



WEDDING & FORMAL CEREMONY BOOKING GUIDELINES

The Southern Highlands has many Parks and Gardens where weddings and ceremonies can take place.

Where can I get married?

All gardens, parks and reserves are available for ceremonies, except Corbett Gardens, Bowral during the Tulip Time Festival held during the last week of September & first week of October each year. The Annual Bulb dig up is planned during the first week of November.

For a full list of Community Parks, Gardens and Reserves can be found at <http://www.wsc.nsw.gov.au/services/community/parks-reserves>

Popular Sites:

- Corbett Gardens, Bowral
- Leighton Gardens, Moss Vale
- Lake Alexandra, Mittagong

How much does it cost?

Free of charge.

How can I apply?

Complete the application form for Wedding/Formal Ceremony. This must be signed to agree to the terms and conditions of hire. Please note that a completed application form does not constitute approval. Your booking will be confirmed once you receive an approval letter from Council.

How long will the application take to process?

If your application form is fully completed, you should receive an approval letter within 10 working days. If there is another booking that

conflicts with your ceremony we will contact you by telephone to discuss.

Celebratory Materials

For environmental purposes balloons, confetti and other synthetic materials are not permitted to be released, thrown or used as part of your ceremony. Please use bubbles or fresh rose petals in place of these items.

Things to consider:

- Your booking will confirm that there will be no other booking for the nominated time in the nominated location. However, an approval does not guarantee exclusive use of the area and/or its facilities. There may be members of the public using the facility.
- Council maintains its parks and gardens on a routine maintenance program. Special mowing or additional servicing of the area is not provided. Council is also unable to control tree debris or damage resulting from weather conditions or irresponsible people that have damaged property.
- Do you have appropriate access to the park for elderly or less mobile guests?
- Car parking arrangements. Are your guests aware that the park you are using may have restricted car parking available?
- Do you have a wet weather alternative? Some gardens like Corbett Gardens & Leighton Gardens have garden Gazebo's, however your guests may still be exposed to the elements, which may result in your ceremony needing a back-up venue.



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Terms & Conditions

- A total maximum 2 hour time limit applies for all bookings (including set up and clean up).
- The approval letter should be available at your ceremony as evidence of approval of your booking. Approval is granted to use the area specified for the times stated in the approval letter. Please ensure that you adhere to the times specified as another ceremony may take place both prior to and/or after your booking.
- When making your booking please keep in mind that unplanned emergency maintenance of our parks, gardens and reserves beyond Councils control as well as programmed maintenance for these facilities which Council has the right to carry out these works. In some instances you may be required to relocate your wedding ceremony setting. Council makes every effort to carry out parks maintenance with minimum disruption to booked ceremonies; however circumstances can arise when this is not possible.
- Parks, gardens and reserves are maintained on a routine maintenance program and are not specifically groomed for your ceremony. Council does not accept any responsibility for the condition of the area including mowing, maintenance or inclement weather conditions resulting in tree debris, or irresponsible behaviour by park users prior to your booking.
- Portable structures (archways, marquees etc) and chairs are not permitted to be erected or set up. A small table and two chairs are permitted for certificate signings. Chairs are permitted to be set up for elderly, pregnant or less mobile ceremony attendees only.
- At the completion of your ceremony please ensure that all litter is removed. For environmental reasons confetti or anything artificial is not permitted to be used during your ceremony. Please replace these items with bubbles or fresh rose petals.
- Council has resolved to prohibit the consumption of alcohol between 9pm and 6am in the following parks and reserves (noting that the Police can enforce this type of Council signage under Sec 632 of the Local Govt Act 1993 – Acting contrary to notices erected by councils). Bowral: Corbett Gardens, Memorial Park, Loseby Park, Settlers Park, Cherry Tree Walk; Mittagong: Lake Alexandra, Ironmines Oval, Winifred West Park; Moss Vale: Leighton Gardens, Bevan Badgery Park

Please refer to the attach documents below for Alcohol Free Zones and Alcohol Prohibited Zones in each of the main towns.

http://www.wsc.nsw.gov.au/uploads/824/bowral_alcoholfreezones.pdf

<http://www.wsc.nsw.gov.au/uploads/824/mittagong-alcoholfreezones.pdf>

http://www.wsc.nsw.gov.au/uploads/824/moss_vale-alcoholfreezones.pdf

http://www.wsc.nsw.gov.au/uploads/824/declaration_zones_for_public_display.pdf

- Fireworks are not permitted.
- Council does not permit vehicle access to its parks, gardens or reserves.
- Access to Council controlled electricity is not available for ceremonies.
- Approval of your booking will confirm that there are no other bookings that exist for the nominated time in the nominated location. However an approval does not grant you exclusive use of the area or its facilities. It is expected that you will work in with other groups/individuals using the area on the day.

Applicant Declaration	
Should you wish to proceed with the booking for Wedding/Formal Ceremony please provide written acceptance of the conditions of this approval, and documentation confirming compliance	
Signed	Dated