



# PLACE MANAGEMENT NSW - APPLICATION TO HOLD A CEREMONY

Park or open space requested: \_\_\_\_\_

**Bride's contact details**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

**Groom'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:**

\$825 incl. GST – no structures for a 3 hour booking

\$6,325 incl. GST – with temporary structures/exclusive use

Refer to 'Open Space Conditions of Use' on next page

**Please find enclosed a cheque for the required amount or Visa/MasterCard details:**

\$: \_\_\_\_\_

<b>Name on Visa/MasterCard:</b>	_____
Card number:	_____
Expiry date:	_____

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 8500.

Please complete and sign this form and return to PO Box N408 Grosvenor Place NSW 1220 or

Email completed form to [venuehire@shfa.nsw.gov.au](mailto:venuehire@shfa.nsw.gov.au) with your Visa or MasterCard details.

# 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 than 30 days prior no refund.

No cancellation charges will apply if an event cannot go ahead due to inclement weather or ground conditions.

## 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

Venue Hire  
PO Box N408  
Grosvenor Place NSW 1220

Telephone: + 61 2 9240 8500  
Email: [venuehire@shfa.nsw.gov.au](mailto:venuehire@shfa.nsw.gov.au)