

# 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: [rockhamptonregion.qld.gov.au](http://rockhamptonregion.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

| Applicant Details   |   |  |
|---|---|--|
| Applicant name:   |   |  |
| Preferred contact number:   | Email:  |  |
| Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – Rockhampton, Gracemere, Mount Morgan<br><i>Email is the standard form of delivery. If this method is unsuitable, please select an alternative.</i> |   |  |
| Residential Address   |   |  |
| Street number and name:   |   |  |
| Suburb:   | State:  | Postcode:  |
| Postal address (if different):  |   |  |
| Ceremony Details  |   |  |
| Ceremony description:<br><i>(for example, wedding ceremony, naming ceremony)</i>  |   |  |
| Anticipated number of attendees:<br><input type="checkbox"/> >50 attendees <input type="checkbox"/> <50 attendees   |   |  |
| Event date:   | Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm | Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm |
| Name of park:<br><i>(for example, Botanic Gardens)</i>  | Location in park:<br><i>(for example, Tamarind Tree Line)</i>         |  |
| Wedding couple surnames: 1.   | 2.  |  |
| <i>(if applicable)</i>  |   |  |
| Ceremony Requirements   |   |  |
| Please note: Access is only available via pedestrian gates. Vehicle access is only permitted to designated parking areas (this also applies to bridal vehicle and/or event hire companies).   |   |  |
| Will you be using flower petals? <i>(please note rice is not permitted on park grounds)</i>   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No               |
| Will you be using a structure/equipment? <i>(for example, marquee or arch)</i>  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No               |
| If yes, please advise the size of all structures/equipment that will be used:   |   |  |
| Please detail any additional services required not outlined above: <i>(for example, fairy lights in trees)</i>  |   |  |

| OFFICE USE ONLY | Date lodged: | CSO:       | Booking reference: |
|-----------------|--------------|------------|--------------------|
|                 | Amount:      | Date paid: | Receipt number:    |

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

## 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. By signing this Form, I confirm that I have read, understand and agree to the terms in the Wedding and Ceremony Bookings Fact Sheet.

In consideration of Council granting me, the Applicant, permission to enter upon the Council-owned park or garden specified in this Form ("Council's Facility"), by signing this Form I agree to indemnify and to keep indemnified Council and their officers, employees, agents and contractors ("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 my 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.

I agree to comply with and ensure that my guests comply with any relevant Queensland Health Directions, guidelines or other COVID-19 restrictions required by law 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

### 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.

# FACT SHEET

## Wedding and Ceremony Bookings

### 2023-2024

- 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)*