

Casual Park Hire for Wedding Ceremonies

Application for approval for use of community land under Section 68 of the Local Government Act 1993 (for other park hire please use **Casual Park Hire - Bookings** application form).

Terms and Conditions

- Council reserves the right to alter or relocate an approved event in certain circumstances at its discretion.
- Applications must be submitted a minimum of ten weeks prior to event. It is preferred that applications are posted with payment or submitted in person at a Council office.
- I If the event is ten weeks or less** then the application will have to be **submitted with payment** - no exceptions. The application can be posted with a cheque or money order made payable to Tweed Shire Council or alternatively paid over the counter at a Council office.
- Accepted payment is cheque or money order; or cash or card for over the counter payments at a Council office.
- Individual responses to applications are not provided. If the application is emailed, an email received receipt will automatically be sent. Council will contact you if further information is required.
- Emailed applications will be invoiced. Invoicing can take up to 4 weeks to issue.
- Tentative bookings will hold the location for 2 weeks to allow for the application to be submitted. To check availability or make a tentative booking call Council on 1300 292 872 or 02 6670 2400.
- Submission of an application does not constitute approval.
- Fee is non-refundable and payable upon application. Refer to Council's Fees & Charges for current charges <http://www.tweed.nsw.gov.au/FeesAndCharges>.
- Check the Popular Area Location pdf <http://www.tweed.nsw.gov.au/ParksAndGardens> for specific conditions for certain locations.
- Ensure the Day of the week, Date, Time and Location are correct. This is what the approval notice applies to.
- 3 hour maximum for wedding ceremonies (includes setup, ceremony, photography and clean up).
- Parks are on a maintenance schedule and approval does not mean the area will be mown prior to your event.
- Minimal infrastructure allowed – portable shade shelter must not exceed 20m², maximum of 30 seats.
- Ensure that the approval and copy of receipt are available on the day as proof of use for park hire.
- No exclusive use. The area is to be shared with the public and any other approved events.
- Activities must consider the impact of nearby residents and other park users. Loud music, excessive noise or inappropriate behaviour will not be accepted.
- It is important to clarify your location. If your desired location is on a beach or park, always provide the nearest street and cross street. If you are unsure of a park or beach name then refer to Council's 'Mapping' tool <http://www.tweed.nsw.gov.au/Mapping> also refer to the Popular Area Locations pdf document link above.
- Non-compliance to the approval or any other regulations advised, sign posted or otherwise relating to the area of approval is a breach of the Local Government Act 1993 and penalties may apply.

Restrictions - NOT approved under this application

- Confetti or similar items are NOT permitted to be used in council's parks or beaches.
- Vehicular Access – vehicles are not permitted to access public parks and must only use public roads and car parking areas.
- Activities such as wedding receptions and 18 or 21 birthday parties or such other events
- Commercial based events, including promotional days or business gatherings.
- Commercial marquees.
- Sale of food or catering by commercial catering companies
- Amusement devices (eg jumping castles, pony rides, animal farms etc)
- Exclusive use – the area is to be shared with the public
- Use of power
- Alcohol
- Fireworks
- Release of balloons – refer to the Protection of the Environment Operations Act [Protection of the Environment Operations Act 1997 - Amendment \(Balloons\) Act 2000](#)

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(OFFICE USE)

RSPARKHIRECASUALGST Receipt No.

Date Received

A1. Applicant Details

Contact Person

Organisation

Postal Address

Suburb

State

Post Code

Telephone

Mobile

E-mail

Bride/Groom Name

Groom/Bride Name

A2. Wedding Ceremony Booking Details

Park/Beach Name

Must include nearest road and cross road

I have checked the Popular Area Locations document for any extra Conditions of Hire that may apply.

Day of Event

Date of Event

Start /Finish time **must be a 3 hour period.** This includes setup, guest/bride arrival, ceremony, photos and clean up.

Start Time
for setup

Finish Time

after clean up

No. of Attendees

Was a temporary booking made? Yes

No

A3. Celebrant/Event Organiser

Company

Name

Telephone

Mobile

Facsimile

Email

A4. Applicants Declaration

I declare that all the information in this application is true and correct. I have checked for any conditions that may be site specific. If the information is incomplete the application may be delayed or rejected.

A copy of the Rules and Conditions applying to bookings and use for Casual Park Hire has been supplied to me. I acknowledge that by signing this declaration I have read the Terms and Conditions and undertake to abide by them in my use of the parkland/beach and will be responsible for all attendees related to my booking. I understand that approval is not automatic.

This application is confirmation of use and not a tentative booking and submission of this will incur fees which I agree to pay.

Applicants Name
(please print)

Applicants Signature
(Required)

Date

Note: Individual responses to applications will **NOT** be provided. Council will contact you if further information is required. Processing of applications can take up to 10 working days and invoicing up to 30 working days.