

Booking Request Form

Weddings / Formal Ceremony



📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)

☎ (02) 4868 0888 ✉ mail@wsc.nsw.gov.au

Applicants Details

Application for hire must be made by persons over 18 years of age. Person on-site to manage the event (if different to applicant) must also be over 18 years of age.

Contact Details of Person Responsible for the Booking			
Name of Organisation:			
Position:			
Contact Name:			
Address:			
Locality:		Post Code:	
Mobile Telephone:		Alternative Telephone:	
Email:			
Contact Details of Person/s who will be on-site to manage the event on the specified dates			
Contact Name:			
Position:			
Mobile Telephone:			

Emergency and/ or Crisis Situations

As an express condition of this agreement, hirers must comply with all government requirements and legislation as directed by a government authority in relation to the hire of a Council facility. Please note: you may be required to update your risk assessment and times of use as legislation changes in order for Council to approve the continued use of its facilities.

- For all Life threatening situations call triple zero 000.
- During a health crisis the hirer must adhere to the health advice from the NSW Government www.nsw.gov.au.
- For Bush Fire Emergencies – Download the NSW Rural Fire Service, Fires Near Me – app.
- During Bush Fire Season monitor the app and or the NSW Rural Fire Service web page www.rfs.nsw.gov.au or phone 1800 679 737. Conditions may change very quickly in an emergency situation.
- For help in a flood/storm please contact the SES on 132500 or go to the website: www.ses.nsw.gov.au.
- When hiring a Council facility, please include in your risk assessment what you will do if there is an emergency situation. i.e.:
 - cancel your event; or
 - have a Plan B in place detailing where you could relocate your event/activity to another venue;
 - outline what you would do if the emergency occurs during your event/activity.

Booking Details

Event Details (A total maximum 2 hour time limit applies for all bookings (including set up and clean up)).					
Name of Event / Activity:					
Please provide the details of your hire:					
Location:					
How many people will be attending your event?					
Date Required:		Start Time:		Finish Time:	

Working with you

Site Map

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Risk Assessment				
Council will NOT consider any booking request which does not include a Comprehensive Risk Assessment for the Hirer and all contractors for the proposed activities as part of this event.				
Please be aware that in an emergency or crisis situation you may be required to provide an updated risk assessment in line with government requirements and legislation.				
Please ensure that you have attached all Comprehensive Risk Assessments for this event.				
Alcohol				
Will alcohol be consumed during your event?		Yes		No
If Yes , Council has resolved to prohibit the consumption of alcohol in some parks and reserves. Please refer to Council's website for Alcohol Free Zones and Alcohol Prohibited Zones in each of the main towns.				
Booking Confirmation				
Booking confirmation will only be given in writing once Council's Booking Officer has received a fully completed and signed Booking Request Form along with all supporting documentation.				
No hirer will be permitted access to the facility unless Council has provided written confirmation of the booking.				
Incomplete Booking Request Forms will be returned to the applicant.				
Terms and Conditions				
In signing this form, I/we confirm that I/we have received, read and understand the Terms and Conditions for the Hire of Wedding/ Formal Ceremony and agree to abide by the Terms and Conditions therein. I/we understand that those Terms and Conditions are incorporated in and form part of this agreement. I/we agree to convey the Terms and conditions to people participating in our hire of the facility. I/we have read the Privacy Statement on page 3 of this form.				
Applicant Name:		Signature:		Date:
Contact Person:		Signature:		Date:

Privacy Statement

In lodging this form, you are providing personal information such as your name and contact details. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Your personal information will

be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

Purpose of collection: Your personal information is being collected for the purpose of contacting you or serving correspondence upon you as the applicant to hire a Council facility, and to ascertain a site contact in relation to this booking request for the purpose of contacting individuals on the specified dates in relation to the use of a Council facility.

Intended recipients: Council officers, contractors or agents of Council. Intended recipients may also include persons granted lawful access under the *Government Information (Public Access) Act 2009*.

Supply: Supply of your personal information is voluntary. However, if you cannot or refuse to provide some or all of the information sought, Council may be unable to process your booking request.

Access/Correction: You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Storage: Your personal information is being, or has been, collected and will be held by: Wingecarribee Shire Council, Civic Centre 68 Elizabeth Street, Moss Vale NSW 2577 and/or the relevant [Section 355 Management Committee](#). This form and associated documents will be placed on a relevant file and/or recorded in Council's electronic document and records management system.