

STALL HOLDER REGISTRATION FORM – Emerald NAIDOC Week Celebrations

All forms to be completed by **Monday 22 June 2026** and emailed
to lconnell@chrc.qld.gov.au or lspackman@chrc.qld.gov.au

Applicant Details					
Company/Organisation Name:					
Postal Address:					
Contact Person:					
Phone:					
Mobile:					
Email:					
Stall Details					
Purpose of stall:					
Will you be setting up an information stall? YES / NO					
If yes, please specify:					
Will you be running an activity? YES / NO					
If yes, please specify:					
Will you be selling products? YES / NO					
If yes, please specify:					
Will you have giveaway items? YES / NO					
If yes, please specify:					
Will you provide food/drinks? YES / NO					
If yes, please specify:					
If yes, have you completed a Temporary Food Stall Permit YES / NO					
You Have	Yes	No	Gazebo Size	Qty	Comments
Gazebo					
Tables			NA		
Chairs			NA		
Other Requirements					
You Need	Yes	No	Gazebo Size	Qty	Comments
Gazebo			3x3 3x6		We can't guarantee this size
Tables			NA		
Chairs			NA		
Other Requirements					

Public Liability Insurance

Public Liability Insurance Company:

Public Liability Policy Number:

Valid from:

Valid to:

Event Access, set up and pack up times

Set-up times 7.00am to 9.00am.

Pack-up times 2.00pm to 3.30pm.

Event Access Notes:

- Limited vehicles are allowed within the event grounds during set-up & pack-up times.
- Seek direction from council staff for permission on site

Applicant's Comments / Requirements:

OFFICE USE ONLY

APPLICATION APPROVAL (EVENT OWNER)

Application is: APPROVED / DECLINED /
CONDITIONALLY APPROVED

Name:

Position:

Signature:

APPROVAL CONDITIONS (where applicable)

Applicant Agreement

In making this application, I confirm that I have read and agree to be bound by the Terms and Conditions for the Event and booking, including strict acceptance of and adherence to further instruction or conditions as advised by CHRC at the time of approval, and/or prior to, during, or after the Event.

Name:

Signature:

Privacy notice: Council is collecting the personal information you supply on this form for the purpose of processing your application. Council will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the *Information Privacy Act 2009*.

TERMS AND CONDITIONS

It is the applicant's responsibility to read all of the Terms and Conditions relevant to the temporary use of Council controlled spaces prior to submitting the registration form. By signing this form, the applicant is confirming they understand and agree to the terms and conditions and any approval conditions that may be advised in this document or confirmation letter.

BOOKINGS:

Bookings, cancellation, or changes to bookings must be made in writing to Council no less than five business days prior to the Event and approved prior to the cancellation or amendment taking effect. Council has no liability for loss incurred resulting from requests received after this period.

WAIVER & INDEMNITY:

The applicant agrees to WAIVE, RELEASE, AND DISCHARGE Council from and against any claim (including claims by the applicant), loss, expense or damage, of any nature (including financial loss and all legal expenses on a full indemnity basis) suffered or incurred by Council in connection with:

- a. loss of, or damage to, real or personal property of any person (including the applicant);
 - b. personal injury, illness or death to any person (including the applicant's personnel); or
 - c. harm to the environment or nuisance to third parties, arising out of any act or omission of the applicant or its personnel, except to the extent that any negligent act or omission of Council or its Personnel contributed to the event giving rise to the obligation to indemnify.
- Council need not incur any cost before enforcing an indemnity under these terms and conditions. The obligations in this waiver & indemnity clause survive the expiry or termination of the contract. The applicant agrees that this Release and Waiver of Liability, Assumption of risk and Indemnity in these terms and conditions is intended to be as broad and inclusive as is permitted by the *Civil Liability Act 2003* (QLD) and if that any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

DAMAGE & REPAIRS:

The Applicant shall be liable for all damage caused to Council's facilities, supplied equipment or services resulting from their improper use, overloading or negligence. Where damage occurs, the Applicant is liable for all associated repair costs as determined by Council, acting reasonably.

INSURANCES:

The Applicant must obtain and maintain for the entire period of the Event, including transit to and from, adequate public liability insurance to value of \$20 million dollars for a single occurrence.

GLASS:

No glass receptables are permitted to be used during the event or in the establishment of the event.

VEHICLE ACCESS:

Limited vehicle access on the grassed areas during set up and pack down times. Seek direction from council staff for permission before bringing your vehicle on site.

EQUIPMENT:

Where requested by the Applicant and confirmed by Council prior to the Event, Council may provide equipment. Unless expressly advised otherwise by Council:

- a. the Applicant must provide all equipment required for the event;
- b. the Applicant's property, equipment, decorations, and material associated with their goods/services remains the responsibility of the Applicant and all costs for the transportation, use, repair, removal or damage resulting from use must be borne by the Applicant; and
- c. Set up and pack down of all equipment must occur within the applicable times and is to be undertaken by the Applicant at the Applicant's expense.

CLEANING AND REMEDIATION:

The area is to be left in a clean and tidy condition after the event. All refuse must be removed from site and facilities left available for the public to utilise. Where excessive cleaning or remediation is required, the Applicant may be liable for Council's associated costs.

UNFORESEEN CIRCUMSTANCES:

If, due to unforeseen circumstances, the Event facility / location is adversely affected by a storm, mechanical failure, vandalism, or other event, resulting in delay, cancellation or amendment of the Event, Council will not be held liable for any loss, damage or inconvenience caused.

CANCELLATION:

Council retains the power to cancel, suspend or otherwise prevent an Applicant from attending or participating in the Event where an Applicant:

- breaches any of these Terms and Conditions;
- fails to adhere to any approval conditions implemented by Council, if any; or
- fails to produce valid and current necessary licences required to supply the Applicant's activities.