIRIES

For all new booking or existing application enquiries,

- Telephone Council on (07) 4189 9100

Or

- Download the *Use of Dr Ellen Kent Hughes Forecourt application* from Council's website www.southburnett.qld.gov.au

STANDARD BOOKING CONDITIONS

Standard booking conditions apply, any exemptions, additions or requirement for a security bond or fee for the use of power etc are at the discretion of the Chief Executive Officer and will be contained within your confirmation booking letter.

Standard conditions are;

- Remove all litter and leave the area in a clean and tidy condition.
- Control noise so that it does not cause disruption to the general public.
- Cease all amplified music no later than 9.00 p.m.
- Keep to the function's start and end times as shown on the approval booking confirmation letter.
- Restoration work resulting from damage to the Forecourt surfaces is at the expense of the applicant.
- No interference or removal of fixtures.
- Items brought into the area are removed at the close of the event.
- Use cannot conflict with existing commercial operation and public access to these facilities. There is space provided on the application form to provide information on how the event will be managed to minimise disturbance on the commercial operations of the cafe and public access to the Library and Council offices during business hours.
- Comply with any special booking conditions listed within the confirmation booking letter.

For further information, please contact Council on (07) 4189 9100

