



WEDDING PERMIT

Prior to completing an application form, please contact Council to make a tentative booking in the calendar and discuss your requirements as additional information may be required. Phone 08 8551 0500 or email localgov@victor.sa.gov.au.

APPLICANT DETAILS

Contact Name			
Postal Address		Email	
Phone		Mobile	

EVENT DETAILS

Wedding Party Name			
Ceremony Date			
Ceremony Location			
Anticipated total attendance			
Ceremony Start Time		Ceremony End Time	
Set Up Start Time		Pack Up End Time	

SITE PLANNING

If you answer yes to any of the items, a site map must be supplied indicating quantity and size of infrastructure intended to be placed on the reserve.

	YES	NO
Marquees		
Chairs		
Archways		
PA system		
Other		

OPERATIONAL REQUIREMENTS

The City of Victor Harbor can provide operation services with prior notice. Note: A \$50 bond applies for each key or cone supplied.

	YES	NO
Power access (10A, 15A and 3 phase is available in some locations) If yes, provide details of power requirements and locations on site map		
Potable water (note - potable water is not available on all reserves) If yes, provide details of water requirements and locations on site map		
Irrigation mark out (required for marquees pegged into ground)		
Are reserved/modified car parking arrangements be required? If yes, please advise the location of car parks you wish to reserve below. Cones are available from Council. Note: A \$50 bond applies for each cone supplied.		
Other, please specify:		

CAR PARKING

	YES	NO
Have transport services been arranged to bring guests e.g. shuttle serves of buses? If yes, please provide details.		

ACCESSIBILITY

Describe how you will provide access to your wedding for people of all abilities.

SITE CLEAN UP

Please outline the cleaning management strategy for the site, post function. (if the site is not left clean, costs associated with clean-up will be deducted from any bonds collected).

SITE PLAN – CEREMONY LAYOUT

Please include any infrastructure you intend on bringing to the site including chairs, marquees and archways.

HIRE FEES & BOND

The City of Victor Harbor's hire fees assist with costs associated with power usage, reserve and street infrastructure maintenance and administration costs. Please refer to www.victor.sa.gov.au for the current hire fees and associated charges.

Hire fees are to be paid prior to the wedding. Credit card details must be provided prior to the wedding as a bond, and will only be transacted if damage occurs to the site. Please note - the full cost of repairs will be charged.

PUBLIC LIABILITY INSURANCE

Public liability insurance is mandatory for all events held on Council land. Weddings can be covered under the City of Victor Harbor's one-off public liability insurance if requested. Please note: If a claim is made under the City of Victor Harbor Policy, the applicant will be responsible any excess costs.

	YES	NO
I have my own public liability policy (copy attached)		
I wish to be included under the City of Victor Harbor one-off public liability insurance		

CONDITIONS OF HIRE

- The applicant agrees to indemnify, protect, defend and hold harmless the City of Victor Harbor from and against any and all claims, demands, actions and proceedings whatsoever in relation to personal injury or property damage caused by or occasioned during the period of the special event and shall indemnify the Council for any and all fees, costs and expenses incurred in respect thereof.
- Council will not be responsible for any personal injury to function personnel and requires indemnification from the organiser should any claims be made against Council.
- That all hire fees required, are paid prior to the wedding, and credit card details are provided as a bond.
- If the applicant causes damage to Council property it retains the right to charge the applicant for the full cost of repair and/or reinstatement, charged to the credit card details provided.
- All Council facilities must be left in a clean and tidy state and all rubbish must be placed in bins or removed from the site. Additional cleaning required by Council staff may be charged back to the applicant.
- Approval may be subject to additional conditions.

I have read and understood the reserve hire terms and conditions and will abide by said conditions; and I have completed the application form with correct/current information to the best of my ability.		
Name		Date
Organisation and position		
Signature		

Office Use Only			
Reserve Available	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Event approval	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Date
Fees and charges			
Hire Fee	\$		
Bond	\$		
Key Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Power Key / Bollard Key / Toilet Key (circle)
Parking cones required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity
Key/Parking Cone Bond	\$ (\$50.00 per key/cone)		

FURTHER INFORMATION

Email: localgov@victor.sa.gov.au

Phone: 8551 0500

Civic Centre, Cnr Bay & George Main Road,
Victor Harbor SA 5211