



## WEDDING CEREMONY APPLICATION FORM

### About this form

- You can use this form to request a booking to perform a Wedding Ceremony in a Warringah reserve.
- Before submitting this form, please contact the Reserves Booking Office on 9942 2545 to discuss your wedding ceremony requirements and to confirm venue availability. Some reserves have number and equipment restrictions.
- All fields on this form are mandatory and must be completed

| 1. Applicant Details |                              |
|----------------------|------------------------------|
| Name:                | _____                        |
| Postal Address:      | _____                        |
| Suburb:              | _____ Postcode: _____        |
| Phone ( ) _____      | Daytime Contact No ( ) _____ |
| Mobile: _____        | Fax ( ) _____                |
| Email:               | _____                        |

| 2. Booking Details  |  |
|---|--|
| Location:   | _____  |
| Date of Ceremony: _____   | Estimated attendance: _____                              |
| <i>Please note: A wedding ceremony cannot be booked more than 12 months in advance.</i>   |  |
| Hours during which ceremony will be run: From _____ am/pm   | To _____ am/pm   |
| <i>Please note:<br/>Bookings are for a maximum of two hours.<br/>All wedding ceremonies must finish by 10pm at the latest.</i>      |  |
| Will you have music at your ceremony? (eg. live musicians, CD etc)  | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Will there be a public address system?<br><i>Please note: All amplified music and PA systems must cease by 6pm</i>                  | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Will you have ceremonial decorations at your wedding? (red carpet, flowers)   | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Will you use tables and chairs?   | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Do you propose to erect a tent or marquee?  | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Is it proposed that alcohol will be consumed?   | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| <i>Please note: Warringah Council has designated "Alcohol Free Zones". These should be confirmed on the website before booking.</i> |  |



## Booking Information

- Applications will be assessed as soon as possible after receiving the fully completed application form.
- Tentative booking of a date and venue cannot be taken to mean approval is granted.
- All booking fees and additional charges must be received by Council within 14 days of receipt of confirmation from Council. If payment is not received within this timeframe, the booking may be cancelled.
- Booking fees and bonds will be set in line with Warringah Council [Fees and Charges](#), which are reviewed annually and updated in July. Council reserves the right to adjust fees where advance bookings result in discrepancies.
- No bond or public liability insurance is required for ceremonies organised by the wedding party (ie. non commercial wedding). However commercially organised ceremonies attract a bond, booking fee and public liability insurance.
- The bond will be refundable in whole or part, following an inspection after the event to determine compliance with Council's conditions.
- Council accepts no liability or responsibility for loss, damage or accidents that occur on Council's reserves.
- Cancellation fees will be payable for bookings cancelled 14 days or less before the booking date.
- Additional permits/licences/reports may be required before approval can be finalised

## Conditions of Use

- The area must be left in a clean and tidy condition and no damage caused. If extra cleaning or maintenance is required as a result of your booking, you will be expected to meet all costs incurred by Council.
- All noise and especially any amplification systems must not be "offensive" as defined by the Noise Control Act.
- No confetti, rice or balloons are permitted.
- No vehicles are permitted on the reserve.
- No undue inconvenience is to be caused to members of the general public wishing to use the area.
- Due to litter and safety problems, no glass or bottles are to be used.
- All necessary precautions must be taken to ensure the safety of the wedding party and guests.
- Pay and Display parking may apply to your booking.

## Lodgement

You can lodge the completed application by:

**FAX:** (02) 9942 2646

**EMAIL:** [reservebookings@warringah.nsw.gov.au](mailto:reservebookings@warringah.nsw.gov.au)

**POST:** Reserves Booking Office, Warringah Council, 725 Pittwater Road, Dee Why, NSW, 2099

## 7. Payment of the Application Fee

| Contact method | Payment method                         | Location  |
|----------------|--|---|
| By mail        | Cheque or money order                  | Warringah Council, 725 Pittwater Rd, Dee Why, NSW, 2099                               |
| In Person      | Cash, credit card, cheque, money order | Customer Service Centre, 725 Pittwater Rd, Dee Why.<br>Open: 8:30am – 5:00pm, Mon-Fri |
| By Fax         | Credit card                            | Fax: 9942 2606  |

**Note:** Credit card payments cannot be made over the phone or internet. EFT or EFPOS payments cannot be accepted. Cheques to be made payable to Warringah Council

For further information regarding your application please contact the Reserves Booking Office on 9942 2545