

Park Lands and Gardens Wedding Ceremony Bookings Application for Use

Print clearly using black/blue pen only

Name of Contact Person:			
Postal Address:			
Suburb:		Postcode:	
Telephone Number:		Mobile:	
Email address:			

Park Name:	
Location in park:	
Date Required:	
Set Up Time:	
Time of Wedding:	
Pack Up Time:	
Number of People:	

Will food be served?
The service of food is not subject to the Food Act Registration requirements unless it is sold.

- Yes
 No

Do you plan to serve alcohol?
The service of alcohol is subject to the Liquor Control Reform Act 1998. Some areas in the Shire are deemed alcohol free areas. Please discuss with the Events Officer if you would like to serve alcohol

- Yes
 No

Do you plan to play amplified music?
Residential noise might be unreasonable depending on its volume, intensity and duration, and the time, place and circumstances in which it is emitted. Noise can be unreasonable based on any of these elements. Please be mindful of the public and residents nearby.

- Yes
 No

Do you plan to erect a temporary structure?

All structures must be secured using weights not stakes or pegs. (Please discuss the issue with the Events team if weighting is unsuitable in a particular situation). Any structure setup must be done safely and is the responsibility of the Event Contact Person.

Do you plan to erect:

An easy up gazebo

- Yes. If Yes, please provide number and dimensions of the gazebo _____
- No

Wedding arch

- Yes. If Yes, please provide dimensions of the wedding arch _____
- No

Do you plan to erect any other structure

- Yes. If Yes, please provide details _____
- No

Conditions of Use

General

- The submission of an application form does not imply the booking is confirmed. This is a registration of interest only.
- By signing the Park Lands and Gardens Wedding Ceremony Booking Application Form, the Applicant states they have read and understood the Park Lands and Gardens Wedding Ceremony Conditions of Use and agrees to comply with all conditions set out therein.
- Bookings are subject to availability.
- Please note that annual and major events and public projects take precedence for Park Lands over wedding ceremonies.

Definitions

- The 'Applicant' means the event organiser or person undertaking the booking of the Park Lands.
- 'CGSC' means the Corporation of the Central Goldfields Shire Council.
- The 'Council' means the elected members of Central Goldfields Shire Council.

Selection of Wedding Site

CGSC reserves the right to relocate a confirmed wedding ceremony to an alternate venue in the Park Lands should it be deemed necessary.

Unforeseen Circumstances

If, due to unforeseen circumstances, the Park/ Gardens are affected (i.e. storm damage, mechanical failures and vandalism etc.), CGSC will not be held responsible for any inconvenience caused.

Event Sites

Ceremonies must only take place in those Park Land areas approved by CGSC and, unless otherwise approved, must not interfere with pedestrian flow, public amenities, local businesses or residents. No specific area is to be closed for private use.

Cleaning

The area is to be left in a clean and tidy condition to the satisfaction of CGSC. Confetti & rice is not permitted as it is classified as litter (Litter Control Provisions under the Local Government Act). Rose petals and biodegradable confetti are permitted in lieu of confetti and must be cleaned up after the event.

Vehicle Access

No vehicle is permitted to be driven on the Park Lands, other than on designated roads, or parked on the Park Lands other than in the designated local car parking area. Guests should be made aware that vehicles that are illegally parked on the Park Lands will be subject to an infringement notice.

Liquor

Casual consumption of alcohol for a toast is permitted if it is outside of declared Dry Area times. If service is provided by a caterer a liquor licence is required.

Equipment

CGSC does not provide hire equipment for wedding ceremonies. The provision of all equipment required for a ceremony is the responsibility of the Applicant and all costs must be borne by the Applicant. Set up and pack down of all equipment within the allocated time is to be undertaken by the Applicant, at the Applicant's expense.

CGSC will not accept any responsibility for damage or loss prior to, during or after the ceremony. Weighted gazebos are permissible and CGSC will need to be notified if any infrastructure will be placed on the Park Lands for all Wedding Ceremonies. Due to underground infrastructure in place, use of stakes or pegs is not permitted on council land.

Live Music and PA Systems

Acoustic instruments and battery-operated PA Systems are permitted in the Park Lands, provided sound levels are kept to a level that does not disturb others.

Booking Arrangements

If you wish to hold your wedding ceremony in the Central Goldfields Shire Park Lands, please complete the Park Lands Wedding Booking Form and forward to:

Central Goldfields Shire – Event Management
PO Box 194
MARYBOROUGH VIC 3465
Phone: (03) 5461 0610
Email: mail@cgoldshire.vic.gov.au

Please allow 10 working days for a response from Event Management.

Clean Up: The clean-up must take place after the event and during the period of hire. The clean-up applies to ALL areas used.

Supervisory Personnel: The Event Contact Person is responsible for the supervision of the event. Supervisory personnel are to be conversant with all the Conditions of Use.

Sale of Food & Drink: Approval is required to sell food or drink on Park Lands and this includes where tickets have been sold prior to the event and may be part of the entertainment. Please complete a Statement of Trade via FoodTrader <https://foodtrader.vic.gov.au/user-guide/getting-started/>
These requirements are in accordance with the Food Act.

Decorations: No adhesive materials are permitted to be used, tacked or taped onto Central Goldfields Shire Council's property or trees. We encourage you to place decorations on your own furniture, for example on chairs or flower stands.

Acceptance of Conditions

In making this Application for Use, it is hereby acknowledged that the Conditions of Use have been received and examined by me/us and I/we are FULLY AWARE and ACCEPT that, should this application be approved, the Conditions of Use as set out above become part of the Agreement to Hire the facilities.

Name:**Signed:****Date:****OFFICE USE ONLY****Approved:****Signed:****Date:****Parks and Gardens
Supervisor advised:****Works Order raised:****Venue booked:****Notes:**