

# Park / Open Spaces Wedding Ceremony Application

## About this form

- You can use this form to book a **Wedding Ceremony** in a City of Sydney park/open space.
- Before submitting this form, please contact Venue Management (Park and Open Spaces) on 9265 9333 to confirm venue availability.
- Reception events are NOT permitted in parks.
- Your application form needs to be lodged at least **4 weeks** before the event.
- Within **10 working days** of the submission of the application, a Venue Management representative will be in contact with you.

## How to complete this form

- 1: All fields on this form MUST be completed.
- 2: Once completed you can submit this form by mail or in person. Please refer to the lodgement details for further information.

### Part 1: Applicant Details

Full Names of Both Parties

Applicant's Full Name

Applicant's Contact Phone Number

Applicant's Postal Address

Applicant's Email Address

### Part 2: Wedding Ceremony Details

**Important Note:** Parks and Open Spaces are booked in three (3) hour blocks only. A half hour break is scheduled between each wedding booking. (Note: Wedding ceremonies are not permitted at Paddington Reservoir Gardens).

Please provide the following information:

Park or Open Space to be used (name and /or location)

Proposed Wedding Date:

Number of Guests:

From:

(am/pm)

To:

(am/pm)

### Part 3: Equipment (no equipment is provided by the City of Sydney)

1. Up to 30 chairs, a red carpet and one table are permitted.  
Will you use chairs, carpet or table?

No

Yes

### Part 4: Fees and Charges

The applicant agrees to pay all fees and charges for the use of the Park / Open Space to Council. Refunds will not be issued for any cancellation due to wet weather, force majeure or breach of conditions of use. For further details on refunds refer to part 5 of the form. See all Fees and Charges at: <http://www.cityofsydney.nsw.gov.au/council/our-responsibilities/fees-and-charges>

## Part 5: Conditions of Use and Applicant Declaration

1. The park/open space shall be used for a wedding ceremony only and shall not be used for a wedding reception.
2. The operation of a portable, battery operated PA system for use by the wedding celebrant is permitted. Noise from the wedding activity must not cause inconvenience to other park users or local residents.
3. Amplified music is not permitted at Paddington Reservoir Gardens.
4. Alcohol is not permitted in parks/open spaces where signage prohibiting alcohol is displayed.
5. No structures are permitted to be installed/erected as part of a wedding ceremony in the park/open space.
6. Vehicles are not permitted to enter nor park in the park/open space.
7. The use of drones is strictly prohibited.
8. Use of the approved park/open space is at your own risk.
9. Council does not take responsibility for any loss or damage to any infrastructure or equipment associated with your wedding ceremony in a park/open space.
10. The applicant must include adequate measures in their wedding ceremony plans to ensure that the park/open space will be protected from damage, including:
  - a. No signs or decorations are to be attached to trees;
  - b. Any damage to the park/open space infrastructure including but not limited to grass, trees, garden beds, plantings and pavers will be repaired to Council's satisfaction at the cost of the applicant;
  - c. The throwing of confetti and/or rice is not permitted;
  - d. No naked flames or fires are permitted in parks/open spaces.
11. The park/open space shall be maintained in a clean and tidy condition throughout the wedding activity and must be left in the same condition as it was in, prior to the wedding activity.
12. The applicant is at all times responsible for the good order, conduct and behaviour of those persons attending the wedding ceremony.
13. The duration of the wedding ceremony, including bump-in and bump-out, must not exceed the times as listed in the approval.
14. The applicant shall follow all reasonable directions or requests given by any Authorised Officer of the City of Sydney or members of the NSW Police Service. Failure to do so could result in the termination of the approval.
15. Council reserves the right to cancel this approval at any time.
16. The applicant agrees to pay all fees and charges for the use of a park/open space to Council. Invoice to be sent separately.
17. Once an application has been received and processed, cancellations will only be accepted in writing.
18. No refund will be issued for cancellations that are received less than 10 days prior to the wedding ceremony date.
19. Cancellations received in writing 10 days or more prior to the wedding ceremony date will receive a 75% refund.

**I have read, acknowledge and agree to comply with the conditions of usage provided in this application.**

Applicant Name

Applicant Signature

Date

## Part 6: Lodgement Details

You can lodge the completed application by:

**EMAIL:** [openspacebookings@cityofsydney.nsw.gov.au](mailto:openspacebookings@cityofsydney.nsw.gov.au)

**MAIL:** Venue Management, City of Sydney, PO Box 1591, Sydney NSW 2000

**WHAT NOW:** Once your application has been received you will receive acknowledgement from a Venue Management representative within 10 business days to confirm your booking.

For further information regarding your application please contact us by:

**TELEPHONE:** (02) 9265 9333

**EMAIL:** [openspacebookings@cityofsydney.nsw.gov.au](mailto:openspacebookings@cityofsydney.nsw.gov.au)

## Part 7: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessing, approval and management of event related activities in Parks, Open Spaces, footways and streets in the Council area (Council land).
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service. State Government Authorities required to collate applicable application and approval details.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.
- Storage:** The City Services Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

## Office Use Only

Date application received

Booking reference number (confirmed bookings ONLY)

Date booking confirmed & receipted

Parks Booking Unit use - Date approval sent to applicant