

# WEDDING BOOKING – PARKS & GARDENS APPLICATION

Before completing and submitting this form, please ensure the date and location are available and a tentative hold (*valid for only one week*) is placed with Community Culture and Places Administration or Recreation Coordinator on 02 6801 4000.

Please complete all fields on the following application form to request a wedding in Victoria Park, Dubbo Regional Botanic Garden, South Lakes Park, Cameron Park or Wellington Osawano Japanese Garden.

For Dubbo Regional Botanic Garden and Wellington Osawano Japanese Gardens return the form to Dubbo Regional Council Administration Building (Dubbo or Wellington) with the associated fee.

For Victoria Park, Cameron Park and South Lakes Park return the form via [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au).

APPLICANT DETAILS				
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:			
Name/s				
Address				
Suburb		State		Postcode
Contact Number				
Email				

WEDDING DETAILS			
Date			
Ceremony Start Time		Finish time	
Bump In/Out Details			
Approx no. Guests			
Location	Please use following maps as a reference and tick the location you would like to book		
Dates available	Yes <input type="checkbox"/> Unsure <input type="checkbox"/>		
Tentative Hold ( <i>lapses after 1 week*</i> )	Yes - advised by: Customer Experience <input type="checkbox"/> CCP Admin <input type="checkbox"/> Recreation Coordinator <input type="checkbox"/> No # <input type="checkbox"/>		

\* Applicant acknowledges that if application form is not submitted within 1 week of a tentative hold is placed, the tentative hold may be cancelled and the date available to another applicant.

# If no tentative hold has been made at the time of submitting the form to Customer Experience, please ask the team member to check availability

# WEDDING BOOKING – PARKS & GARDENS APPLICATION

## VICTORIA PARK:

- 1. Rotunda Area
- 2. Rotary Pond Area



## DUBBO REGIONAL BOTANIC GARDENS (DRBG):

*Fees applicable*

### SHOYOEN

- 1. Base of Willow Tree
- 2. Dry Stone Garden & Surrounding Areas
- 3. Island
- 4. Shade Sail Grassed Area

### SENSORY GARDEN

- 5. Sensory Garden

### OASIS VALLEY

- 6. Grassed Area



## CAMERON PARK

- 1. Rotunda Area
- 2. Sunken Garden



## WELLINGTON OSAWANO JAPANESE GARDENS


*Fees applicable*



## SOUTH LAKES PARK



# WEDDING BOOKING – PARKS & GARDENS APPLICATION

PAYMENT DETAILS																
Fees applicable	<input type="checkbox"/> Dubbo Regional Botanic Gardens <input type="checkbox"/> Wellington Osawano Japanese Gardens <b>NOTE – THERE IS NO REFUND FOR WEDDING CANCELLATIONS (including wet weather)</b>															
Payment	<input type="checkbox"/> Cheque – Please address all cheques to ‘Dubbo Regional Council’ crossed ‘ <b>Not Negotiable</b> ’ <input type="checkbox"/> Cash/ Credit Card – Please visit Dubbo Regional Council. No credit card details will be accepted via phone or mail															
Requirements	<p>Do you require a key for the internal road access to Victoria Park? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Do you require access for the bridal party to the Dubbo Regional Botanic Gardens through:</p> <table border="0"> <tr> <td>1. Gate near shade sail</td> <td>YES <input type="checkbox"/></td> <td>Time: _____</td> </tr> <tr> <td>2. Shoyoen garden back gate</td> <td>YES <input type="checkbox"/></td> <td>Time: _____</td> </tr> <tr> <td>3. Sensory garden front gate (red gate)</td> <td>YES <input type="checkbox"/></td> <td>Time: _____</td> </tr> <tr> <td>4. Sensory garden back gate</td> <td>YES <input type="checkbox"/></td> <td>Time: _____</td> </tr> <tr> <td>5. Oasis Valley gate</td> <td>YES <input type="checkbox"/></td> <td>Time: _____</td> </tr> </table> <p><b>(Note: Access through the above gates is only approved for the entrance of the bridal party. The bridal party and guests must exit through the main entrance. Please specify the time the gate needs to be opened.)</b></p> <p>Other: _____</p> 	1. Gate near shade sail	YES <input type="checkbox"/>	Time: _____	2. Shoyoen garden back gate	YES <input type="checkbox"/>	Time: _____	3. Sensory garden front gate (red gate)	YES <input type="checkbox"/>	Time: _____	4. Sensory garden back gate	YES <input type="checkbox"/>	Time: _____	5. Oasis Valley gate	YES <input type="checkbox"/>	Time: _____
1. Gate near shade sail	YES <input type="checkbox"/>	Time: _____														
2. Shoyoen garden back gate	YES <input type="checkbox"/>	Time: _____														
3. Sensory garden front gate (red gate)	YES <input type="checkbox"/>	Time: _____														
4. Sensory garden back gate	YES <input type="checkbox"/>	Time: _____														
5. Oasis Valley gate	YES <input type="checkbox"/>	Time: _____														

**Note to Applicant:** There is a fee associated with this application found under the **Park/Ground Hire Fee** section in Council's current Fees and Charges. Please refer to our website

<https://www.dubbo.nsw.gov.au/about-council/our-responsibilities/community-strategic-plan>

## BOOKING CONFIRMATION

On receiving this application form, the Community, Culture and Places Administration Officer will check the tentative hold or that the date requested is available before confirming your wedding booking. Confirmation will be sent via email.

