

# CEREMONIES AND PHOTOGRAPHY APPLICATION FORM



A booking fee of \$32 will be charged for all bookings. This fee is non-refundable. Please see information for other related fees.

## Applicant details

Organisation name:	<input type="text"/>		
Surname:	<input type="text"/>	First Name:	<input type="text"/>
Email:	<input type="text"/>		
Contact Number:	<input type="text"/>		
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>

## Event details

Name of Park:	<input type="text"/>				
Area required:	<input type="text"/>				
Date Required:	<input type="text"/>	Time Required – From:	<input type="text"/>	To:	<input type="text"/>
Purpose: e.g. wedding photography	<input type="text"/>				
Number of people attending:	<input type="text"/>				

## Declaration

Please tick. Any required documents not provided will delay the processing of your application.

I confirm that the details given are correct.

In signing this form I acknowledge that I have read and accepted the 'Conditions of Park Use' attached.

Applicant name:

Signature:  Date:

## Information

- To prevent conflicts between park users, bookings are required for all ceremonies and related photography
- Permitted ceremonies include wedding and commitment ceremonies, naming ceremonies and memorial ceremonies. Wedding receptions are not permitted.
- Cost: \$178 per hour (one hour minimum) and a \$32 booking fee (non-refundable).
- Most parks can be used for ceremonies or related photography. Popular locations are: Cabarita Park and Prince Edward Park which have Rotundas. See map below for other recommended locations.
- Capacity:
  - Cabarita Park Rotunda, 50 approximately
  - Prince Edward Park Rotunda, 15 approximately
  - Ceremonies and photography groups to a maximum of 50 people only would be permitted in Prince Edward Park. If Angelos on the Bay is being hired larger groups would be considered.
  - Metered parking still applies to all vehicles.
- Application is required a minimum of five working days in advance of event.
- If, in the event of a cancellation by the Hirer, less than 21 days notice is given, the entire fee will be forfeited. This notice of cancellation MUST be in writing. Please Note: Fees will not be refunded if the event needs to be cancelled at late notice due to bad weather.
- The rotundas at Prince Edward and Cabarita Parks are cleaned regularly by Council. If you would like to arrange an additional clean to be done before your booking, this can be arranged at an extra cleaning fee of \$226 per hour.

## Lodgement of form options

Postal Address: City of Canada Bay Civic Centre  
1A Marlborough Street, Drummoyne, NSW 2047  
Locked Bag 1470 Drummoyne NSW 1470

Email: [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
Contact: 9911 6555  
Website: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)

# CONDITIONS OF PARK USE

## 1. Non-Exclusive Use of Park

Use of Council's open space does not give the applicant exclusive use of the park, it is public open space, and as such must be able to be used by all the community. The exception to this are the Rotundas (located at Cabarita and Prince Edward Parks) where the use is exclusive for the period of time approved. Please be aware that the Rotunda on the foreshore of Cape Cabarita is not permitted to be used for weddings and photos.

## 2. Tables/Chairs/Decorations/Food/Drink

A maximum of one table is permitted for the signing of certificates. A maximum of 10 chairs may be set up for the bridal party or less mobile patrons. No Food or Drink is permitted within Cabarita Rotunda (due to heritage considerations). Decorations may not be erected on any Council property

## 3. Sale/Consumption of Alcohol

No alcohol is permitted to be sold. No alcohol is permitted to be consumed except for the purpose of a toast.

## 4. Temporary Structures

Temporary structures (such as marquees) are permitted at some open space locations, with written consent from Council.

## 5. Public Liability Requirements:

### Non-Casual Use

Non-Casual Users must provide documented evidence of a current public liability policy, indemnifying and naming the City of Canada Bay or 'any local government where the activity is taking place', with a cover of \$20 million. The insurance is to cover the set up, dismantling and duration of the function.

Non-Casual Use applies:

- When 10 bookings or more are made within a financial year
- To events for groups over 200 people
- To Clubs/Organisations/Corporations/Associations/Schools.

### Casual Use

Casual use of Parks applies to **private** bookings when under ten bookings (for groups under 200) are made within a financial year. Clubs/Corporations/Associations and groups over 200 people are **not** considered to be casual users. Casual users are not required to provide Public Liability Insurance.

## 6. Inspections of grounds

The Hirer shall inspect the open space prior to use and shall not use if it is considered unsafe to do so. Any unsafe surface, equipment etc. shall be reported to Council as soon as practicable.

## 7. Waste/Litter

The Hirer shall ensure that the grounds/open space/amenity blocks are left in a clean and tidy condition after use.

## 8. Unauthorised Vehicles

Unauthorised vehicles are not permitted to be driven or parked on Council open space (playing fields or parks) at anytime. Parking Infringement Notices will be issued by Council's on-duty Law Enforcement Officers (LEOs), to all non-complying vehicles.

## 9. Noise Management

- The hirer must ensure that noise levels are kept to a minimum to avoid disturbance to others users and residents in adjoining areas. Noise levels must not exceed 60dbi at the edge of any sporting event. 60 dbi is equivalent to the noise made in a regular conversation
- The use of small domestic music players is permitted within Council's sportsgrounds, parks and reserves to a reasonable level
- The use of sound amplification systems and microphones is prohibited unless prior approval is provided by the Council.

## 10. Cancelled Bookings

RM – RecFacHire – RecCerPh

Owner: TS&O – City Assets – Recreation Bookings

DSID: 1610354

Last Revised: 2/07/2018

If, in the event of a cancellation by the Hirer, less than 21 days notice is given, the entire fee will be forfeited. This notice of cancellation MUST be in writing.

**Please Note:** Fees will not be refunded if the event needs to be cancelled at late notice due to bad weather.

**11. Disputes**

Council's LEOs can be contacted to resolve park use disputes on 9911 6555. The Hirer shall follow all instructions issued by Council's LEOs.

**12. Rhodes Waterside**

Groups over 150 persons to use Rhodes Waterside Park. Fees include set up of tables/chairs/marquees etc.

**13. Disclaimer**

Without prejudice to any legal remedies the Council may have, in the event that a Hirer breaches any of the terms and conditions contained in this document and/or Public Open Space Hire Policy, the Hirer shall insofar as the law permits accept full responsibility and liability (whether in negligence or otherwise) for all loss, damage and/or injury whatsoever resulting directly and/or indirectly from the breach(es).

