



# Park Hire for

Weddings / Ceremonies / Bridal Photography

Effective from July 2025 to June 2026

## Use of Community and Crown Land

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

**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 (02) 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.

For further information, please contact Customer Service Centre on (02) 9391 7000.

## Applicant details

Event Type:

Name:

Address:

Phone:

Email:

## Site details

Park name:

**For McKell Park hire only:** Do you require Canonbury Cottage?:

☐ Yes

☐ No

Date:

Set-up  
Start time:

Start time:

Finish time:

Pack Down  
Finish time:

**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 of hire:

No of guests:

## Site details continued

Are you bringing your own food & drinks? Yes: ☐ No: ☐

Are you using a caterer / food / beverage supplier? Yes: ☐ No: ☐

1. Name of caterer / supplier:

2. Caterer's NSW Food Authority Licence Number / Council registration number:

## Conditions of Hire

Full Conditions of Hire associated with this application can be accessed at:

[www.woollahra.nsw.gov.au/park-hire-general-conditions](http://www.woollahra.nsw.gov.au/park-hire-general-conditions)

## Indemnity statement and applicant's declaration

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 on Council's land / 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.

I have reviewed the Conditions of Hire relating to this application available at [www.woollahra.nsw.gov.au/weddings-photography-park-hire-conditions](http://www.woollahra.nsw.gov.au/weddings-photography-park-hire-conditions)

### Applicant's declaration:

I,  declare that

I have read, understood, and accept the conditions of hire available at [www.woollahra.nsw.gov.au/weddings-photography-park-hire-conditions](http://www.woollahra.nsw.gov.au/weddings-photography-park-hire-conditions). I accept that all these conditions must be complied with on the day(s) of the activity.

Applicant's signature

Date

## Fees (Fees are valid until 30 June 2026)

Type of fee	Fee	Receipt code
<b>Booking fee for Weddings, Naming's, Christenings, Wakes etc</b>		
For the first hour:		
1-50 people	\$327.00	T330
51-100 people	\$538.00	T330
101+ people	\$629.00	T330
Each additional hour (or part thereof):	\$195.00	T330
Any booking over two hours is by negotiation only and shall not exceed 3 hours.		
<b>Cancellation fee</b>		
Applicants must contact Council in writing. A fee of \$102.00 is retained and the balance refunded if the applicant cancels with a minimum of two weeks prior notice. Otherwise, no refund is given.	\$102.00	T330
<b>Wet weather cancellation</b>		
25% of the fee 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.	25% of the fee	T330
<b>Canonbury Cottage Fees:</b> (in addition to applicable park hire fee & bond)		
Ceremonies – wedding, naming, christening, wake / per hour	\$165.00	T62
<b>McKell Park and Canonbury Cottage Event Bond:</b>	\$250.00	T28

## Privacy and conditions of use

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

<b>Mail to:</b>	Woollahra Municipal Council PO Box 61 Double Bay 1360	<b>In person:</b>	Council Chambers 536 New South Head Road Double Bay NSW 2028
<b>Email:</b>	<a href="mailto:records@woollahra.nsw.gov.au">records@woollahra.nsw.gov.au</a>	<b>Telephone:</b>	(02) 9391 7000
<b>Website:</b>	<a href="http://www.woollahra.nsw.gov.au">www.woollahra.nsw.gov.au</a>		

## Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

## OFFICE USE ONLY

CSO name:

Booking fee (T330):

Bond (T28):

Canonbury Cottage (T62):



# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

☐ Visa☐ MasterCard☐ American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes ☐

No ☐

Date: