



# Designated Sites and Special Bookings Application

**Please mail completed form to:**  
Brisbane City Council  
Families & Community Services  
Local Asset Services  
GPO Box 1434  
BRISBANE QLD 4001

**NOTES:** *You will be contacted to confirm dates and conditions of use.*  
**DO NOT send cheque until you receive confirmation.**  
**GST applies to booking fees.**

## 1 Applicant's details

Name of person responsible for function

Name of company or person applicant acting for

Address

  

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Postcode

Business hours phone number

After hours phone number

Fax number

Mobile number

## 2 Function details

Type, e.g. *wedding, product launch*

Date/s

From	To
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Time/s

Start time	Finish time
<input type="text"/> : <input type="text"/> am / pm	<input type="text"/> : <input type="text"/> am / pm

**Please allow time for set up and pull down**

Location(s)

*Please give park name and area number if designated site*

First preference

Second preference

Number of guests *Approximately*

Is power required?

Yes

No

Function details or special request(s)

  

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## 3 Applicant's agreement

*I acknowledge and agree to abide by the conditions of booking and any special conditions which may be advised.*

Signature

Date

## Office Use Only

Customer number

Invoice number



*Dedicated to a better Brisbane*

BRISBANE CITY COUNCIL

## Designated Sites and Special Bookings Application Checklist

***To assist in processing your application, please complete the following checklist and return with your application form.***

Will you be erecting a marquee or tent or other structure in the park, e.g. *stage*?

No  Yes

Will you be erecting a jumping castle or rides in the park?

No  Yes

Will you be seeking special permission to allow vehicle access into parkland?

No  Yes

Will you be selling liquor to the public?

No  Yes

Is it a commercial activity, e.g. *product launch, function*?

No  Yes

Is it for filming?

No  Yes

Will you be conducting an organised event in the park, e.g. *festival, market, cricket match, athletics carnival, fun run*?

No  Yes  *Give details*

Will animals be displayed or involved in the event, e.g. *dog show, pony rides*?

No  Yes

Are you planning a wedding in the park?

No  Yes  *Give details*

Groom's name \_\_\_\_\_

Bride's name \_\_\_\_\_

Will food be sold to the public?

No  Yes

Will you be having high risk activities, e.g. *fireworks, parachuting*?

No  Yes