

# FACT SHEET

## Wedding and Ceremony Bookings

### 2023-2024

### Selection of Wedding Site

Council has a variety of great locations across the region suitable for wedding ceremonies. Whether you like city views, mountain ranges or beautiful gardens there is an area for you: Please note that when selecting your site, is it easily accessible for all guests?

Popular sites:

Rockhampton Botanic Gardens

Kershaw Gardens

Mt Archer (Fraser Park – Amphitheatre)

Book to avoid disappointment, how do I apply?:

- Call Council to determine the site is available.
- Make a tentative booking with Council.
- Complete and submit the Wedding and Ceremony Booking Form. Payment can be made at this time alternatively an invoice will be issued.
- 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.
- Ceremonies must not interfere with pedestrian flow, public amenities, local business or residents.
- No public area is closed for private use, please note that the approval is for the nominated time and location and does not guarantee exclusive use of the area or its facilities.

### Vehicle Access

- No vehicles are allowed in Council parks and gardens.
- Vehicle access is only permitted to designated parking areas (this also applies to bridal vehicles and/or event hire companies).
- Pedestrian access is only available via pedestrian gates.
- When selecting your decorations please inform your provider about vehicle access as this may alter their supply options.

### General Information

- 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 terms in this fact sheet.
- Bookings are subject to availability.
- A two hour time limit applies (including setup, ceremony and clean up).
- On submission of the Wedding and Ceremony

Bookings Form, you will be issued with an invoice. Approval is only considered once payment is received. Alternatively, payment can be made at time of lodgement of application.

- Do you have a wet weather alternative? It is recommended that you have an indoor venue option.
- 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.
- Rose petals or other biodegradable mater maybe used however must be noted on your application and approval will be given at the discretion of management.
- Have you been to your selected site at time of your ceremony? Depending on the time of the year/day the selected site may be exposed to the elements more than anticipated.
- We keep our parks and gardens tidy on a routine maintenance program. We cannot provide special mowing or servicing of the area before your ceremony. We cannot control leaf or other debris from people using the area before your ceremony. Under no circumstances will we issue park gate keys or unlock gates for private functions such as wedding ceremonies

### 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 is to be used.

### 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.

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- 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 may be required for any large infrastructure being placed on park or garden areas.
- When considering your equipment please remember that vehicle access is only to permitted 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 ceremony in the 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 via the options on the Wedding and Ceremony Booking Form.

### Fees and Charges

|                                                         |          |
|---------------------------------------------------------|----------|
| Kershaw Gardens, Botanic Gardens and Cedric Archer Park | \$226.00 |
| All Other Parks                                         | \$134.00 |
| Administration Fee                                      | \$35.00  |

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