



If you need help lodging your form, contact us		Office use only		
Email	reservebookings@northernbeaches.nsw.gov.au	Form ID	4014	
Phone	1300 434 434	TRIM Ref	C001041	
Customer Service Centres	Manly Townhall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated	18 September 2017
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit	Parks and Recreation
		Application No.		
		Receipt No.		

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Please use this form to request a booking to hold a Wedding or Commitment Ceremony in a Council reserve. Before submitting this form, please contact the Reserves Booking Office on 9942 2640 to discuss your Wedding or Commitment Ceremony requirements and to confirm venue availability. Please note restrictions may apply to certain venues.

Part 1: Contact Details

CONTACT DETAILS It is important that we are able to contact you if we need more information. Please give us as much detail as possible.				
Title	Mr	Mrs	Ms	Other
Family Name				
Full given names (no initials or A.C.N)				
Postal Address				
Suburb				
Postcode				
Phone			Alternate	
Mobile			Fax	
Email				

Part 2: Booking Details

BOOKING DETAILS			
Location			
Date of Ceremony		Estimated attendance	
Please Note: A wedding ceremony cannot be booked more than 12 months in advance			
Hour Ceremony will start	am/pm	Hour Ceremony will finish	am/pm
Hour to have access to site	am/pm	Hour will vacate from site	am/pm
Please Note: Weddings are charged at a minimum of 3 hours, additional hours are charged at a set hourly rate. All wedding ceremonies must finish by 10:00 pm at the latest.			
Will you have music at your ceremony? (eg. live musicians, CD etc)	Yes	No	
Will there be a public address system?	Yes	No	
Will you have ceremonial decorations at your wedding? (carpet, flowers)	Yes	No	
Will you use tables and chairs?	Yes	No	
Do you propose to erect a tent or marquee?	Yes	No	
What is the proposed size of the tent or marquee?			
Is it proposed that alcohol be consumed?	Yes	No	
Please Note: Northern Beaches Council has designated "Alcohol Free Zones". These are listed on the Northern Beaches Council website.			
Do you have any special requests or wish to make any enquiries regarding your ceremony?			

Part 3: Booking Information and Conditions

Booking Information and Conditions
A booking fee and other charges are set in line with Northern Beaches Council Fees and Charges. Any changes to firmed (finalised) booking may be subject to an administration fee.
Additional permits/licences/reports may be required before approval can be finalised.
Each application will be assessed individually and an invoice and set of conditions issued.
All fees are payable within 30 days of receipt of the invoice. If payment is not received within this time the booking may be cancelled.
Council accepts no liability or responsibility for loss, damage or accidents that occur on Council's reserves.
Restrictions and/ or special conditions may apply to certain venues. Please contact Reserve Bookings on 9942 2640 to check prior to booking.
It is the responsibility of the Hirer to make sure any external contractors or third parties involved in this event have the appropriate and current insurances and qualifications. All persons and groups engaged by the Hirer in connection with the booking must be made aware of and comply with the terms and conditions of this agreement.
You will be responsible for taking all necessary precautions to ensure the safety the wedding party and guests. Where applicable, first aid must be available for participants and spectators of the event.
You will be required to undertake a risk assessment of the venue prior to use and determine if it is fit for the intended use. Appropriate action should be taken to remove and/or rectify any risks; if a risk cannot be nullified the area is not to be used. Council should be notified of any relevant risks as soon as possible.
That no undue inconvenience is caused to surrounding areas and other users of the reserve.
A booking does not give the hirer exclusive use of the area, as the reserve is to be shared with other users.
BBQs, pergolas and seating cannot be reserved.
Any tents, marquees or other infrastructure are positioned safely so as to minimise risk to the wedding party and guests. All temporary structures are to be affixed to the ground by heavy weights or sandbags only. Please note marquees are not permitted at Shelly Beach or Clareville Beach. Tents and shade structures are not permitted at Bible Garden.
Temporary signage may be erected during your approved booking times to notify the general public that a wedding ceremony is taking place. Signage must not penetrate the ground or damage Council infrastructure, buildings, or trees. All signage must be removed from the site at the conclusion of your booking.
The reserve must be left in a clean and tidy condition. It is expected that a litter pick of the area is undertaken immediately after the event and all waste is to be removed from site upon departure.
Council is to be notified of any damage to the reserve or surroundings during your booking. You will be invoiced accordingly for any repairs or if extra cleaning is required due to your activities.
Flower petals are permitted but must be collected and removed after the ceremony. Confetti, rice or balloons are not permitted on any beach or reserve.
Due to the litter and safety problems caused, glass receptacles are not to be used.
All noise and especially any amplification systems must be maintained of a character which is not considered "Offensive Noise" as defined by the Protection of Environment Operations Act 1997 http://www.legislation.nsw.gov.au/maintop/view/inforce/act+156+1997+cd+0+N
A small portable Public Address system may be used provided that speakers are directed away from residential properties and volume shall not exceed background noise levels by more than 5db(A) when measured at the nearest residential boundary and / or to the satisfaction of Council. Testing and use of the PA system must not occur prior to 9.00am.
Amplified music is permitted for the commencement and closure of the ceremony only, not during. Please note amplified music is not permitted at Bible Garden.
The use of acoustic instruments is permitted at any time.
It is not permitted for any wiring, speakers or electronic devices to be attached to any Council power poles, trees, structures or infrastructure.
Permission is required for vehicles to access the reserve. Parking on a reserve is not permitted.
All Australian road rules in relation to traffic and parking must be complied with http://www.ntc.gov.au/roads/rules-compliance/the-australian-road-rules/ Where relevant, Council's Pay and Display parking system will be in operation. All vehicles are to be in defined parking areas.
Some amenities and other facilities such as gates may require a key to access. Contact Council to make arrangements to obtain keys. A bond will be required to obtain a key.
If a key is not collected for the toilets, where relevant, prior to your booking and a Council Officer has to attend on the day of your booking to open the toilets, a fee of \$100 may apply.

Part 3: Terms and Conditions continued

Booking Information and Conditions Cont.	
Alcohol Free Zones and Alcohol Prohibited Areas exist in many areas throughout the Northern Beaches Council. Please refer to Councils website for restrictions.	
Contact the Reserve Bookings office at least 2 weeks prior to the ceremony for any additional special requests or queries.	
A copy of the 'Approval' is onsite at the event at all times and is available for review by Council staff.	
I acknowledge that I have read and accepted the hire conditions as listed above.	
Applicant Name	
Signature	
Date	
Payment of the Application Fee	
Payment is not required until your rental contract confirming the booking has been sent to you. Please do not send in cheques or money with this application. The rental contract will outline the methods of payment.	
Information Provision and Declaration	
The processing of your application may be delayed if any of the information requested is not included in the application. The details provided by you will not be publicly available. If at any time you wish to have access or correct any information you have supplied please contact the Reserve Bookings office. The information you have supplied will be stored at Council offices. In signing this form I acknowledge that I have read and accepted the hire conditions as listed above.	

Part 4: Indemnity

INFORMATION PROVISION AND DECLARATION	
I hold Northern Beaches Council harmless and release and indemnify, and keep released and indemnified, from and against all action, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of the Council, its servants, agents or employees either solely or in contribution hereto	
Applicant Name	
Signature	
Date	