For weddings at Dubbo Regional Botanic Gardens, a copy of this confirmation must be available during your booking and provided to security or council staff, if required.

## TERMS AND CONDITIONS OF USE

**General Conditions – By signing this application the applicant acknowledges and accepts all terms and conditions**

1. This Parks, Gardens and Reserve Booking is issued subject to the individual meeting the conditions of approval and obtaining all necessary approvals of Dubbo Regional Council and any other relevant authority.
2. All bookings must be conducted in accordance with confirmed dates, times and venue, the Conditions of Use for Dubbo Regional Council Parks, Garden and Reserves and comply with COVID-19 NSW and Federal current advice / regulations. Public Health Orders must be adhered to at all times.
3. Individuals must ensure that Dubbo Regional Council is notified in writing of any changes/cancellations to the application.
4. Parks, gardens and reserves are a public space and therefore exclusiveness to an area booked for an event is not guaranteed.
5. Parks and gardens are to be used in the condition they appear (e.g. mowing and maintenance is not carried out for specifically for events but rather on a scheduled roster).
6. Should keys be required, they are to be picked up from the Dubbo Regional Council and returned on the next business day. In the case where the keys are not returned the user will be invoiced for the cost to replace the keys
7. An inspection of the park, garden or reserve is to be carried out by the individual prior to the commencement of the event to ensure the safety of the open space prior to use. Any problems should be fixed immediately if possible or referred to Council as soon as practical. The event should not commence until any problems are rectified.
8. It is the responsibility of the individual to make sure any external contractors or third parties engaged in the wedding have the appropriate and current insurances and qualifications. All persons and groups engaged by the individual in connection with the booking must be made aware of and comply with the terms and conditions of this agreement.
9. Individual must remove all equipment (either privately owned or hired from a third party,) temporary structures, signage and waste from the park, garden or reserve at the conclusion of the wedding.
10. Dubbo Regional Council does not take responsibility for any loss or damage to the individual infrastructure and equipment associated with their event installed in the park, garden or reserve. All infrastructure and equipment that is on site is at the individuals own risk.
11. The individual agrees to adhere to all reasonable directions or requests given by any authorised officer of Dubbo Regional Council or members of the NSW Police Service. Failure to do so will result in the termination of the booking
12. Strictly, NO vehicles are to be driven on any park, garden, reserve or non-defined vehicle areas without written approval from Council.
13. No parking of vehicles is permitted on any grass area without written council approval.
14. Weddings held in Victoria Park are not to use, activate or park on the area surrounding the War Memorial Cenotaph. A distance of 2m from the sandstone plinths is required.
15. No smoking is permitted within parks, gardens or reserves. It is the responsibility of individuals to ensure that all attendees abide by this regulation.
16. Flower petals are permitted but must be collected and removed after the event. Confetti, balloons or rice are not permitted.
17. Parks, gardens and reserves are to be left clean and tidy after use. Failure to comply with this regulation will result in the individual being invoiced for the 'actual costs' of cleaning and/or litter control.
18. Council ensures the toilets are clean and toilet paper replenished during scheduled cleans.
19. Council parks and gardens are an alcohol free zone between 9pm and 9am daily, responsible consumption is required outside such hours.
20. Council encourages event organisers to utilise equipment which doesn't require power or provide a generator as only certain parks and gardens have power available.

# WEDDING BOOKING – PARKS & GARDENS APPLICATION

21. The individual hiring parks and gardens are responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.
22. Individuals must pay any hire fees and any other reasonable costs incurred, in accordance with the Dubbo Regional Council Fees and Charges.
23. This Agreement is valid for parks, gardens and reserves for the area, purpose, day and time specified and the booking and may only be amended or supplemented in writing and signed by the Dubbo Regional Council. Council reserves the right to withdraw this booking for any date(s) on giving one month's notice of its intention to do so.

## APPLICANT SIGNATURE

Name	
Signature	
Date	

### PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Action 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website [www.dubbo.nsw.gov.au](http://www.dubbo.nsw.gov.au)

## OFFICE USE ONLY

Date available confirmed with Community, Culture and Places Administration Officer or the Recreation Coordinator					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Receipt Type		Amount		Receipt Number		
Cashier		Date		FILE		