

Park Booking - Wedding Ceremonies

Form Preview

Park Booking - Wedding Ceremonies

Before you begin

Please complete this application form if you wish to book one of Lake Macquarie City Council's parks for your wedding ceremony.

Low-impact wedding ceremonies are those that do not involve;

- Catering or food service
- Service or sale of alcohol
- 100 or more attendees
- Erection of marquees, staging, or other large structures
- Commercial operators or multiple vendors

If any of these elements will form part of your event, you will need to apply for an [Event Licence](#).

Council may request additional supporting documentation (e.g. insurance, risk management details, or site layout plans) where higher-risk or commercial elements are identified.

Fees apply to this booking on return of your application, refer to park booking - weddings terms and conditions regarding cancellation and refunds. - [LMCC - Fees & Charges - Fees & Charges](#)

All bookings are not confirmed until all conditions of the booking are met, including payment (an invoice will be sent). Once conditions have been met and payment has been received, a confirmation letter will be sent to you which you require to have on hand on the day of your function.

Refunds are returned to the person noted in the Customer Name on the application. We cannot provide refunds to anyone other than the named customer.

Council's parks and reserves are mown in accordance with our operational requirements. Mowing of a park or reserve immediately prior to your booking is not guaranteed.

Council reserves the right to impose additional fees and/or conditions resulting from the assessment of your application.

Should you require further information, to revise booking details or to notify Council that the booking is no longer required please contact the events team.

Any questions?

Contact the LMCC Events Team Phone: 02 4921 0544

Email: events@lakemac.nsw.gov.au

Wedding Ceremony Bookings

* indicates a required field

Wedding Ceremony Bookings

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This form is to be completed for low-impact wedding ceremonies only. If a wedding reception is to take place in a park or reserve in Lake Macquarie, you will be required to fill in an [Event Licence Application](#)

Please contact the events team via email events@lakemac.nsw.gov.au or phone 02 4921 054402 if you have any questions.

Customer Details

To be completed by the person who will be the main contact and responsible for the booking

Your Name *

Title	First Name	Last Name

Phone Number *

Email *

Mailing Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.
Use the business address rather than a personal address where possible. This information is required for billing purposes.

Role / position for this event

Event Booking Details

* indicates a required field

Park / Reserve Name *

For example - Croudace Bay Park; Heritage Shed at Speers Point Park Please include an address for smaller parks.

Location Description: *

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Event/Activity Overview

* indicates a required field

Event Date *

Must be a date.

Start time of the wedding ceremony - please note all bookings are invoiced for a minimum of 4 hours *

Including packing up, ceremony and packing down the space

Finish time of the wedding ceremony

please note all bookings are invoiced for a minimum of 4 hours

Expected number of attendees *

Booking Requirements

Do you propose to erect portable structures? *

☐ Yes ☐ No

If yes, please provide details

Simple decorative items (e.g. arches, small signing tables, chairs) are permitted under this process. Larger structures may require further assessment or an Event Licence.

Will a caterer be providing food? *

☐ Yes ☐ No

If yes, please provide details

Light refreshments (e.g. picnic style) are acceptable under this form. Formal catering services may require an Event Licence.

Caterers will be responsible for ensuring all food and drink vendors confirmed to attend the event will notify Council of their activity by applying for a [Temporary food event notification](#) at least 10 days prior to the event taking place. As the event owner you will be required to request proof of this from the caterer prior to the event.

Do you propose to consume alcohol? *

☐ Yes ☐ No

Please ensure that your location is not an alcohol free zone / park

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If yes, advise what control measures will be taken and / or if there is a supplier offering this service

Alcohol providers NOTE: Where alcohol is supplied, sold, or serviced by a third party, this may require an Event Licence and additional approvals.

Do you propose to use a PA system, loudspeakers, or amplified music? *

- ☐ Yes ☐ No

All events on LMCC land must adhere to the NSW Environment Protection Authority (EPA) noise regulations.

Event Noise Limits

- Amplified sound must not occur before 8am or after 9pm, without prior approval.
- At the surrounding residential locations (N, S, E, W) the maximum permissible noise levels are Lmax criterion of 70dBA Level, equivalent over 15 minutes (LAEQ) to minimise any adverse noise impacts.

Do you propose to have a pyrotechnic display? *

- ☐ Yes
☐ No

If yes, you will need to complete the Fireworks Notification on our website, please visit [Fireworks notification - Lake Macquarie City Council](#) and visit [Fireworks displays notifications | SafeWork NSW to complete the relevant paperwork required.](#)

Will you require road closures? *

- ☐ Yes
☐ No

If yes, you will require Temporary Traffic Control Applications please visit [apply for traffic control approval - Lake Macquarie City Council](#)

Do you propose to use amusement devices?

- ☐ Yes
☐ No

If yes, please provide details

You will be required to collect; Public Liability, Safe Work documents, Working with Children Check, and Risk Assessment from the suppliers

Do you propose to use animals during your event? *

- ☐ Yes
☐ No

If yes, please provide details

Please note: animals are not allowed at all park and reserves

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Applicant Declaration

* indicates a required field

Zero waste to landfill by 2028

Lake Macquarie City Council is committed to the principles of sustainable development, the protection of biodiversity and the integration of environmental, social and economic considerations in decision-making.

To meet our Community Plan KPIs outlined in [LMCC's Environmental Sustainability Strategy](#) the following actions are compulsory for all events.

If you need tips on how to achieve these compulsory principles, please contact Council's events team for advice.

By ticking the below actions you are acknowledging the principles outlined in the Environmental Sustainability Strategy and your commitment to these principles at your event. *

- ☐ No plastic drinking straws will be used at the event
- ☐ Only biodegradable/compostable or reusable plates/bowls and utensils
- ☐ No single-use plastics will be used at the event. Only biodegradable or recyclable containers and bags to be used by engaged stallholders (if unavoidable)
- ☐ No balloons will be used or sold at the event (this includes entertainers making balloon creations)
- ☐ No glitter or confetti will be used or sold as part of the event (includes as part of kids activities, face painting, hair stalls)
- ☐ Reduce the transportation footprint by encouraging the use of buses, trains and ferries, bike riding or walking to the event,
- ☐ Onsite recycling services and green waste bins
- ☐ Water refill stations and encourage people to bring refillable bottles
- ☐ Use of local businesses
- ☐ Provide organic food, plant-based and/or vegetarian choices

At least 10 choices * and no more than 10 choices may be selected.

Declaration

View Fees and Charges here [Fees and Charges](#), subject to change for each financial year

View the [Wedding Ceremony Bookings Terms and Conditions](#)

As the event owner/s (or authorised representative/s), I/we understand that I/we:

- are responsible for the planning and safe delivery of the event, including risk and emergency management.
- are to provide accurate information regarding the event for the purpose of the Park Booking Wedding Ceremony.
- are required to abide by the terms and conditions and any requests made by State Authorities, **e.g NSW Police, TransportfNSW in the processing of your application. This also includes abiding by any NSW Government Public Health Orders in place.**

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- must take all possible and reasonable steps to reduce the impact of the event on the hired area, especially parks grounds and vegetation which are at high risk of damage.
- must make every effort to minimise and limit the impact of the event on residents or business premises (includes noise, traffic, waste) located within the surrounding areas.
- are present onsite at all times for the duration of the event booking from bump in to bump out.
- are responsible for all actions of sub-contractors and /or third-party suppliers. Noting: All sub-contractors/third party suppliers (eg. caterers, caterers, amusement operators) have minimum \$20million Public Liability Insurance and appropriate licences and qualifications.
- are aware actions of your organisation, contractors, market stalls or displays must not bring Council into disrepute.
- are responsible for the payment of any fees associated with the hire and use of the Council location booked. This includes payment of any post-event fees due to non-compliance or damage to Council property.
- Implement effective child-safe policies and practices to protect children involved in or present at your event. For more information visit - [Safety and security for your event | NSW Government](#)
- acknowledge that this booking is for a wedding ceremony - only event, and any changes to the nature or scale of the event may require reassessment or an [Event Licence](#).
- acknowledge that Council may request supporting documentation (including insurance certificates, risk management plans, or site layouts) where required based on event risk.
- confirm that all contractors and third-party suppliers engaged for the event:
 - Hold appropriate licences and approvals; and
 - Maintain adequate Public Liability Insurance; and
 - Will provide evidence of such insurance upon request.
- acknowledge that park conditions (including weather, maintenance, mowing schedules, and shared public use) are not guaranteed and accept the site as-is.
- agree, to the extent permitted by law, to indemnify Council against loss or damage arising from the event.

*

- ☐ I /we declare all information provided in this application is true and correct and understand my/our responsibilities as the event owner/s (or authorised representative/s)

Privacy Policy

Your details will be managed in accordance with Council's privacy policy. Information about your event and the event organiser contact details may be provided to other Council departments or other authorities (eg. Police, Transport for NSW, NSW Health), when relevant to the execution of your event. View the [Privacy Statement - Lake Macquarie City Council](#)

*

- ☐ Yes, I acknowledge

Submitting your form

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Please ensure you take the time to review your application answers and ensure all details are correct. Once you have done this, click the **SUBMIT** button and you will receive an automated email response confirming your form was submitted correctly.