



Wedding ceremony application form

How it works

- This form is used to submit an application to host a wedding ceremony at a Sydney Harbour Federation Trust (Harbour Trust) site
- Your application form needs to be submitted at least 4 weeks in advance of the ceremony
- Upon submitting your application you will receive a response within 5 working days
- Please read the wedding ceremony terms and conditions (at the end of this form) before completing your application
- Bookings are not confirmed until full payment has been processed and you receive a booking confirmation email from the Harbour Trust

Your details			
Full names			
Applicant's full name			Applicant's contact number
Postal address			
Email address			

Wedding ceremony details

- Please be advised that all bookings are for a maximum 2 hours, including set-up and pack-down time
- Each ceremony site has a specific guest capacity. Please refer to the wedding ceremony FAQs page for more information

Name of wedding ceremony site to be used:			
Date requested			Start time
Number of guests			Finish time

Set up requirements		
Will you be bringing any equipment on the day of your ceremony? Please tick the applicable options.		
<input type="checkbox"/> One table	<input type="checkbox"/> Seating for up to 40 people	<input type="checkbox"/> One 3 x 3 pegged or weighted structure
<input type="checkbox"/> Amplification system for celebrant and/or pre-recorded music	<input type="checkbox"/> Flower arrangements	<input type="checkbox"/> Decorations such as flags, bunting or balloons
<input type="checkbox"/> Carpet or runner	<input type="checkbox"/> A live music ensemble of up to four people	<input type="checkbox"/> A commercial photographer

Fees and charges

The Applicant agrees to pay all fees and charges for the booking and use of Harbour Trust ceremony sites. Cancellations are only accepted up to 14 days prior to the ceremony date and all refunds are subject to a \$250 administration fee. For details regarding cancellations due to wet weather, please refer to the Terms and Conditions at the end of this form.

Site	Location	Maximum capacity	Fee (including GST)
Headland Park	Burnt Orange	100 guests	\$275
Headland Park	Georges Heights lookout	100 guests	\$935
Headland Park	Harbour View lawn	100 guests	\$935
Headland Park	The Landship	200 guests	\$440
Macquarie Lightstation	Lightstation lawn	150 guests	\$715
Woolwich Dock	Goat Paddock	80 guests	\$440
Woolwich Dock	Horse Paddock	200 guests	\$440

Terms and conditions for use of site

1. The ceremony must only take place in the designated location and be used for a maximum of two hours, including set-up and pack-down time.
2. The restriction of public access to the location through signage, fencing etc is not permitted.
3. Usage of the approved location is at your own risk.
4. The applicant must ensure that the ceremony location will be protected from damage. Please note:
 - a) Attachment of decorations or signs to buildings or any other fixed structures is not permitted.
 - b) Any damage to the ceremony location (including but not limited to buildings, heritage sites, grass, trees, gardens, plantings or walkways) will be restored to the Harbour Trust's satisfaction at the cost of the applicant.
 - c) The use of confetti, rice, candles, or open flame devices is prohibited.
5. The Harbour Trust does not take responsibility for loss, theft, cost, expense or damage arising directly or indirectly from use of the ceremony location.
6. The applicant is at all times responsible for making guests aware of the potential dangers of the site and is responsible for the conduct of those attending the wedding ceremony.
7. The marriage celebrant may use a portable PA system or pre-recorded music. A small live ensemble of no more than four musicians is also permitted without amplification. Noise from the wedding ceremony must not disturb or inconvenience any other visitors or local residents.
8. The use of one table and seating for up to 40 people at Headland Park, North Head Sanctuary, Woolwich Dock and Macquarie Lightstation.
9. One 3m x 3m pegged (up to 20cm depth) or weighted structure such as a bridal arch, chuppah, mandap, gazebo, marquee or similar wedding cover. The use of a stage or podium is prohibited.
10. The wedding ceremony area must be left clean and tidy with all rubbish removed and disposed of responsibly.
11. The Harbour Trust reserves the right to cancel all approvals at any time.

12. The applicant agrees to pay all fees and charges in order to book the nominated wedding location.
13. Cancellations are only accepted, in writing, up to 14 days prior to the ceremony date and all refunds are subject to a \$250 administration fee.
14. Cancellations due to wet weather are accepted up until 12pm on the day of your ceremony minus a \$250 administration fee. The Harbour Trust Rangers must be contacted directly on the day. Contact details will be supplied upon confirmation.
15. The applicant and 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 **harbourtrust.gov.au**
16. Parking at Harbour Trust sites is limited and unreserved. It is the responsibility of the Applicant to organise parking to suit the ceremony location. Group transport must be arranged for ceremonies exceeding 40 people due to limited spaces.
17. The Harbour Trust reserves the right to take photos of any event and to use them for internal and marketing purposes.
18. Ceremony locations are subject to change and the Harbour Trust reserves the right to alter the locations available for wedding ceremonies.

Extra site-specific terms and conditions

For Georges Heights lookout

20. 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.
21. The applicant is prohibited from covering the grills at Georges Heights lookout.

Payment

- In order to lodge your application, please fill out the following payment details
- American Express cards are not accepted

Credit card details			
Name on card		Expiry date	/
Credit card type	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa		
Credit card number		Total amount	\$

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 Harbour Trust for any damages, including cleaning or rubbish removal from this period of Hire. The Harbour Trust will advise before charging the card.

Card holder's signature		Date	/	/
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Collection and use of personal information

The information provided in this form will enable your application to be assessed by the Harbour Trust and any relevant Commonwealth Government Agency.

Your application may be exhibited and publicly advertised at the discretion of the Harbour Trust.

The Harbour Trust will keep the application in a register that may be viewed by the public. Please contact the Harbour Trust if the information you have provided in your application is incorrect or should be amended.

By completing this form, you agree to provide the Harbour Trust with personal information about you which means that your identity is apparent or can be reasonably ascertained.

The Harbour Trust complies with the Australian Privacy principles under the *Privacy Act 1988*. More information on how we manage privacy is available on our website harbourtrust.gov.au.

I have read, acknowledge and agree to comply with the conditions of usage provided in this application.

Applicant name	Applicant signature	Date
		/ /

On behalf of the Sydney Harbour Federation Trust:

Name	Signature	Date
		/ /

Harbour Trust

