

# NEWPORT LAKES WEDDING APPLICATION

**HOBSONS  
BAY CITY  
COUNCIL**



## APPLICANT DETAILS

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

## BOOKING DETAILS

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

## LOCATION - for ceremony bookings only

Please number preferences 1 – 3 in the boxes provided. If your first choice is not available, the next preferred site will be allocated.

Site 1: Pavey's Picnic Area	<input type="checkbox"/>	Site 2: Arboretum	<input type="checkbox"/>
Site 3: North West Area	<input type="checkbox"/>		

## Of the following;

Will there be chairs used (max 20):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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## FEES (\*prices include GST)

Wedding Ceremony & Photos (HBCC Resident)*:	\$263.50
Wedding Ceremony & Photos (non-HBCC Resident)*:	\$351.00
Photographs Only*:	\$231.00
<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> - 1300 179 944

## 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: \_\_\_\_\_

# NEWPORT LAKES 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

Please circle

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

**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):** \$263.50

**Wedding Ceremony & Photos (non-HBCC Resident):** \$351.00

**Photographs Only:** \$231.00

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

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

**For further information:** Email: [customerservice@hobsonsbay.vic.gov.au](mailto:customerservice@hobsonsbay.vic.gov.au) Phone: 1300 179 944

# NEWPORT LAKES TERMS AND CONDITIONS

**HOBSONS  
BAY CITY  
COUNCIL**



## TERMS AND CONDITIONS OF HIRE – NEWPORT LAKES

### 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 refund 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

Ceremony bookings are for two (2) hours. Arboretum, North West Area and Pavey's Picnic Area are available for wedding ceremonies.

Wedding ceremony bookings may also use the Reserve for photographs at no extra cost.

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.

Photographs can be taken in any part of the Reserve. As the North and South Lakes are conservation areas and environmentally sensitive, small groups only are permitted in these areas.

### 6. GUESTS:

No more than 100 guests are allowed on each of the wedding sites. This condition is strictly enforced to minimise impact on the facility.

### 7. CONFETTI

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

### 8. VEHICLE ACCESS / PARKING

A car park is available at the Margaret Street entrance to 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 of the Reserve (72 decibels). Bagpipes are not permitted.

### 10. TEMPORARY STRUCTURES

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

Chairs for elderly or physically disabled guests and a table for signing wedding documents are permitted in all areas except the North and South Lake areas.

### 11. DECORATIONS

Decorations are permitted provided that they are all removed at the conclusion of the booking.

Any cleaning or damage to the Reserve resulting from decorations will be borne by the hirer.

### 12. PUBLIC ACCESS

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

### 13. CLEANING / LITTER

All litter and refuse must be removed from the reserve/park at the hirers cost. **To request additional bins, please contact Council to discuss. Costs may apply.**

### 14. BOOKING MONITORING

A park ranger or local laws officer patrols wedding booking sites to ensure that all parties using the gardens have a permit. If a permit is not valid or permit conditions are violated, a fine can be imposed.

### 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. 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.

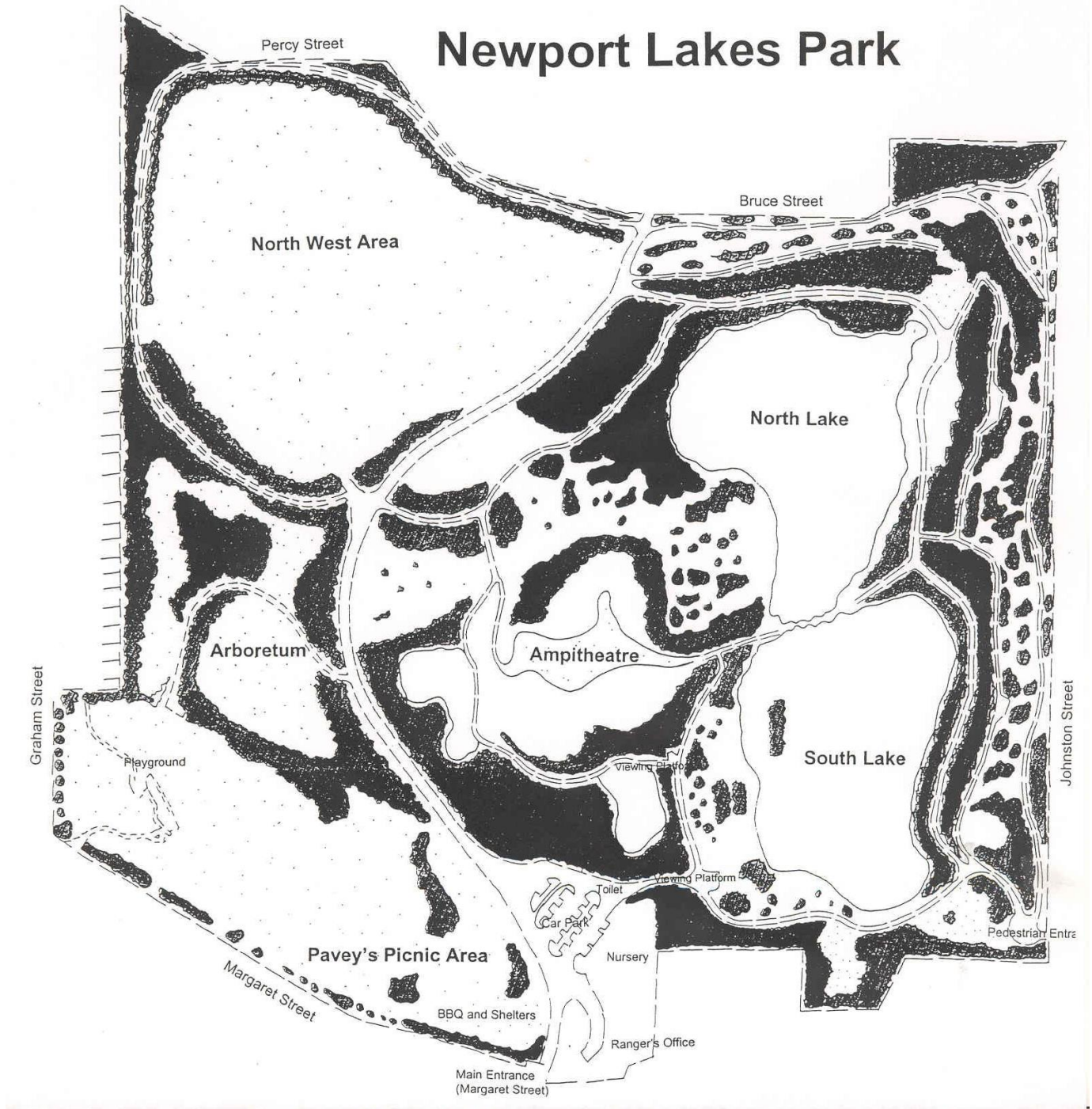
### 17. INDEMNITY

The hirer agrees to indemnify and 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 it by any of them arising out of or in any way related to the granting of this licence and/or the use of the Premises. Council is not responsible for any theft, loss, damage or injury suffered by the hirer or any guest or invitee of the hirer, or any person coming onto the premises during the period of hire, and the hirer indemnifies the Council in respect of all claims for loss, damage of injury caused by any person or property during the period of hire, or as a result of the use by the hirer of the premises.

# NEWPORT LAKES TERMS AND CONDITIONS



## Newport Lakes Park



### Areas Available for Weddings

Area Available	Wedding Ceremonies & Photos	Wedding Photographs – Small Groups
<b>Pavey's Picnic Area</b>	Yes	Yes
<b>Arboretum</b>	Yes	Yes
<b>North West Area</b>	Yes	Yes
<b>Ampitheatre</b>	No	No
<b>North Lake</b>	No	Yes
<b>South Lake</b>	No	Yes