

Application to Hold a Ceremony

In Place Management
NSW Precincts



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1. This form is required to hold a ceremony on any Place Management NSW (PM NSW) open space.
2. Prior to submitting your application, please call Venue Hire on 02 9240 8872 or email venuehire@property.nsw.gov.au to check if the space and desired time slot are available.
3. Please read the terms and conditions on the reverse side of this form before completing your application
4. You will receive advice about space availability within 7 business days.
5. You must submit your application no less than 4 weeks prior to your desired date and pay the required application and booking fee.
6. PM NSW will send confirmation of booking when your payment is processed.

Please complete all sections of this form that apply to your ceremony and then forward to venuehire@property.nsw.gov.au

CEREMONY DETAILS

Proposed Date: Time: (Max. 3 hour block) [Please choose]

Space Requested:

Please note that there is no access to power on site.

Type of ceremony: ☐ Wedding ☐ Other:

APPLICANT DETAILS

Full name of Applicant:

Name of Company: (if applicable)

ABN: (if applicable)

Address: (must be full street address)

State:

Postcode:

Contact No:

Email:

Full name of partner 1: (if not 'Applicant' above)

Full name of partner 2: (if applicable)

Application Fee: \$198.00 (incl. GST) – this fee is not refundable in the event of cancellation by the applicant

Three-hour booking fee: \$921.80 (incl. GST) – applies to ceremonies with limited infrastructure as outlined in the **Open space conditions of use for a ceremony.**

The application and booking fee are payable upon submitting your application. A venue will not be held until an application form has been received along with payment of the relevant fees.

Bank Transfer Option

Place Management NSW

BSB: 032 100 Account No: 000004

Please provide a copy of the remittance advice to your Venue Hire representative

For ceremonies with infrastructure not outlined in the Open Space Conditions of Use For a Ceremony, please refer to 'Exclusive Use' in our [Rates Card](#) and [Outdoor Events Policy 2017](#)

☐ I/we have read and understood the Open Space Conditions of Use for a Ceremony (see over) and agree to abide by these conditions.

(Signature of Applicant)

Name of Applicant:

Date of Application:

Open space conditions of use for a ceremony

All applicants must abide by the following booking conditions:

1. Venue hire charges may be subject to change without notice.
2. If a booking is cancelled, the following will apply:
 - The application fee is non-refundable in the event of cancellation
 - 30 days prior, full refund of booking fee
 - Less than 30 days prior, no refund
 - In the event of cancellation due to extreme weather conditions, booking fee will be refunded.
3. PM NSW will issue a booking confirmation within 14 days upon receipt of payment.
4. Applicants should note that street parking is limited and is not managed by PM NSW.
5. All open space within PM NSW is considered public open space and as such cannot be closed off to the public. Public access or thoroughfare must be maintained at all times.
6. The applicant will be responsible for supplying rubbish bins, cleaning the surrounding area and removing all rubbish resulting from the event, to the satisfaction of PM NSW.
7. The following are permitted on PM NSW open space areas:
 - Signing table plus two chairs
 - A maximum of 30 guest chairs
 - Floral arch with appropriate weights to the base (no pegs or stakes)
 - Carpet/aisle runner
8. The following activities are not permitted on PM NSW open space areas:
 - Use of any pyrotechnics or open flames
 - Use of balloons
 - Throwing of confetti, flower petals, rice or similar
 - Driving vehicles on grassed areas
 - Driving vehicles on boardwalk
 - Using PM NSW rubbish bins for private use (public use only)
 - Catering
 - Use of pegs and stakes
 - Use of glassware
 - The use of free-standing umbrellas
9. Place Management NSW's lands are alcohol free zones.
10. Amplification requires specific authorisation and will be strictly regulated by PM NSW and the noise pollution authorities. Refer the Environment Protection Authority's notice under Section 40 of the Noise Control Act 1975.
11. The erection of temporary structures, including marquees, requires specific approval. The applicant must submit a Place Management NSW Outdoor Event Application Form. Outdoor Venue Hire Rates will apply.
12. PM NSW reserves the right to reject any application as non-conforming if the proposed use does not conform to the current policy or if further use threatens the amenity of the parks.
13. PM NSW and its authorised officers have the right to remove any person exhibiting anti-social behaviour i.e. anyone causing annoyance, nuisance or injury to another person or the community.
14. The applicant acknowledges that the park or open space is in the public domain and that PM NSW may be unable to provide the applicant with use and occupation of the park or open space due to circumstances beyond its reasonable control, including but not limited to, an emergency, unforeseen urgent requirement and exceptional weather conditions.
15. Access for emergency vehicles must be kept clear at all times.



Further information

**PO Box N408,
Grosvenor Place,
NSW 1220**

Email: venuehire@property.nsw.gov.au
Phone: (02) 9240 8872

www.property.nsw.gov.au
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