

# COMMONWEALTH RESERVE WEDDING APPLICATION

**HOBSONS  
BAY CITY  
COUNCIL**



## APPLICANT DETAILS

Name(s):					
Postal Address:					
Suburb:		State:		Postcode:	
Email:		Phone:			

## BOOKING DETAILS

Date of Booking:		Start Time:		End Time:	
Number of Attendees:					

## Of the following;

Will there be chairs used (max 20):	Yes		No	
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## FEES

Wedding Ceremony & Photos (HBCC Resident):	\$288.50
Wedding Ceremony & Photos (non-HBCC Resident):	\$428.00
Photographs Only:	\$234.00
<b>Your Total:</b>	<b>\$</b>

## Payment Options and Enquiries:

<b>PERSONAL PAYMENTS</b> - 115 CIVIC PDE, ALTONA	<b>CREDIT CARD PAYMENTS</b> - INSERT DETAILS ON PAGE 2
<b>EMAIL</b> - <a href="mailto:customerservice@hobsonsbay.vic.gov.au">customerservice@hobsonsbay.vic.gov.au</a>	<b>PHONE</b> – 03 9932 1000

## INSURANCE

Public liability insurance is compulsory when booking any Council facility and is included in the booking fee. See '*PUBLIC LIABILITY INSURANCE*' section in the Terms and Conditions

## Privacy Statement

Council is collecting the personal information requested on this form for the purpose of processing your application. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the hire of Council facilities and that they may apply to Council for access and/or amendment of the information.

## Acknowledgement *(PLEASE NOTE: The application will not be processed unless this section is signed)*

I acknowledge having read the "Terms and Conditions of Hire" attached to this form and undertake to comply in all aspects to such conditions.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For further information:** Email: [customerservice@hobsonsbay.vic.gov.au](mailto:customerservice@hobsonsbay.vic.gov.au) Phone: 9932 1000

# COMMONWEALTH RESERVE WEDDING PAYMENT

**HOBSONS  
BAY CITY  
COUNCIL**



## PAYMENT OF HIRE

Please charge my credit card: Amount: \$ \_\_\_\_\_

**Credit Card  
Number:**

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**Card Type:** Bank Card | Mastercard | VISA | AMEX

**Expiry:** \_\_\_\_\_

Please circle

**Card Holders  
Name:** \_\_\_\_\_

**Card Holders  
Signature:** \_\_\_\_\_

### NOTE

Council is collecting this information for the purpose of processing your payment. It is not disclosed to anyone outside Council but may be accessed by you upon request.

If you do not provide this information or make other payment arrangements, your debt will remain due and may attract interest.

### WHEN PAID, THIS FORM SERVES AS A TAX INVOICE

#### OFFCIE USE ONLY

**Wedding Ceremony & Photos (HBCC Resident):** \$288.50

**Wedding Ceremony & Photos (non-HBCC Resident):** \$428.00

**Photographs Only:** \$234.00

Ledger	Description	Value
48700.5615	Facility Hire	\$
52435.5400	Insurance	\$
80000.8010	GST	\$
	<b>Total</b>	<b>\$</b>

**Cashier ID:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

# COMMONWEALTH RESERVE WEDDING TERMS AND CONDITIONS

**HOBSONS  
BAY CITY  
COUNCIL**



## TERMS AND CONDITIONS OF HIRE – COMMONWEALTH RESERVE WEDDING

### 1. BOOKINGS

Bookings will be accepted on receipt of a completed application form and full payment a minimum of 14 days before the booking date. Tentative bookings will not be accepted.

### 2. CONFIRMATION

On receipt of the completed application and booking fee, a confirmation letter will be sent to the applicant.

### 3. CANCELLATION/CHANGES

A 75% refund will be issued if a written cancellation is received at least 72 hours before the booking date. No refunds will be issued to cancellations after this time.

A request for a change to the booking (e.g. time of booking) must be conveyed to Council at least 7 days before the date of booking. A request for changes will be honoured only where it is possible.

A refund will not be issued in the event of inclement weather.

### 4. WEDDING CEREMONY BOOKINGS

The rotunda and reserve is available for a two-hour period. Hirers with a wedding ceremony booking may also use the facility for photographs at no extra cost within the two-hour period.

Booking times must be adhered to, as other bookings may be taken on the day.

### 5. WEDDING PHOTOGRAPH BOOKINGS

A one-hour limit is placed on each group having photographs taken.

### 6. GUESTS

Up to 75 guests are permitted for any wedding booking at the venue.

### 7. CONFETTI

Confetti and rice are not permitted. Flower petals and dried flowers are allowed.

### 8. VEHICLE ACCESS / PARKING

Permits cannot be granted to reserve parking bays around the reserve. The entry of any vehicle or horse-drawn carriage into the reserve is strictly prohibited.

### 9. MUSIC

Only acoustic instruments or battery-powered tape recorders to play background music are permitted. Sound levels must be kept to a level that does not disturb other users (72 decibels). Bagpipes are not permitted.

### 10. TEMPORARY STRUCTURES

Marquees, barricades, tents, chairs or tables are not permitted to be erected/placed in the park.

Chairs and a table for signing documents are permitted within the rotunda. Furniture must not be dragged on the floor of the rotunda.

### 11. DECORATIONS

Tape or other adhesives are not permitted to be used on the rotunda. Lightweight decorations may be tied to the structure, provided that they are removed at the conclusion of the booking.

### 12. CLEANING / LITTER

Any cleaning or damage to the rotunda resulting from decorations will be borne by the hirer. The rotunda will be inspected and cleaned (if required) before bookings.

All litter and refuse must be removed from the reserve at the conclusion of the event. **To request additional bins, please contact Council to discuss. Costs may apply.**

### 13. PUBLIC ACCESS

The general public maintains the right of access to any portion of the Reserve. Areas cannot be cordoned off as the venue is a public facility. It is recommended the hirer arrive at the venue early to reserve the appropriate amount of space required.

### 14. BOOKING MONITORING

A park ranger or local laws officer may be in attendance to ensure that all parties using the reserve have a permit. If a permit is not valid or permit conditions are violated, a fine can be issued.

### 15. BREACHES

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.

### 16. USE OF ROTUNDA

Power and lighting is not available for wedding bookings. Hirers are advised to consider the time of year and natural lighting available when scheduling booking times.

**The panels at the perimeter of the rotunda cannot be removed**

### 17. PUBLIC LIABILITY INSURANCE

Public Liability Cover insurance is compulsory when hiring any Council Facility. The hire fee includes short term/casual hire (24 hours) Public Liability Insurance cover for \$20 million, for death or personal injury, loss or damage to property, occurring during the period of Insurance. The Hirer (the insured) shall bear the first \$250 of any claim arising out of any one occurrence (Property damage claims). The policy specifically excludes participation risk involving sporting activities and amusement rides. All accidents and/or incidents, which may result in a claim being made under the insurance policy, must be reported to Hobsons Bay City Council within 2 days of the incident.

### 18. INDEMNITY

The Hirer agrees to indemnify and to keep indemnified the Council, its servants and agents and each of 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 out of or in any way related to the granting of a Permit and be directly related to the negligent acts, errors or omission of the Hirer. The Hirer's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, contributed to the loss or liability. The Hirer also agrees to hold harmless the Council, its servants and agents, and each of them from all claims resulting from damage, loss, death or injury whatsoever which may otherwise be brought or made or claimed by the Hirer against the Council, except to the extent that the Principal is negligent.