



VENUE HIRE TERMS AND CONDITIONS FOR HIRE OF OUTDOOR CEREMONY VENUES (“VENUE”) WITH THE SYDNEY HARBOUR FEDERATION TRUST (“THE TRUST”)

The Hirer acknowledges that no obligations in relation to the Venue will arise unless and until hire documentation has been executed by all relevant parties and all fees are paid.

1. Venue Hire

The Ceremony must take place in the designated venue only (please refer to map). This agreement is non-exclusive, i.e. the Hirer may not prevent public access to the venue through signage, fencing etc. The Hirer must be mindful both of other visitors to the site and visitors of adjacent properties and must ensure that disruption caused to visitors and neighbouring properties is minimised.

2. Booking Times

Maximum booking length is two hours unless otherwise agreed. The Ceremony, including set up must start and finish within the times designated by the Hire Agreement and must take place during daylight hours for safety reasons. The Trust reserves the right to hire the Venue more than once per day.

3. Site Care

The Hirer agrees to hire the Venue in its prevailing condition at the time of hiring. Upon hire expiry an inspection of the Venue will be carried out by a member of the Trust. The Hirer hereby accepts liability for any damage caused to the Venue and/or surrounding areas and agrees to pay any costs incurred in the repair or replacement of damaged property. The Trust will hold the credit card supplied as a guarantee for this purpose.

Children must be supervised at all times. The Hirer is responsible for making guests aware of the potential dangers of the site.

The Hirer agrees to use the Venue at its own risk and releases and waives any right to make any claim against the Trust for loss, theft, cost, expense or damage arising directly or indirectly from the use by the Hirer of the Venue.

4. Food and Beverage

Food and beverage service is not permitted at the Venue.

5. Parking

Parking at Trust lands is limited and unreserved. Vehicles may park in designated car parks shown on the attached map. Vehicle access beyond the security gate on Suakin Drive can be arranged for mobility impaired guests (please see attached map and list of charges).

6. Decorations

Bunting, flags, balloons, rice, confetti or other decorations may not be used. Rose petals are allowed but must be removed at the end of the event.

7. Signage

Temporary signage is not permitted. In particular signs indicating exclusive use of the Venue are strictly prohibited.

8. Music

Amplified music and public address systems are not permitted under any circumstances. Non-amplified music may be permitted with the prior written approval of the Trust.

9. Furniture and Equipment

One table, up to ten chairs and one umbrella are permitted for ceremonies. No other structures or canopies are permitted. All furniture must be broad-based to minimize damage to grassed areas. The Trust accepts no liability for furniture or equipment brought to the site. The set up and removal of any items must be carried on within the booked times.

10. Waste Removal

There are no waste collection facilities on Trust's lands. The Venue must be cleaned on departure and all rubbish must be removed and disposed of responsibly by the Hirer.

11. Payment

To request a booking the Hire Fee must be paid in full and a completed hire agreement must be returned to the Trust.



12. Cancellations

Subject to availability, dates can be changed once without charge until 3pm on the last working day prior to the ceremony. Cancellations are only accepted up to 14 days prior to the ceremony date. Refunds are subject to a \$250 administration fee. The Trust may cancel a booking without compensation by notice in writing at any time. In this unlikely event a full refund will be provided.

13. Park Regulations

The Hirer and its guests must comply with all relevant laws including the *Sydney Harbour Federation Trust Act 2001* and *Sydney Harbour Federation Trust Regulations 2001* which can be found at www.harbourtrust.gov.au.

14. Public Transport

Guests must be encouraged to use public transport, and group transport must be arranged for ceremonies exceeding 25 people as car parking is limited.

15. Other information

Days not available for hire include Christmas Day, Boxing Day and such other days nominated by the Trust.

The Trust reserves the right to take photos of any event and use for internal and marketing purposes.

Site Specific Special Conditions of Hire

16. Cockatoo Island

The Venue on Cockatoo Island is subject to change, the Trust reserves the right to alter the location available for wedding ceremonies. The Venue should be confirmed two weeks prior to your wedding date.

