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 a least 14 business days in advance of the activity taking place
* Your activity will be assessed based on the information you provide in this form
* Please read the terms and conditions (at the end of this form) before completing your application
* Bookings are not confirmed until full payment has been processed via the credit card details provided and you have received a booking confirmation email containing a co-signed permit from the Harbour Trust
* If your application is accepted, you must comply with the terms and conditions in conducting the Event and making use of the Venue

## How to apply

* Please complete this form and lodge your completed application via email to licensing@harbourtrust.gov.au
* Upon submitting your application, you will receive a response in 5 working days

|  |
| --- |
| YOUR DETAILS |
| FULL NAMES: | Click to enter text. |
| APPLICANT’S FULL NAME: | Click to enter text. |
| APPLICANT’S CONTACT NUMBER: | Click to enter text. |
| APPLICANT’S POSTAL ADDRESS: | Click to enter text. |
| APPLICANT’S EMAIL ADDRESS: | Click to enter text. |

## Wedding ceremony details

* Please be advised that all bookings are for a maximum of 2 hours, including set-up and pack-down time.
* Your hire fee is for exclusive use of your chosen location, for the ceremony and for wedding photography permission for up to 2 hours. Exclusive means that we will only book one wedding in this 2-hour block on the lawn you have selected. Set-up and pack-down time must be included within the two-hour timeframe.
* The fees include the use of the lawn, but this does not prevent the public from entering the space or nearby spaces. Lawn areas must remain accessible to the public and because of this there maybe passers-by that may stop to watch your ceremony.
* Each ceremony site has a specific guest capacity. Please refer to the wedding ceremony [FAQs](https://www.harbourtrust.gov.au/media/ylmbekwv/faq-wedding-ceremony-location.pdf) page for more information.

|  |
| --- |
| LOCATION REQUESTED |
| NAME OF WEDDING CEREMONY SITE TO BE USED:Click to enter text. |
| NUMBER OF GUESTS: | Click to enter text. |
| DATE REQUESTED: | DATE: | 16/08/2024 | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |

|  |
| --- |
| SET UP REQUIREMENTS |
| WILL YOU BE BRINGING ANY EQUIPMENT ON THE DAY OF YOUR CEREMONY? (SELECT ALL THAT APPLY): |
| [ ]  One table[ ]  Carpet or runner[ ]  Amplification system for celebrant and/or pre-recorded music | [ ]  Seating for up to 40 people (site dependant)[ ]  Flower arrangements[ ]  A live music ensemble of up to four people | [ ]  A commercial photographer [ ]  One 3 x 3 pegged or weighted structure (site dependant)[ ]  Decorations such as flags or bunting |
| DOCUMENTATION REQUIREMENTS |
| [ ]  Site Induction FormPlease email a copy of the above documents to licensing@harbourtrust.gov.au  |

## 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 25% administration fee based on the cost of the venue hired. 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 | Sun Dial | 160 guests | $400 |
| Georges Head Lookout | 100 guests | $1000 |
| Harbour View Lawn | 130 guests | $1000 |
| MACQUARIE LIGHTSTATION | Lightstation Lawn | 150 guests | $800 |
| WOOLWICH DOCK | Goat Paddock | 80 guests | $500 |
| Horse Paddock | 200 guests | $500 |
| Lookout | 80 guests | $400 |
| COCKATOO ISLAND | Biloela Lawn | 100 guests | $1000 |
| NORTH HEAD SANCTUARY | Sanctuary Lawn | 100 guests | $800 |

## Payment

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

|  |
| --- |
| CREDIT CARD  |
| NAME ON CARD: | Click to enter text. |
| CREDIT CARD TYPE | [ ]  Mastercard | [ ]  Visa |  |
| CREDIT CARD NUMBER: | Click to enter text. | EXPIRY DATE | Click to enter text. |
| TOTAL AMOUNT | $ Click to enter text. |

|  |
| --- |
| DECLARATION |
| * 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.
 |
| CARDHOLDER’S SIGNATURE: |  | DATE: | Click to enter a date. |

## 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.
* 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: | Click to enter text. | APPLICANT SIGNATURE: |  | DATE: | Click to enter a date. |

|  |
| --- |
| On behalf of the **Sydney Harbour Federation Trust**: |
| NAME: | Click to enter text. | SIGNATURE: |  | DATE: | Click to enter a date. |

