

## Casual Park Hire for Wedding Ceremonies

Application 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.
- 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. Please check your Junk folder if you do not receive this. Council will contact you if further information is required.
- Emailed applications will be invoiced. Invoicing can take up to 30 working days to issue. Invoices are posted.
- 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 Locations pdf in the Available Downloads section on the [Parks, Gardens and Reserves](#) page of Council's website for specific conditions at 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 20m<sup>2</sup>, 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. Also refer to the [Popular Area Locations](#) and [Tweed Beaches Map](#) pdf documents.
- 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. Refer to the *Protection of the Environment Operations Act 1997 No 156* [Chapter 5 Part 5.6A Section 144A](#) and [Section 145](#)
- 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) - refer to [Amusement Devices](#)
- Exclusive use – the area is to be shared with the public
- Use of power
- Alcohol
- Fireworks - refer to Tweed Shire Council's page on [Fireworks](#)
- Release of balloons – refer to the [Protection of the Environment Operations Act 1997 No156 Section 146E](#)

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(for other park hire please use **Casual Park Hire – Bookings** application form).

(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

Nearest Road &  
Crossroad/s

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.