



G. O. Edwards Gazebo - Wedding Application

To ensure that your application is assessed promptly, please complete the application with as much detail as possible. All events and activities on Council owned reserves, open space or in Council buildings are required to complete an application for hire describing the details of the event prior to approval.

Applicant Details:

Bride: _____

Address: _____

_____ **P/Code:** _____

Telephone: (Wk) _____ **(Hm)** _____ **Mobile:** _____

E-Mail: _____ **Fax:** _____

Groom: _____

Address: _____

_____ **P/Code:** _____

Telephone: (Wk) _____ **(Hm)** _____ **Mobile:** _____

E-Mail: _____ **Fax:** _____

Wedding Date: ____/____/____ **Time of Ceremony:** _____

The Gazebo hire charge is \$50.00 per hour (or part hour), inclusive of GST

1. Please advise the start and finish times that you require the Gazebo

Gazebo Booking Start Time: _____ **Finish Time:** _____

IMPORTANT: There may be several bookings on the same day and it is important to include time for setting up of chairs, decorations, guest arrival/departure and packing away after your function.

2. I have allowed extra time to set up, decorate, and pack away all items.

Yes No

3. Do you require the use of the Town's power supply for your wedding ?
(\$15.00 per use)

Yes No

What is the power specifically required for? Please list any equipment needing power: _____

4. Do you need to bring a vehicle / vehicles on to the reserve?

(Please note a bond of \$200.00 will be charged for vehicle access)

Yes No

If Yes, please supply the number and type of vehicle/s: _____

5. Are you serving or storing any food or drinks at the wedding ?

Yes No

If Yes, Please note condition of hire 18, Council may require further details.

6. Do you wish to consume alcohol at the event?

Yes No

If Yes, Please note condition of hire 19.

7. If you answered Yes to questions 2, 5 or 6, please provide details of your waste management plan. Please note condition of hire 11

I agree that the above information provided is correct, and I have read and understood the Town of Victoria Park's "Conditions of Hire". My signature below also indemnifies Council from any claim whatsoever arising out of my hire of the Town of Victoria Park reserve/facility.

Signature of Hirer: _____

Date: ____/____/____

Conditions of Hire

1. All bookings are subject to Council's Local Laws and Regulations.
2. The Council takes no responsibility for any action outside its control, which could interfere with or cause the cancellation of the event. The Council advises the organiser to liaise with other Statutory Authorities and relevant organisations whose actions may impact on the event.
3. A bond will be charged for all vehicle access or erection of any temporary structures such as marquees and tents, part or all of which may be used for repair or restoration work to Council assets (such as: reticulation, turf, fencing) necessitated by the Hirer's activities or to cover the cost of extra services which Council staff may have to supply. Applicants may be invoiced after the event for additional works necessitated due to damage by the hirer.
4. The organiser of the event is liable for any damage or loss of public, Council or personal property.
5. Tentative bookings are not accepted. A signed and completed application must be received by Council in order to make a booking.
6. Bookings are only confirmed once full payment has been made. Verification of your booking will be in the form of a confirmation letter.
7. Bond and hire fees are required to be paid no later than four (4) weeks prior to the event.
8. Approved Bridal vehicles as nominated on the application may be driven onto the Park from October through to April. Between May and September vehicles may only be driven onto the Park at the discretion of the Parks Supervisor and this will be dependant on the condition of the park, prior and expected weather conditions.
9. Vehicles accessing the park should travel at walking pace, follow Council directions and keep to formed tracks, and must not drive directly across the lawns.
10. Parking on G. O. Edwards Park is not permitted, vehicle access is only allowed to drop off or pick up the bridal party. Unauthorised access or parking on the reserve may incur an infringement or impoundment from the Town's Ranger Services.
11. Removal of all litter (including decorations) generated by the event will be the responsibility of the hirer, and should be removed immediately following the event. Removal of litter undertaken by Council staff will be charged against the bond. Extra rubbish or recycling bins may be hired from Council at additional cost.
12. The throwing of confetti or rice is not permitted.
13. Whilst smoking is permitted in outside areas, please ensure that all cigarette butts and packaging is disposed of in the bins provided.

14. It is the responsibility of the hirer to notify Council of any changes to the event. Changes made less than 21 days prior to the event, may incur charges.
15. Engineering certificates of structural compliance and Safety Certification will be required for any temporary structures such as Marquees and Tents.
16. All electrical distribution boards are to be safety tagged and protected by Residual Current Devices (RCD's).
17. Events wishing to use amplified music on Council's reserves, must comply with the Environmental Protection (Noise) Regulations 1997 and may require approval from full Council.
18. Permits may be required for the preparation, handling, storage and cooking of food and beverages, please advise Council of your catering provider.
19. The consumption, storage and sale of liquor is subject to Council's Local Law with regard to alcohol, and permission being granted by the Department of Racing Gaming and Liquor.

Local Law: Local Government Property – Part 3 clause 3.15

Clause 3.15 No possession and consumption of liquor on thoroughfare

- (1) A person on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless –
 - (a) that is permitted under the *Liquor Licensing Act 1988* or under another written law; or
 - (b) the person is doing so in accordance with a permit.
 - (2) Subclause (1) does not apply where the liquor is in a sealed container.
20. Approval of an event is subject to assessment of any construction works being carried out which may be detrimentally affected by the event. The Council is not responsible for any other non-Council construction or works, which may impact on the event.

Please complete and return the 'Application for Hire' to Council with any attachments to enable your event to be approved

Return to

Edith Young, Parks Administrator
Phone: 9311 8141
Fax: 9311 8181
Email: eyoung@vicpark.wa.gov.au
Town of Victoria Park
Locked Bag 437, Victoria Park 6979