



GREATER
SYDNEY
PARKLANDS

Wedding ceremony

Terms and conditions of hire

Parramatta Park

The wedding ceremony terms and conditions of hire have been developed by Greater Sydney Parklands (GSP) to ensure the safe and equitable use of park facilities and to minimise impacts of activities on other park visitors and nearby residents and stakeholders.

Fees, charges and payment

Fees and charges consist of a site hire fee and in some cases fees for entertainment and other add-ons and a bond. Unless requested by Greater Sydney Parklands (GSP), private bookings do not attract a bond. In the case of a private booking the person making the booking is the “responsible person” and is liable for any costs incurred by GSP arising from the booking such as damage to facilities or removal of rubbish after use.

Transmission of an online booking form or submission of a manual application does not guarantee a reservation. Bookings are not confirmed until we have received payment in full. Partial payment is not accepted.

To ensure the quality of the parkland sites are maintained, a credit card authorisation is taken for all bookings. Parkland Rangers will conduct a condition report after your wedding ceremony. Repair costs for any damage sustained as a direct result of your wedding will be deducted from your card, as will costs associated with waste disposal, to a maximum of \$300. Please ensure your site is left in good condition (i.e. clean and tidy) and with no damage sustained to avoid any charges.

Alterations

An additional fee may apply if you choose to alter your wedding ceremony site hire after it has been confirmed.

All requests must be received in writing or via email with at least 14 days’ notice. You can only alter the booking information, no change can be made to the area hired once your booking has been confirmed.

Postponement

If you choose to postpone your wedding ceremony site hire after it has been confirmed, an additional fee may apply. All requests must be received in writing or via email with at least 14 days’ notice.

No additional fee will be applied for the first change request. Subsequent change requests will incur a \$65.00 administration and processing fee, which must be paid before we confirm the change.

Wedding ceremony

All wedding ceremonies must have an approved booking with GSP. The booking provides approval for the use of an area within Parramatta Park for a wedding ceremony with up to 50 guests. You must purchase a wedding and special occasion photography permit if you plan to hire a commercial photographer.

Wedding ceremonies are booked on an hourly basis with a minimum hire time of 2 hours. The booking is non-transferable and can only be used in the hired area during the times shown on the valid booking confirmation.



Wedding ceremonies with more than 50 guests attending are required to submit a wedding ceremony application form. Additional service fees may apply.

Cancellations and refunds

If you cancel your booking after it has been confirmed a cancellation fee will be deducted from the fees paid before they are refunded. All cancellations must be received in writing or via email.

The cancellation fee is calculated based on the amount of notice given. Where 14 days or more notice is provided a \$65.00 administration and processing fee will be deducted. If less than 14 days' notice is provided all fees will be forfeited.

If you cancel on the day of your booking due to adverse weather, no refunds apply, and all fees paid will be forfeited.

We may cancel any booking by telephone, via email or in writing sent to the responsible person in the event of adverse conditions affecting the safe and proper use of the park. If we cancel a booking, we will issue a full refund.

Reservations

If you are running late on the day of your booking contact the ranger to ensure your booking is held. If you do not contact the ranger, your reservation will only be held for 30 minutes past the recorded commencement time and after this period the area will be available for use by other park visitors. Booking fees will be forfeited and are not transferable to another date.

Public liability insurance

Individuals who hire an area of the park for wedding ceremonies are generally not required to provide public liability insurance, although this may be requested depending on individual activities and/or hiring applications. An organisation that reserves an area of the park must provide a copy of their certificate of currency for public liability insurance of not less than AU\$10 million for the booking to be confirmed.

Advertising the event

The external advertisement and promotion of any event or function in any media or channel must be approved by GSP before publication or use. GSP may withhold approval at its sole discretion.

Vehicle parking and access

To ensure visitor safety and access to popular picnicking areas, GSP operates a restricted parking area scheme.

Parking is permitted only in marked bays. Bays are marked by signs and symbols and time restrictions apply. It is illegal to park outside of marked bays or overtime and fines apply for noncompliance.

There is no guaranteed parking and the reservation of parking bays for bookings is not permitted.

All vehicles must use designated vehicle access routes to, from and through the park and must always observe signs, directions and regulations.

Restrictions apply to buses and a bus access permit must be obtained from GSP before buses enter the park. Bus drivers must always adhere to the park's traffic management system.

Noise

Noise from radios or the like, public address systems, amplifiers and musical instruments must be kept to a level that does not disturb other visitors. The ranger or other GSP officer has sole discretion in determining whether interference or nuisance is taking place and may issue directions to the responsible person to take remedial action. It is an offence to fail to comply with the reasonable direction of an authorised officer.

Decorations

Balloons, streamers and the like must not be attached to picnic shelters or other facilities, trees or plants with thumbtacks, sticky tape, nails or the like. Such decorations may be attached with string to shelters only. All decorations must be removed at the end of your booking. Failure to remove decorations and the like may result in clean-up charges and is considered littering.

Confetti, rice, rose petals, party poppers and the like may not be used in the park as they create litter. Helium balloons must not be brought into or used in the park at any time as accidental release can entangle birds and wildlife in trees.

Signage, banners, tarpaulins and the like must not be attached to trees or plants in the park.

Alcohol consumption

Consumption of alcohol is permitted within the park when consumed responsibly and legally.

Where guests are served alcohol for consumption as part of the booking with or without a fee, entry ticket or other charge, a liquor licence may be required. You are required to refer to the Office of Liquor and Gaming and confirm what licensing requirements apply to your activity and ensure you comply with all relevant requirements.

Waste management

All litter **including cigarette butts**, must be placed either in the bins provided in the park or removed from the park by the responsible person. If GSP incurs additional expense resulting from the removal of any rubbish left at the booked area or surrounds, including any rubbish left lying adjacent to the bin stations, the cost will be charged to the responsible person by withholding all or part of the bond or by invoice for private functions where no bond is charged.

Hot coals, ice and oil must not be put on the ground in the park as it damages the grass.

After-hours access

Where any booking requires access to park facilities outside the hours of 9 am to 3 pm Monday to Sunday, a call-out fee may be charged to arrange for securing facilities such as power or gates.

Further information

Please contact GSP at:

Parramatta Park

Phone: (02) 9895 7599

Email: bookings@ppt.nsw.gov.au

Such access is subject to prior approval by GSP.

Where deemed necessary for the proper management of the booking, GSP may require RMS qualified traffic controllers to assist at events and large private functions.

In this instance we will engage suitably qualified personnel, and this cost shall be charged to the responsible person or event organiser. We retain the right to determine if this additional service is required.

Failure to comply

All park users including responsible persons must ensure they adhere to the terms and conditions of hire and the Parramatta Park Trust Regulation. Failing to follow the direction of a ranger or an authorised officer is an offence under our regulations and fines may apply.

Failure to comply with any of the terms and conditions of hire or any reasonable request by an authorised officer may result in the cancellation, refusal or alteration of your booking.

In the case that your booking is cancelled due to non-compliance all fees will be forfeited.

In addition to the cancellation of your function, fines can apply for breaches of the Parramatta Park Trust Regulation.

NSW health advice

As the hirer, it is your responsibility to monitor and comply with all NSW Government health advice. For the latest information visit www.nsw.gov.au.

*All fees quoted include GST and are subject to periodic review and change.

Western Sydney Parklands

Phone: (02) 9895 7500

Email: bookings@wspt.nsw.gov.au

