

## MARRIAGE CEREMONIES AT COUNCIL RESERVES

Please read the following Terms and Conditions prior to completing and submitting the Application Form.

- ▶ Council reserves are public areas, and as such Council cannot provide exclusive rights for any function, but can provide a booking to use a particular area of the reserve.
- ▶ Wedding permits are issued for three (3) hour duration. This time includes set-up, ceremony and pack-up. Please remove everything immediately following your ceremony.
- ▶ All directions of authorised Council officers or members or the Victoria Police are to be adhered to.
- ▶ No alcohol may be consumed at Wombat Hill Botanic Gardens or Lake Daylesford/Central Springs Reserve between the hours of 10.00 pm and 8.00 am.
- ▶ No marquees or tents are permitted within the Wombat Gardens for the ceremony.
- ▶ No BBQs or caterer's heating equipment are permitted in the immediate vicinity of your venue.
- ▶ Council does not provide for seating or storage of seating. Separate arrangements are required to be made by the Applicant. It is preferable that the legs of any seating are broad as possible to avoid making holes in the ground.
- ▶ Lodgement of rental fee of \$204.00 (2019-2020 current fee) is required one (1) month prior to the event. This rental fee also covers the event for public liability and indemnity (\$59.00) but is limited to a maximum of 150 persons at the event. Should the number of guests at your event exceed this number, you will be required to provide your own public indemnity and liability cover.

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

➤ **In 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 via telephone/on application form.**

Hepburn Shire Council – 5348 2306 or fill in the details on the “Payment Options” section of the application form.

- There is no electricity supply for use in Council reserves and gardens
- Amplified music is permitted, provided sound levels are kept down to a level that does not disturb other users of the gardens or reserve (72 decibels).
- The use of battery powered tape recorders or similar appliances to play background music are permitted provided the sound level does not disturb other users of the gardens or reserve (72 decibels).
- All litter generated by the wedding is to be removed from the park or garden at the conclusion of the ceremony. The use of confetti or rice is prohibited. Rose petals are permitted but only in moderation.
- Pedestrian access by the public must be maintained at all times to all areas of the gardens or reserves.
- Please note: If you do not agree with the Terms and Conditions, we will be unable to process your permit application. Please contact Council’s Customer Services Department on 5348 2306.