

Having a wedding? Refer to Council's Guidelines to Weddings to assist with the planning and application process.

Guidelines

- Casual Park Hire is intended for low level, structured activities.
- **Fee:** Non-refundable, payable upon receipt of invoice. A minimum of 10 weeks notice is required for invoicing. Please refer to Council's Fees & Charges for current charges: <http://www.tweed.nsw.gov.au/FeesAndCharges>.
- Ensure that the Day, Date, Time and Location are correct. Provide the park/beach name and nearest street and cross street.
- Bookings are NSW time and consider if daylight savings or School holidays will affect your booking.
- Applications to be submitted at least 4 weeks prior to the event **with** payment.
- Casual Park Hire applications require a minimum of 10 working days to process.
- Submission of an application does not constitute approval.
- Fees must be paid prior to approval. Cheque and money order are accepted via mail. Invoices will be issued with non-payment applications allowing 28 days for payment. Interest will incur on late payments. Applications are required a minimum of 10 weeks prior to your event.
- Approval letters will be posted to the address supplied on the application form.
- Ensure that the approval and payment receipt is available on the day as proof of use for park or beach hire.
- If the location or time is unavailable Council will contact you for an alternative location or time.
- **Area to be shared with the general public (no exclusive use).**
- Approval strictly applies to location and timeframe stated on the approval notice. Fines may be issued if approval conditions are breached.
- Activities must consider the impact on nearby residents. Loud music, excessive noise or inappropriate behaviour will not be accepted.
- **3 hours maximum** for Wedding ceremonies (includes setup, ceremony, photography and clean-up for wedding ceremonies).
- The number of participants may not exceed 50 (exceptions made for wedding ceremonies).
- Coaching, training, tournaments excluding non-for-profit clubs/associations or schools within the Tweed Shire subject to availability. (Applicant is responsible to liaise with licensed clubs. Club contact details are available from Recreation Services on 02 6670 2400 or Council's Community Directory <http://www.tweed.nsw.gov.au/CommunityDirectory>).
- Minimal infrastructure allowed:
 - Portable or 'Pop-up' shade shelter must not exceed 6m x 3m.
 - Maximum number of seats is 30.
 - Red carpet
 - Bali flags

Location

When completing this application, it is important to clarify location. If your desired location is on a beach or a remote park, always provide the nearest street or a cross street. If you are not sure of a park or beach name, refer to Council's "Mapping" tool <http://www.tweed.nsw.gov.au/Mapping>. Also refer to Popular Location Maps document located on Parks, Gardens and Reserves page.

Cancellations

Any booking or approval that is no longer required, please advise Council of your cancellation in writing at tsc@tweed.nsw.gov.au or by phone on 02 6670 2400 or 1300 292 872.

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 other events with the potential to create a disturbance will not be licensed.
- Commercial based events, including promotional days or business gatherings.
- Sale of food or catering by commercial catering companies.
- Amusement devices (e.g. jumping castles, pony rides, animal farms).
- Power.
- Fireworks.
- Alcohol.
- Release of Balloons - see [Protection of the Environment Operations Act 1997 - Amendment \(Balloons\) Act 2000](#)