

# Wedding and Ceremony Booking Form

**Privacy Notice:** Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*. Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.



This form is to be completed when a customer wishes to book a Council-owned park or garden for a wedding or ceremony. The form must be completed and submitted to Council no later than four weeks prior to the event. Contact must be made to Customer Service to confirm availability of the preferred park or garden prior to completing this application.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

The VENUE HIRE – COVID 19 Requirements document must be completed and submitted along with this form. No booking will be approved without the completion and submission of this document.

## Applicant Details

Applicant name:

Residential address:

Street number and name

City

State

Postcode

Postal address (if different):

Preferred contact number:

Email:

Preferred delivery method:  Email  Post  Collect – (Rockhampton, Gracemere, Mt Morgan)

*Email is the standard form of delivery. If this is method is unsuitable please select an alternative.*

## Ceremony Details

Ceremony description:

*(e.g. wedding ceremony, naming ceremony)*

Event date:

Start time:

am /  pm

Finish time:

am /  pm

Name of park:

*(e.g. Botanic Gardens)*

Location in park:

*(e.g. Tamarind Tree Line)*

Wedding couple surnames:

1.

2.

*(if applicable)*

## Ceremony Requirements

Please note: Due to COVID-19, attendee numbers must be in accordance with the amount permitted by law or under any Public Health Direction issued by the Chief Health Officer for Queensland.

Will you need gates open?

Yes

No

Will you need access for vehicles? *(e.g. horse and carriage)*

Yes

No

Will you be using flower petals? *(please note rice is not permitted on park grounds)*

Yes

No

Will you be using a structure? *(e.g. marquee or arch)*

*Please note that it is mandatory to advise the size of all structures/marquees that will be used.*

Yes

No

Will you be holding the reception at the Gardens Tearooms? *(Botanic Gardens only)*

Yes

No

Please detail any additional services required not outlined above: *(e.g. fairy lights in trees)*

OFFICE USE ONLY

Date lodged:

CSO:

Booking reference:

Amount:

Date paid:

Receipt number:

Please detail any additional services required not outlined above: *(continued)*

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

VENUE HIRE – COVID 19 Requirements document

## Declaration

I, the Applicant, agree that the submission of this Form does not imply the booking is confirmed. This is a registration of interest only until the booking is confirmed in writing by Council. I confirm that I have read and understood the Wedding and Ceremony Bookings Fact Sheet. In consideration of Council granting me, the Applicant, permission to enter upon Councils' Facility, by signing this Form I agree to indemnify and to keep indemnified the Minister, the State of Queensland, the Trustee, and Council ("Indemnified Parties") against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses ("Claim") arising out of or in any way connected to or resulting from the granting of this application or which is connected to or resulting from the Applicant's use and occupation of Council's Facility (all of which are referred to as "the indemnified acts or omissions") save to the extent that the Claim arises as a result of any negligent act or omission of the Indemnified Parties, however, any negligent act or omission of one of the Indemnified Parties does not negate the indemnity to any of the other Indemnified Parties.

I agree to be responsible for ensuring that any requirements in respect of COVID-19 as required by law or under any Public Health Direction issued by the Chief Health Officer for Queensland or at the request of Council are complied with at all times.

I declare that the details on this form are correct to the best of my ability.

Name:

Signature:

Date:

## Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

# FACT SHEET

## Wedding and Ceremony Bookings

### General Information

Rockhampton Regional Council (Council) has a variety of great locations in the region suitable for a range of events including wedding ceremonies.

- Tentative bookings are made for 30 days only. Payment and/or application must be submitted to Council to secure an area.
- The submission of a Wedding and Ceremony Booking Form does not imply the booking is confirmed. This is a registration of interest only.
- By signing/submitting the Wedding and Ceremony Booking Form, the applicant states they have read and understood the conditions.
- Bookings are subject to availability.
- Two hour time limit applies (including setup, ceremony and clean up).
- Releasing of balloons is strictly prohibited. In Queensland, the release of balloons into the environment is considered littering under the *Waste Reduction and Recycling Act 2011* – whether released deliberately or by accident.

### Selection of Wedding Site

- Call Council to determine the site is available.
- Make a tentative booking with Council.
- Complete and submit Wedding and Ceremony Booking Form with payment.
- Council reserves the right to relocate or cancel a confirmed ceremony if it is deemed necessary.
- Ceremonies must only take place in areas approved by Council.
- Ceremony must not interfere with pedestrian flow, public amenities, local business or residents.
- No public area is closed for private use.

### Refund and Wet Weather Policy

In the event of adverse weather, sudden illness or other factors outside the control of the applicant, a refund can be applied for.

- Council requires 48 hours notice.
- Refund must be requested in writing.
- Administration fee is non-refundable.

### Cleaning and Remediation

- The area is to be left in a clean and tidy condition.
- No confetti or rice to be used.

### Vehicle Access

- No vehicles are allowed in Council parks and gardens.
- Special arrangements may be granted for bridal vehicles.

### Liquor

Consumption of alcohol is not permitted in Council parks and gardens.

### Live Music and PA System

- Acoustic instruments and battery-operated PA systems are permitted.
- Sound levels must not disturb others.

### Equipment

Council does not provide hire equipment (ie. PA systems, chairs, red carpet etc).

- Provision of equipment is the responsibility of the hirer.
- Costs are to be met by the applicant.
- Council will not accept any responsibility for any property, equipment, decorations and materials associated with the ceremony.
- Council will not accept any responsibility for damage or loss during setup or during or after the ceremony.
- Weighted marquees/arches are allowed.
- An on-site meeting is required for any infrastructure to be placed on park or garden areas.

### Special Requirements

Any special requirements should be noted on the Wedding and Ceremony Booking Form – this may include and is not restricted to gates to be opened, electricity to be available or equipment to be used.

### Unforeseen Circumstances

If, due to unforeseen circumstances, the park is affected (ie. storm damage, mechanical failures, vandalism etc), Council will not be held responsible for any inconvenience caused.

### Booking Arrangements

If you wish to hold your wedding or ceremony in the Rockhampton Region:

- Call Council's Customer Service on 07 4932 9000 or 1300 22 55 77 and make a tentative booking.
- Complete and submit a Wedding and Ceremony Booking Form on our website [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au).
- Make payment at a Customer Service Centre.

### Fees and Charges

Kershaw Gardens, Botanic Gardens and Cedric Archer Park	\$175.00
All Other Parks	\$120.00
Administration Fee	\$32.00

(please note all bookings incur a non-refundable administration fee)

## **VENUE HIRE – COVID 19 Requirements**

**This document must be completed and submitted along with all Rockhampton Regional Council Venue Booking Forms. No booking will be approved without the completion and submission of this document.**

The Coronavirus COVID-19 has meant that we have to take extra precautions to ensure our community venues/parklands are accessible for community use whilst complying with Queensland Health Public Health Directions and any other COVID-19 restrictions required by law. As a Hirer of Council venue/parkland you are responsible for ensuring that the following additional requirements are met.

You agree to follow the social distancing rules and instructions listed below in addition to the standard Conditions of Hire. As the Hirer it is your responsibility to ensure that any additional requirements for your specific activity as detailed in any relevant Queensland Health Public Health Direction are complied with.

### **I agree to:**

#### **Physical Distancing**

- Ensure all present comply with the posters displayed around the venue which communicate the need to keep at least 1.5 metres distance between people.
- Monitor any queuing arrangements to maintain physical distancing.
- Ensure the maximum safe capacity is not exceeded – this is noted on the posters at each venue and refers to how many people can be in the venue at any one time. This has been calculated using the Queensland Government social distancing rules and the size of each venue.
- Ensure that if tables and chairs are being used they are placed in a way that complies with social distancing requirements.

#### **Handwashing and Hygiene**

- Establish hand washing / sanitising stations and practices for all present as they enter and exit the venue or event site and at other appropriate areas within the venue or site.
- Encourage all present to use the soap and paper towel provided.
- Encourage all present to sanitise regularly where soap and water are not available.
- Ensure posters with instructions on how to correctly wash hands or use sanitiser remain displayed in the toilets.
- Ensure hand sanitiser and hand washing facilities are maintained throughout the venue or site for all present.
- Instruct all present on other ways to limit the spread of germs, including by not touching their face, sneezing and coughing into their elbow, and staying home if feeling sick.
- Remind all present to limit contact with others: no shaking hands, hugging or touching objects unless necessary.

#### **Cleaning**

- Ensure any areas used are cleaned and disinfected after each use with appropriate products (which have been supplied by Council); this includes things like door handles, bench tops, light switches, equipment, tables and chairs and other high touch points.

- Toilets – adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc.).
- Ensure the person cleaning the area wears gloves when cleaning and washes their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Ensure that if the venue’s crockery and cutlery is used, it is all washed thoroughly in hot soapy water and dried, or washed in dishwasher if available.

**Contact Tracing**

- Keep a record (including name, address, phone number, e-mail address, and the date and time period of patronage) of all persons attending.
- Provide contact tracing information to Queensland Health and/or Queensland Police and/or Council should it be requested.
- Enable Council to provide contact details to Queensland Health and/or Queensland Police should this information be requested in relation to contact tracing.
- Ensure that this information is securely stored, not used for any other purpose and is deleted/destroyed after 56 days.

**General**

- Follow any additional requirements as advised by Council.
- If requested, provide Council with any COVID Safe Event Checklist or any COVID Safe Event Plan.
- Ensure that all present are aware of these COVID-19 requirements.

**Declaration**

I, the Hirer, by signing this document agree and acknowledge that it is my responsibility to comply with all State and Federal legislation, public health directions, orders, policies, procedures, guidelines, approved COVID safe industry plans and industry framework relevant to the event (“COVID-19 requirements”). A failure to comply with these COVID-19 requirements will result in the hire being cancelled, and any further hire applications being declined. By signing below I hereby release, waive, discharge Rockhampton Regional Council, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained related to COVID-19 while participating in any activity while in, on, or around the venue or site that may lead to unintentional exposure or harm due to COVID-19. I agree to indemnify, defend and hold harmless Rockhampton Regional Council from and against any and all costs, expenses, damages, lawsuits and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

Group/Organisation name <b>(the Hirer)</b> :	
Representative name:	
Signature:	
Full name:	Date: