

**In person:** 104 Hovell St, Wodonga, VIC 3690

**Phone:** (02) 6022 9300

**Post:** PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** info@wodonga.vic.gov.au

Wodonga Council allows the use of the following reserves for the purpose of a wedding ceremony.

This application should be used by individuals seeking to hold a wedding ceremony at:

- Gateway amphitheatre; or,
- Sumsion Gardens gazebo.

The booking permit process aims to ensure activities comply with relevant legislation and local laws, that activities are appropriate for the space and do not conflict with other activities, including the enjoyment of residents and visitors, and to ensure the appropriate scheduling of park maintenance.

#### Terms and conditions

Applicants must agree to the standard terms and conditions for the hire of parks/reserves (attached).

Additional terms and conditions may be necessary depending upon the activity taking place.

*PLEASE NOTE: For these events, access to power is not available and amplifier noise is not permitted.*

#### Permits, licences, permissions

A range of permits, licences and permissions from the council and other authorities may be required for an event/activity being held on council-owned land. It is the responsibility of the event organiser to ensure the event obtains all necessary permissions prior to access to the park or reserve.

**Please visit [wodonga.vic.gov.au](http://wodonga.vic.gov.au) for applicable fees and charges or phone Customer Focus on (02) 6022 9300.**

<b>Application details</b>	Contact name:
	Address:
	Suburb: State: Post code:
	Phone: Mobile:
	Email:
<b>Wedding details</b>	Wedding name:
	Date:
	Start time:
	End time:
	Estimated number of attendees:
	Please list any additional information in relation to this booking:
<b>Contact details</b>	Contact during event (these details may be used on the day of the event by council staff)
	Name: _____ Mobile: _____
<b>Venue</b>	Please tick the park/area/facility required: Gateway Island amphitheatre Sumsion Gardens gazebo Other, please specify: _____

## Event application

Please complete the following checklist relating to your upcoming event.

	Requirement	Yes/no		Compliance, permits and permissions that may be required for approval
<b>Temporary structures</b>	Will you be erecting any of the following: <b>a.</b> Free standing arbour	Yes	No	<i>For a tent or marquee a permit will be required for any structure that require pegs or spikes.</i> <i>PLEASE NOTE: For smaller marquees, the council prefers weighting the legs to secure the marquee.</i>
	<b>b.</b> Tent or marquee	Yes	No	
<b>Alcohol</b>	<b>21.</b> Will alcohol be consumed?	Yes	No	A Local Law permit is required from alcohol consumed in a park from sunset to sunrise.
	<b>22.</b> Will alcohol be sold or served?	Yes	No	A Liquor License from the Victorian Commission for Gambling and Liquor Regulation is required. A copy of the liquor license must be provided to the council prior to your event/activity, as well as a plan to prevent under age alcohol consumption.

If you answered yes to any of the above questions, a member of the the council's civic services team will be in touch soon. *PLEASE NOTE: Wodonga Council requires ten (10) working days to process any permit so please ensure you complete this paperwork as promptly as possible.*

### Do you wish to purchase the following:

<b>Insurance</b>	Public Liability Insurance is required for ALL bookings			
	Do you have your own Public Liability Certificate of Currency?	Yes	No	A copy of your certificate must be provided noting the council's interest.
	If no, do you wish to purchase short term cover through Wodonga Council?	Yes	No	The insurance fee is required to be paid once date availability is confirmed. If yes, please contact the council on (02) 6022 9300

### Applicant's declaration and agreement

I am authorised to lodge this application seeking approval to host an event within the city of Wodonga. I acknowledge that the information contained in this form is true and correct and that the event will fully comply with the conditions of the event approval and other conditions as required by Wodonga Council. I have read the terms and conditions.

Contact name: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Enquiries:** Customer focus at Wodonga Council (02) 6022 9300

**Deliver to:** Customer focus **OR** **Post to:** Customer focus,  
104 Hovell St, Wodonga Council,  
Wodonga, PO Box 923,  
VIC 3690 Wodonga,  
VIC 3689

**Email:** info@wodonga.vic.gov.au **OR** **Fax to:** (02) 6022 9322

OFFICE USE ONLY			
Date:	Booking number:		
Public Liability Insurance:	Own	The council	
Permit required:	Yes	No	

*Personal and or health information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and or health information will be used solely by the council for these purposes and or directly related purposes. The council may disclose this information to other a if required by legislation. The applicant understands that the personal and or health information provided is for the above purpose and that he or she may apply to council for access to and/or amendment of the information. Request for access and or correction should be made to the council's privacy officer.*

## Wedding booking terms and conditions

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### Bookings

Complete and return this parks and reserves booking form within 14 calendar days. Confirmation of booking will be acknowledged via a signed approval letter and bookings should not be considered confirmed until this letter is received.

*PLEASE NOTE: This is a public park/reserve and does not entitle the user to exclusive use of the facility (including barbecue facilities).*

All roadways surrounding the park/reserve should be left clear at all times.

Council officers have the right to refuse, request changes or terminate a booking for inappropriate use of asset. Hirers may be required to provide full details of entertainment on request.

Trees located on the park/reserve are not to be used for securing any items or signage

All equipment and decorations provided by the hirer must be removed from the site post event.

Subletting of park/reserve is not permitted without the council's written consent.

No pegs or spikes allowed in ground (to hold down structures/marquees), without the council's written consent\*. The council can provide information on irrigation lines.

Vehicles are not allowed in parks/reserves without the council's written consent.

Smoking is prohibited within 10 metres of outdoor public children's playground equipment, skate parks and sporting venues during organised underage sporting events.

The council may cancel bookings at short notice due to inclement weather or ground conditions.

For bookings that can involve large numbers of participants, significant structures, and/or OH&S risks, further application process, conditions and requests may apply.

The user must be at the reserve at all times during the booking period and must provide a proper number of competent attendants and supervisors to ensure the efficient supervision and safety of people within the reserve and associated facilities.

The council reserves the right to expel person/s or terminate the function due to any breach or condition of hire and/or misconduct by patrons.

The council reserves the right to request external security for higher-risk functions at a cost to the hirer.

### The council's access/limit of use

Authorised council officers are entitled to access all parks/reserves regardless of bookings.

The user must comply with all local laws, liquor licence regulations, *Environmental Protection Act*, *Health Act* or any regulations for the care, protection and management of the facility used.

### Damage

The user will take steps to ensure activity or event patrons will not cause damage or defacement to reserves or site equipment. Failure to adhere to the above will result in charges to restore the facility to an appropriate condition.

### Indemnity

The user agrees to indemnify and keep indemnified Wodonga Council, its servants and agents and each of the them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them or any of them arising from the user's performance or purported performance of its obligations under this user agreement and be directly related to the negligent acts, errors or omission of the user.

The user's liability to indemnify Wodonga City Council shall be reduced proportionally to the extent that any act or omission of Wodonga Council, its servants or agents, contributed to the loss of liability.

### Insurance

Public liability insurance will be required for all organised commercial, community and private activities on council land.

*PLEASE NOTE: Short-term insurance cover may be available to purchase through the council. Please contact the council to discuss such cover.*

### Keys

Keys are required for some council parks and reserves, barbecue areas, lights and areas requiring power.

Keys are issued from the council's office and are to be returned to the office on the first working day after the event.

### Litter

You are to remove any rubbish and ensure the park is in a neat and tidy condition at the completion of use.

If the council needs to remove any rubbish left behind, you will be charged accordingly, and an invoice issued for payment.