## Wedding Ceremony Terms and Conditions

1. Ceremonies held at Harbour View Lawn are only permitted with confirmation of reception booking at Gunners Barracks. Please note, ceremony start time must mirror that offered by Gunners Barracks upon booking your wedding reception.
2. Ceremonies held at the Sun Dial are only permitted with confirmation of reception booking at Burnt Orange.
3. Ceremonies held at Biloela Lawn on Cockatoo Island are only permitted with confirmation of reception booking at Marina Café & Bar or Societe Overboard.
4. 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.
5. The restriction of public access to the location through signage, fencing, etc. is not permitted.
6. Usage of the approved location is at your own risk.
7. The Applicant must ensure that the ceremony location will be protected from damage. Please note:
	1. Attachment of decorations or signs to buildings or any other fixed structures is not permitted.
	2. 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.
	3. The use of confetti, rice, candles, or open flame devices is prohibited.
8. The Harbour Trust does not take responsibility for loss, theft, cost, expense or damage arising directly or indirectly from use of the ceremony location.
9. 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.
10. Harbour Trust sites are open to the public and other non-related activities and events may be occurring throughout the sites on the day of your booking. The Harbour Trust will endeavour to notify you of any potential activities that may already be known at the time of booking.
11. 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.
12. 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.
13. The wedding ceremony area must be left clean & tidy with all rubbish removed and disposed of responsibly.
14. The Harbour Trust reserves the right to cancel all approvals at any time.
15. The Applicant agrees to pay all fees and charges in order to book the nominated wedding location.
16. Cancellations are only accepted, in writing, up to 14 days prior to the ceremony date and all refunds are subject to a 25% administration fee based on the cost of the venue hired.
17. Cancellations due to wet weather are accepted on the day up until 3 hours prior to the ceremony start time stated in this permit, minus a 25% administration fee based on the cost of the venue hired. You are required to contact the Harbour Trust Rangers directly using the contact details provided upon booking or emailing licensing@harbourtrust.gov.au
18. In the event the Harbour Trust must cancel a confirmed wedding ceremony due to “Extreme” bushfire risk, we will endeavour to contact you as soon as the Harbour Trust is informed of the decision to close the North Fort Precinct. A closure of North Fort Precinct includes Sanctuary Lawn, and this will occur when the Fire Danger Rating (FDR) is declared Extreme by the RFS [https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.rfs.nsw.gov.au%2Ffire-information%2Ffdr-and-tobans&data=05%7C02%7CChris.CORNISH%40harbourtrust.gov.au%7Cd9a679d5f0a5441b54a008dc117be16b%7C2be67eb7400c4b3fa5a11258c0da0696%7C0%7C0%7C638404470953534640%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5WYrr6CMAbRtm7Msa5qc70LgAR5%2BLmNByh9WsHWVtxQ%3D&reserved=0) at 4pm the day before, and Fire Behaviour Index (FBI) reaches 75 points or higher. You will receive a refund for the booking, less a $150 administration fee if the Harbour Trust must cancel your booking in response to an Extreme Fire Danger Rating.
19. Cancellations due to national or local COVID-19 restrictions that come into place after the booking is confirmed, are entitled to reschedule within 6 months from the original booking date, subject to availability. Should the Applicant wish to rebook the ceremony after 6 months of the original booking, the Harbour Trust will take this as a cancellation and all refunds are subject to a 25% administration fee based on the cost of the venue hired.
20. The Applicant and guests must comply with all relevant laws including the *Sydney Harbour Federation Trust*

*Act 2001* and *Sydney Harbour Federation Trust Regulations 2021* which can be found at [harbourtrust.gov.au](https://www.harbourtrust.gov.au/en/)

1. 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.
2. The Harbour Trust reserves the right to take photos of any event and to use them for internal and marketing purposes.
3. Ceremony locations are subject to change and the Harbour Trust reserves the right to alter the locations available for wedding ceremonies.
4. The Trust undertakes regular grounds maintenance but makes no guarantees regarding the condition of the grounds on the day of the booking.
5. Harbour Trust does not disapprove of the consumption of alcohol as long as it is undertaken in a responsible manner and one celebratory drink (e.g. glass of champagne provided and served by the applicant) is consumed per guest. No external third-party provider may be engaged for the purpose of providing alcohol or food to be served and consumed at the wedding ceremony venue. If the Licensor considers in its absolute discretion that alcohol is not being served in a responsible manner, the Licensor may require that the service of alcohol be immediately stopped and may revoke the Permit.

The Applicant must ensure that persons who have been served with Liquor in the wedding ceremony area do not leave the wedding ceremony area with Liquor. It is the responsibility of the Applicant to manage this.

## Site-specific Terms and Conditions

### for Georges Head Lookout

1. 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.
2. Vehicle access to Georges Head Lookout and Harbour View Lawns requires access via a boom gate. Please contact onsite Harbour Trust Rangers, details are provided in your confirmation email.
3. The Applicant is prohibited from covering the grills at Georges Head Lookout.

### for Cockatoo Island

1. 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. Please visit [cockatoomarine.com.au](http://www.cockatoomarine.com.au/) for more details. Vessels may not wait or berth at the public wharves under any circumstance to prevent interference with other users. Fines may apply.
2. Cockatoo Island contains trip hazards and stairs, and a steep incline to the plateau of the Island. The Applicant must make own arrangements to get around the Island. Harbour Trust vehicles cannot be hired.

### for Woolwich Lookout

1. A bridal arch may be used in the area however the use of any other structures, marquee, stage or podium is prohibited.
2. Seating for up to 20 guests is permitted.

### for North Head Sanctuary

1. A bridal arch may be used in the area however the use of any other structures, marquee, stage or podium is prohibited.
2. Seating for up to 20 guests is permitted.
3. Bush or grass fires are a key site hazard at North Head Sanctuary. If there was an emergency on the day of or during your ceremony, raise the alarm by calling Triple 000 (000) or contacting Harbour Trust Rangers/Security. Follow all directions by authorities.
4. The Location is home to a small population of the Long-nosed Bandicoot, which is a small nocturnal marsupial. Protection of these species provides responsibilities for both visitors and residents of the Licensor. The permit holder must:
	1. Be aware of these threatened species;
	2. Other animals are not permitted;
	3. Bandicoots are active after dark and may be under cars or on roads. Please check around cars before driving, take care and drive slowly in and out of the North Head;
	4. Report any sightings of foxes, stray cats or dogs to the NPWS (9977 6732 - office hours)
	5. Report any injured or dead bandicoots to the NPWS (9977 6732 – office hours)