



Weddings/Ceremonies and Bridal Photography Park Hire

Application for use of Community and Crown Land

Fees are valid until 30 June 2018

About this form

Use this form to apply to use Council managed parks and open spaces for the following:

- Wedding and Commitment Ceremonies
- Bridal Photography
- Memorial and Remembrance Gatherings

Not all parks are suitable for all events.

A minimum of two weeks' notice is required to process the application.

If approved, written confirmation permitting the use of parks or open space within the Woollahra Council Local Government area at the times and locations specified in the permit, will be issued to the applicant. The permit does not grant exclusive access of the public open space, and it must be in possession of the applicant and on-site at all times.

Tentative bookings

Please call the Recreational Bookings Coordinator on 9391 7077 to ensure that the required time is available. Tentative bookings are held for two weeks only. It is the responsibility of the applicant to confirm and pay for the application within that period of time.

Lodgement & fees

Please complete all details below and follow the instructions on page 3.

Any questions?

Please telephone Customer Service on (02) 9391 7000, visit our Customer Service Centre (see page 3) or visit www.woollahra.nsw.gov.au

▼ Applicant details

Applicant's name, address and contact details.

Title: Mr Mrs Miss Ms Other:

Family name:

Given names:

Postal address:

.....Post Code:

Phone (1) (....) Fax (....)

Phone (2) (....) E-mail

▼ Site details

Location and time

Name or location of park where event is to occur.

Park Name:

For McKell Park hire only: Do you require Canonbury Cottage? YES / NO

Date: Time: Start: Finish:

Payment of the booking fee does not guarantee exclusive use of the park. Council will endeavour to ensure that all bookings are spanned evenly across the day. If a dispute arises with another wedding party on your arrival, please contact Council's Regulatory Staff on 0418 403 608.

Purpose

Purpose of Hire: Number of guests:

▼ Conditions of hire

General conditions of hire

- No red/white carpets or ground covering, confetti, rice or rose petals/flowers are allowed.
- This consent is for wedding or bridal photograph only. No reception or function is permitted in the park / reserve.
- A small portable table and two chairs may be used for signing the registry.
- Chairs are permitted for disabled, elderly or less-mobile guests. Maximum 20 chairs are permitted.
- Decorations are NOT permitted to be attached to any tree, vegetation or council infrastructure.
- No marquee or structure is to be erected, including wedding arches, pergolas, canopies and arbours without prior Council approval. Approval of any structure is at Council discretion.
- No marquee or structure is permitted at McKell Park or Blackburn Gardens.
- No amplified sound or music, however the use of a small battery operated microphone for the purposes of conducting the ceremony is permitted.
- There is a maximum number of 120 guests permitted at the following parks:
 - Blackburn Gardens, Double Bay
 - Chiswick Gardens, Woollahra
 - Duff Reserve, Point Piper
- There is a maximum number of 100 guests permitted at McKell Park, Darling Point
- The hire of Blackburn Gardens includes access to or use of the gardens and terrace surrounding the Council Chambers building (highest level) on weekends only. Wedding ceremonies are not permitted in this area Monday to Friday, however are permitted in the garden which surrounds the sundial.
- You must abide by any direction given by a Council Officer.
- The driving and parking of any vehicle in parks / reserves is prohibited. Any unauthorised vehicle access will be subject to a large fine.
- Council does not provide access to power.
- All rubbish must be removed and the area left in a clean and tidy condition.
- Council will not be held responsible for any articles left on the grounds or in buildings.
- No trees, shrubs or other vegetation must be removed, lopped or damaged.
- Consuming alcoholic beverages in designated alcohol free parks/reserves. i.e. Steyne Park and Guilfoyle Park
- No amusement device or temporary structure is to be erected, without prior Council approval.
- Council may impose other conditions not listed in this document which are site specific or event specific.

Canonbury Cottage Conditions of Hire

- Maximum capacity 30 people.
- Available for hire: Sunrise to Sunset.
- All tables and chairs must be stacked neatly against the wall in the downstairs room after use.
- All functions are to cease and all people must have vacated the premises by sunset as main gates will be locked and there will be no access to McKell Park.
- Opening of McKell Park gates in Daylight Saving times are 7am to 8pm.
- Opening of McKell Park gates outside Daylight Saving times are 7am to 7pm.
- Closing of McKell Park gates is by Challenger Security 0418 222 382.
- The Cottage may be hired in conjunction with the Park for weddings and social gatherings. It may not be hired at times when the Park is already booked for Wedding Parties, as parking restrictions prohibit simultaneous events.
- Music and noise are to be restricted to a reasonable level. All music and noise must cease by sunset or the key deposit will be forfeited. Failure to comply will compromise the refund of the key deposit.
- Please review the full conditions for Venue Hire outlined in the document "Woollahra Council Venues – Conditions of Hire & Declaration" available on Councils' website.

Indemnity

You, the applicant, indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- loss of, loss of use of, or damage to property of Council; or
- personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;

resulting from or by reason of anything done or omitted to be done by you arising out of your activities undertaken at or near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

Signature

Your declaration

Council will not process this application without the signed acknowledgement of park hire conditions.

I, (the applicant) have read, understood and accept the conditions of hire outlined on this form. I accept that all these conditions must be complied with on the day(s) of the activity.

☒ Signature: Date:

Fees

The appropriate fee must accompany the application.

Fees are valid until 30 June 2018.

Booking Fee for Weddings, Naming's, Christenings, Wakes etc.:

For the first hour:

1 – 50 people	\$220.00
51 – 100 people	\$395.00
101 + people	\$471.00

Each additional hour (or part thereof): \$110.00

Any booking over two hours is by negotiation only, and shall not exceed 3 hours.

Cancellation Fee:

Applicants must contact Council in writing. A fee of \$93.00 is retained and the balance refunded, if the applicant cancels with a minimum of two weeks prior notice. Otherwise, no refund is given.

Wet weather cancellation:

A fee of \$93.00 is retained and the balance refunded, if the applicant contacts Council in writing no later than two weeks after the planned event. Otherwise, no refund is given.

Canonbury Cottage Fees (in addition to applicable park hire fee and bond)

Ceremonies - wedding, naming, christening, wake etc:

Hourly rate \$138.00

Social events - picnics, birthdays, reunions, family gatherings:

Hourly rate \$76.00

McKell Park & Canonbury Cottage Event Bond: \$250.00

▼ How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods:

Post: PO Box 61
Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
536 New South Head Rd
Double Bay NSW 2028

Contact us by phone, fax or electronically

Phone: (02) 9391 7000

Fax: (02) 9391 7044

E-mail: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Who to contact: The Recreational Bookings Coordinator

Payment methods

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque or Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

- For credit card payments, please complete the attached "Credit Card Payment" form.
- For cheque payments, please make payable to Woollahra Council.

Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with a permit.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short-term customer parking spaces are available on site. On street parking in nearby streets is also available.

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (<i>refer receipt for details</i>) Retain your receipt as proof of lodgement of the application. <input checked="" type="checkbox"/> Receiving Officer: Date: <input checked="" type="checkbox"/> Cashier: Date:	OFFICE USE ONLY		
	Fee Type	Receipt Code	Fee \$
	Booking Fee	330	
	Cottage	62	
	BOND	28	
	Total:		

▼ Privacy notification

The personal details requested on this form are being collected, and will only be used for the purpose of processing your application, keeping records and establishing your identity. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to this information is restricted to Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