Passengers may disembark at the nominated public wharves, but private water transport must not interfere with public ferries or other vessels using these wharves. Short-term berthing for vessels up to six metres is available for hire on Cockatoo Island. Vessels may not wait or berth at the public wharves under any circumstances to prevent interference with other users. Fines may apply.

Cockatoo Island contains trip hazards and stairs, and there is a steep incline to the Plateau of the Island.

17. Harbour View Lawn

Ceremony bookings must be in conjunction with a confirmed reception booking at The Tea Room Gunners' Barracks. Hire may commence from 3.30pm (or from 4pm during Daylight Saving). The Tea Room Gunners' Barracks recommends that the ceremony commences at 5pm (or 5.30pm during Daylight Saving) to maintain service standards at the reception venue.

Please note that the only access to this site is by stairs, there is no disabled access.

18. Georges Head Lookout

Public access to the circular stone platform, walkway, steps and gun emplacements must be maintained at all times. Ceremonies may not take place on the circular stone platform.

19. The Landship

This venue offers the only wet weather alternative at Headland Park. Please note that this venue is a sandstone structure and is subject to natural seepage causing puddles to form in heavy rain.

This venue can be selected with another Headland Park venue as a wet weather contingency, both venue hires would be payable.

Site	Venue for Hire	Max Capacity	List of Charges
Headland Park	Parade Ground	200	\$1,000
Headland Park	Harbour View Lawn	130	\$1,000
Headland Park	Georges Head Lookout Lawn	100	\$1,000
Headland Park	Landship Lawn only (<i>B on the sitemap</i>)	100	\$250
Headland Park	The Landship (<i>wet weather contingency (A)+B</i>)	100	\$500
Cockatoo Island	Memorial Park	100	\$1,000
Macquarie Lightstation	Lightstation Lawn	100	\$750
Woolwich Dock	Goat Paddock	100	\$350
Woolwich Dock	Woolwich Dock Lookout	40	\$350



HIRE AGREEMENT FOR OUTDOOR CEREMONY VENUES

- For enquiries please email or call the Trust on either Licensing@harbourtrust.gov.au or 8969 2100.
- To request a booking, please complete the Hire Agreement form and return along with the Hire Fee to:
Sydney Harbour Trust Federation Trust, PO Box 607 Mosman 2088
- **The Booking is not confirmed until a Hire Agreement form is returned signed by a Trust signatory.**

APPLICANTS DETAILS			
Full name		Contact number	
Address			Postcode
Email address			
Contact on the day name and mobile number			

EVENT DETAILS			
Venue(s) <i>(Please select)</i>	<input type="checkbox"/>	Georges Head Lookout Lawn	<input type="checkbox"/>
	<input type="checkbox"/>	Parade Ground	<input type="checkbox"/>
	<input type="checkbox"/>	Goat Paddock	<input type="checkbox"/>
	<input type="checkbox"/>	Memorial Park	<input type="checkbox"/>
		Harbour View Lawn	
		Landship Lawn <i>(marked B on the sitemap)</i>	
		The Landship <i>(wet weather contingency)</i> <i>+Add on Venue Hire Fee</i>	
		Lightstation Lawn	
Event date(s) requested			Start time
Number of guests			End time
Details of equipment			
Details for group transport			
Details of non amplified music or entertainment			
How did you hear about these venues?			
Where is your Reception Venue?			

I have read and agree to the hire terms and conditions for Outdoor Ceremony Venues

HIRER'S SIGNATURE and DATE: /...../.....	SYDNEY HARBOUR FEDERATION TRUST SIGNATURE and DATE /...../.....
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Sydney Harbour Federation Trust



METHOD OF PAYMENT FORM FOR OUTDOOR CEREMONY VENUES

Credit Card Details

Name on Card:

Credit Card Type** :

*** Please note a 3% surcharge applies to American Express Cards.*

*** Diners are not accepted*

Credit Card Number:

Expiry Date:

Amount to charge:

I authorise my credit card to be charged the full venue Hire Fee

I am aware that the supplied credit card may be used to reimburse the Trust for any damages, including cleaning or rubbish removal from this period of Hire. The Trust will advise before charging the card.

Card Holders Signature:

Date:
