Park / Open Space Booking Application - Weddings

About this form

> You can use this form to request a booking to perform a Wedding Ceremony in a City of Sydney park.
> **Reception events are not permitted in parks.**
> Before submitting this form, please contact Venue Management Parks and Open Spaces on 9246 7805 to discuss your wedding ceremony requirements and to confirm venue availability.
> The completion of this form is the first step of the process to confirm use of a City of Sydney Park for your wedding ceremony.

How to complete this form

1: Ensure that all fields have been filled out correctly.
2: Please note - all fields on this form are mandatory and must be completed.
3: Once completed you can submit this form by email, facsimile, mail or in person. Please refer to the Part 5: Lodgement details for further information.

Part 1: Applicant Details

Title | Given Name/s | Family Name

Postal Address

Note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Home Number | Business Number | Mobile Number

Fax Number | Email Address

Part 2: Wedding details

1. Park / Open Space to be used (name and / or location)

Date required | From am pm | To am pm | Number of people attending

Please note: - Parks / Open Spaces are booked in three (3) hour blocks only. A half hour break is scheduled between each wedding booking.
- There is a limit of 50 people for weddings at Paddington Reservoir.

2. Will you have music at your ceremony (eg live musicians, CD, etc)? No ☐ Yes ☐u

If yes, please describe below

3. Up to 30 chairs and one table are permitted. Will you use tables / chairs? No ☐ Yes ☐u

If yes, please describe the number / arrangement of chairs and table below.

4. Will you have any ceremonial decorations at your event? (eg red carpet, floral arrangements, etc) No ☐ Yes ☐u

If yes, please describe below

Office Use Only

Date application received | Date Booking Confirmed | Date Approval sent to Applicant

city of villages

Part 3: Fees and Charges

The applicant agrees to pay all fees and charges for the use of the Park / Open Space to Council as per the payment terms outlined in the invoice. Refunds will not be issued for any cancellation due to wet weather, force majeure or breach of conditions of use. For further details on refunds, please see Council's Fees and Charges at: http://www.cityofsydney.nsw.gov.au/Council/FeesCharges.asp

Observatory Hill	Paddington Reservoir Gardens	Iconic Parks	Neighbourhood Parks	Pocket Parks
$630 for up to 3 hours	$630 for up to 3 hours*	$315 for up to 3 hours	$315 for up to 3 hours	$315 for up to 3 hours

*** Site supervision may be required - $74 per hour (minimum 4 hours)**

Part 4: Conditions of Use and Applicant Declaration

1. No alcohol or glassware is permitted in Parks / Open Space.
2. No naked flames or fires permitted in Parks / Open Space.
3. No rice or confetti is permitted in Parks / Open Space.
4. The Park / Open Space shall be maintained in a clean and tidy condition throughout the wedding activity and must be left in the same condition as it was in prior to the wedding activity.
5. All rubbish generated as a result of the wedding activity, including cigarette butts and bottle caps, must be removed from the Park / Open Space area used by the applicant. This may include areas surrounding the activity as determined by Council.
6. The applicant agrees to pay Council's costs for any necessary cleansing and repairs to the area and in this regard the applicant should ensure that no confetti is thrown.
7. The Park / Open Space shall be used for a Wedding Ceremony only and shall not be used for a Wedding Reception function.
8. The applicant agrees to comply with all reasonable directions from Council's Law Enforcement Officers. Failure to do so will result in the termination of the activity.
9. Council reserves the right to cancel this approval at any time.
10. No vehicles shall enter or be parked within the confines of the Park / Open Space.
11. Illegally parked vehicles in the Park / Open Space will be infringed.
13. Noise from any amplified music or notification system used at the activity must not exceed LAmax of 75dB(A) when measured at the nearest affected receiver. No amplification at Paddington Reservoir.

I have read, acknowledge and accept the information and conditions of usage provided in this application.

Applicant Name	Applicant Signature	date

See http://www.cityofsydney.nsw.gov.au/Residents/ParksAndLeisure/ for a full listing of all parks.

Part 5: Lodgement Details

You can lodge the completed application by:

FAX: (02) 9265 9180 **MAIL:** Venue Management, City of Sydney, PO Box 1591, Sydney NSW 2001

EMAIL: OpenSpaceBookings@cityofsydney.nsw.gov.au

IN PERSON:

CBD:	Level 2, 456 Kent Street,	Monday - Friday 8am-6pm
Kings Cross:	50-52 Darlinghurst Road,	Monday - Friday 9am-5pm, Saturday 9am-12pm
Glebe:	186 Glebe Point Road,	Monday - Friday 9am-5pm
Green Square:	100 Joynton Avenue,	Monday - Friday 10am-6pm
Redfern:	158 Redfern Street,	Monday - Friday 9am-5pm, Saturday 9am-12pm

WHAT NOW: After your application has been received, a Venue Management Parks and Open Space representative will contact you within 5 working days to confirm availability of your requested venue. Bookings are not finalised until full payment of all fees and charges has been made.

For further information regarding your application please contact us by:

TELEPHONE: (02) 9265 9333 **WEBSITE:** www.cityofsydney.nsw.gov.au

Part 6: Privacy & Personal Information Protection Notice

Purpose of Collection: For management of activity in Parks and Open Space in the Council Area.
Intended recipients: Council staff and approved contractors of Council.
Supply: Park and Open Space Booking - Weddings is voluntary, however a completed application. form is required for holding activity in City Parks and Open Space..
Access/Correction: Council Staff or Government Information (Public Access) Act Requests.
Storage: Council record management systems and archives.