

Application for a private ceremony on council parks & reserves



PORT STEPHENS
COUNCIL

Section 1. Applicant details

Given names _____
Surname _____
Postal address _____
Suburb _____ State _____ Postcode _____
Phone _____ Mobile _____
Email address _____

Section 2. Ceremony details

Description of Ceremony _____
 Park Reserve Beach Name _____
Please describe area you wish to use _____
Start Time _____ Finish Time _____
Note: Only 2 hour time slots are allocated for ceremonies
Date _____ No. of People Attending _____
Additional Information

Section 3. Fees and charges

A non-refundable application fee of \$168 is payable on confirmation of your booking. Once confirmed, Port Stephens Council will issue a licence to hold the ceremony. Fees will not be refunded for cancelled ceremonies or inclement weather.

Section 4. Booking conditions

Council takes particular pride in its parks and reserves and has a regular program of maintenance to ensure all sites are in the best possible condition at all times. However, this booking does not guarantee that your selected site will have been scheduled for maintenance prior to your ceremony. We recommend a site inspection prior to your ceremony and if you have any concerns, please contact our events team on (02) 4988 0900.

Ceremony Conditions

1. In the event of an emergency, Council's after hours phone number is: (02) 4988 0255. (After hours assistance is at full cost to the user).
2. The licensee is to appreciate that a park is a public place and the rights of other park users should be respected. Council cannot consent to exclusive use of parks and reserves.
3. All licences for private ceremonies are limited to a maximum of one (2) hour duration which includes set up and pack up.
4. Confetti is not to be used in association with private ceremonies, only environmentally friendly bio-degradable products such as rice or rose petals are to be used. Any decorations used should not be attached in any way that would damage or affect the area.
5. Under no circumstances are parking spaces to be reserved in any manner for private use.
6. Vehicles are NOT permitted on reserves
7. Temporary structures are NOT permitted (unless prior approval has been granted)

General Conditions

1. Please note major events take precedent for use of Council land. Should an event be held on the date and location of your ceremony after approval has been issued, a full refund or a relocation will be offered.
2. The venue is offered on an "as is" basis and we cannot guarantee the condition of the grounds or general area.
3. The venue is to be left in a clean and tidy condition at the completion of the event. Any additional cleaning required to be undertaken by Council will be charged to the organisers.
4. Any damage to the venue will incur charges to cover associated cost of repairs at the expense of the organisers.
5. Patrons are not permitted to take glass bottles or glass receptacles into the Reserve under any circumstances.
6. NO access to council power will be granted to private users under any circumstances.

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Waste Management Conditions

1. Adequate garbage and recycling receptacles are to be provided if existing bins are not adequate and the area maintained in a clean and tidy manner for the duration of the ceremony. Failure to leave the area in a clean and litter-free condition will incur a charge for cleaning by Council. Additional bins will also incur a charge for supply and service by Council.

Amplified Sound Conditions

1. Sound amplification equipment used must be installed and maintained to minimise the noise impact on residential premises. Without limitation the applicant must ensure that:
 - a. The main speakers face down and away from any residences.
 - b. Volume is controlled to address target audience only.
 - c. Consideration is given to park conditions on the day including wind conditions and other park users.
2. Musical entertainment being restricted to between 8.00am and 8.00pm. No musical entertainment or amplified sounds including sound checks are to be carried out outside these times.

Section 5. Declaration of applicant

I agree as the applicant to comply with the conditions set by Port Stephens Council and act upon all reasonable direction from any officer of Port Stephens Council or caretaker appointed by Port Stephens Council.
I will advise Council should there be any alterations or additions to the information supplied

Signature _____ Date _____

Section 6. Payment options

In Person Port Stephens Visitor Information Centre
60 Victoria Parade Nelson Bay NSW 2315

By Mail Cheque or money order to be made payable to:
Port Stephens Council
Port Stephens Visitor Information Centre
PO Box 435
Nelson Bay NSW 2315

By Phone The Port Stephens Visitor Information Centre will contact you directly for payment.
Payments can be made by Visa or Mastercard.

Please forward completed application form to events@portstephens.nsw.gov.au

Protecting your Privacy

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation. The information supplied will be treated as confidential to the extent permitted by the Local Government Act 1993 (NSW), the Privacy and Personal Information Protection Act 1998 (NSW), the State Records Act 1998 (NSW) and the Government Information (Public Access) Act 2009 (NSW).

OFFICE USE ONLY

Date completed application received _____

Date entered in calendar _____

Date approval letter sent _____