

Booking information for Wedding/Formal Ceremony Hirers

The Southern Highlands has a vast selection of 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 dedicated events and garden maintenance. A full list of [Community Parks, Gardens and Reserves](#) area available on Council's website.

Popular Sites:

- Corbett Gardens, Bowral
- Leighton Gardens, Moss Vale
- Lake Alexandra, Mittagong (Bush Fire Prone Land)

How much does it cost? Free of charge.

How can I apply? Complete and sign the online booking request form for a Wedding/Formal Ceremony and complete the risk checklist. Signing the booking form means that you have read and understood the terms and conditions for holding a ceremony at a Council Park, Garden or Reserve. Please note that a completed booking form does not constitute approval. Your booking for non-exclusive use will be confirmed once you receive an approval letter from Council.

How long will the booking process take? Once your application has been submitted you should receive an approval letter within ten (10) working days. If there is another booking which conflicts with your ceremony, we will contact you to discuss.

Celebratory Materials. For environmental purposes candles, 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:

1. Your booking will confirm that there will be no other booking for the nominated time and 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.
2. 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.
3. Do you have appropriate access to the park for elderly or less mobile guests?
4. Car-parking: Are your guests aware that the park you are using may have restricted car parking available?
5. Do you have a wet weather alternative? 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 backup venue.
6. If you chose a location in a Bush Fire Prone Zone, please have a Plan B and monitor weather conditions.

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1. GENERAL CONDITIONS

- 1.1. Approval of your booking will confirm that there are no other bookings for the nominated time in the nominated location. Whilst Council maintains parks and gardens, all land is Public Land for use at any time by members of the Community. Therefore, we are unable to book a section of the park, garden or reserve for exclusive use. It is expected that you will work in with other groups/individuals using the area on the day.
- 1.2. There is a maximum 2-hour time limit for all bookings (including set up and clean up). This will be specified in your approval letter.
- 1.3. Your approval letter should be on site at your ceremony as evidence of your booking is required.
- 1.4. Please ensure that you adhere to the times specified in booking as another ceremony may take place prior to and/or after your booking.

2. GROUND CONDITIONS/MAINTANANCE

- 2.1. When making your booking please keep in mind that unplanned emergency maintenance of our parks, gardens and reserves are beyond Councils control. Council makes every effort to carry out park's maintenance with minimum disruption to booked ceremonies. However, circumstances may arise when this is not possible. You may be asked to relocate to another area.
- 2.2. Council does not accept any responsibility for the condition of the area including mowing, maintenance, irresponsible behaviour by park users or severe weather conditions that result in damage to the area prior to your booking.
- 2.3. 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.
- 2.4. Council does not permit vehicle access to its parks, gardens, or reserves.

3. PORTABLE STRUCTURES

- 3.1. Portable structures (archways, marquees etc) and large number of chairs are not permitted to be erected or set up. A small table and two chairs are permitted for the signing of the certificate. Chairs are permitted to be set up for less mobile attendees only.

4. ALCOHOL

- 4.1. 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, Remembrance 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 Council's website for [Alcohol Free Zones](#) and [Alcohol Prohibited Zones](#) in each of the main towns.

- [Bowral](#)
- [Mittagong](#)
- [Moss Vale](#)
- [Alcohol Free Zones](#)

5. PROHIBITED SUBSTANCES

- 5.1. The Hirer is not permitted to take into, manufacture, assemble or use the following at the Facility:
 - a) