

Request to Hold a Marriage Ceremony at a Council Reserve

Application Form

Applicant Details	
Full Name	Given Name: _____ Surname: _____
Address	_____
Phone No/s.	_____
Email	_____
Booking Details	
Name of Reserve	<input type="checkbox"/> Wombat Hill Botanic Gardens <input type="checkbox"/> Lake Daylesford <input type="checkbox"/> Central Springs Reserve (Lake Daylesford) <input type="checkbox"/> Hepburn Mineral Springs Reserve (Hepburn Springs) <input type="checkbox"/> Other (Please specify) _____
Proposed Location Within Reserve	<input type="checkbox"/> Rotunda – Wombat Hill Botanic Gardens <input type="checkbox"/> Foreshore – Lake Daylesford (in front of Lake House) <input type="checkbox"/> Central Springs Reserve (Lake Daylesford) <input type="checkbox"/> Hepburn Mineral Springs Reserve (near Sound Shell) <input type="checkbox"/> Other (Please specify) _____
Proposed Date of Ceremony	_____/_____/_____(dd/mm/yy)
Proposed Start Time	_____ AM/PM
Proposed Finish Time	_____ AM/PM
Number of Persons Attending	_____
Other Relevant Details	_____

Declaration

I/We hereby agree to indemnify the Hepburn Shire Council against claims which may be held against it either by members of the public or persons taking part in the wedding, who as a result, suffer personal injury, property damage or financial loss.

I/We hereby agree to abide by all Terms and Conditions attached to this Application Form.

The hire fee also covers the event for public liability and indemnity but is limited to a maximum of 150 persons at the event. Should the number of guests at your event exceed this number, then you will be required to provide evidence of your own public indemnity and liability cover to Hepburn Shire Council.

For and on behalf of the hirer:

Signed _____

Print Name _____

Date _____

Payment Options

Payment of the rental fee may be made by one of the following methods:

person:

- Customer Services Office – Corner Duke & Albert Streets, Daylesford.
- The Creswick Hub – 68 Albert Street, Creswick.
- The Warehouse – Clunes – 36 Fraser Street, Clunes.

By Post

Post cheque or money order to PO Box 21, Daylesford, Victoria, 3460.

Cheques/Money Orders should be made payable to Hepburn Shire Council.

➤ **Credit card payment (MasterCard or Visa accepted)** 

Pay via telephone (03 5348 2306) or provide details below

Credit Card Number: _ _ _ _ - _ _ _ _ - _ _ _ _ - _ _ _ _ Expiry: _ _ / _ _

Name on card: _____

Signature: _____

OFFICE USE ONLY

Fee Paid: \$200.00 (2018-2019 Fee)

Receipt No:

Date: