



PLACE MANAGEMENT NSW - APPLICATION TO HOLD A CEREMONY

Park or open space requested: _____

Partner A's contact details

Name: _____
Telephone: _____
Mobile: _____
Email: _____

Partner B's contact details

Name: _____
Telephone: _____
Mobile: _____
Email: _____

Postal address for all correspondence: _____

Postcode: _____

Will you have music during your ceremony? (Note: there is no power on site)

Yes No

Proposed date of wedding: _____

Start time: _____

Finish time: _____

(Note – all bookings are 3 hours)

Are you proposing to use carpet, tables, chairs or other equipment?

(Note: a maximum of 20 chairs is permitted)

Yes No

Will there be a toast during the ceremony?

Yes No Refer to terms and conditions

Number of expected guests: _____

Fees. Please select one:

\$825 incl. GST – no structures for a 3 hour booking. I acknowledge that I will be invoiced for this amount.
\$198 incl. GST - non-refundable application/administration fee plus \$627 incl. GST - venue hire fee

\$6,325 incl. GST – with temporary structures/exclusive use
I acknowledge that I will be invoiced for this amount.

I/we have read and understood the conditions of use for open space and agree to abide by these conditions.

Name of applicant: _____

Signature: _____

Date of Application: _____

Please confirm availability of date and time before submitting this form by phoning 02 9240 8872

OPEN SPACE CONDITIONS OF USE FOR A CEREMONY

All applicants must abide by the following:

Booking conditions

Please complete this application form and forward it to Place Management NSW (PM NSW). You will be notified of approval within 14 days. If you have any queries, please contact Venue Hire. Access for emergency vehicles must be kept clear at all times.

Venue hire charges

The schedule of fees takes into account direct and indirect costs associated with the hire of the parks and open space, these fees being dependent on the types of activities. Venue hire charges may be subject to change without notice.

Cancellation conditions

If a booking is cancelled, the following will apply:

- 30 days prior: full refund less \$198 administration fee
- Less than 30 days prior: no refund.

If an event cannot go ahead due to inclement weather or ground conditions a full refund less a \$198 administration fee will apply.

Approvals

Place Management NSW will issue a confirmation within 14 days of receipt of your application. If your preferred date is not available, your cheque or credit card will be refunded.

Parking

Applicants should note that street parking is limited and is not managed by PM NSW.

Public open space

All open space within PM NSW is considered public open space and as such cannot be closed off to the public. Public access or thoroughfare must be maintained at all times.

Cleaning/rubbish removal

The applicant will be responsible for supplying rubbish bins, cleaning the surrounding area and removing all rubbish resulting from the event, to the satisfaction of PM NSW.

Prohibited activities

The following activities are not permitted on Place Management NSW open space areas:

- Use of any pyrotechnics
- Throwing of confetti, flower petals or rice
- Driving vehicles on grassed areas
- Driving vehicles on boardwalk
- Using PM NSW rubbish bins for private use (public use only)
- Using PM NSW barbecues for private events (public use only)
- Catering
- Use of pegs and stakes
- Use of glassware
- A maximum of 20 chairs is permitted.

Alcohol consumption

Consumption of alcohol on PM NSW land is restricted. If you are intending to have alcohol as part of your ceremony, please notify Venue Hire.

Amplification

Amplification requires specific authorisation and will be strictly regulated by PM NSW and the noise pollution authorities. In some instances, sound amplification equipment may have to be fitted with a noise limiter or it may be necessary for the applicant to appoint and pay for an accredited acoustic consultant to monitor sound levels. A copy of the Environment Protection Authority's notice under Section 40 of the Noise Control Act 1975 should be cited by all applicants.

Temporary structures

The erection of temporary structures, including marquees, requires specific approval. The applicant must submit a Place Management NSW Outdoor Event Application Form.

The use of free standing umbrellas is not permitted.

Floral arches with appropriate weights to the base are permitted (no pegs or stakes).

General conditions

PM NSW reserves the right to reject any application as non-conforming if the proposed use does not conform to the current policy or if further use threatens the amenity of the parks.

PM NSW and its authorised officers have the right to remove any person exhibiting anti-social behaviour i.e. anyone causing annoyance, nuisance or injury to another person or the community.

The applicant acknowledges that the park or open space is in the public domain and that PM NSW may be unable to provide the applicant with use and occupation of the park or open space due to circumstances beyond its reasonable control, including but not limited to, an emergency, unforeseen urgent requirement and exceptional weather conditions.



Property
NSW

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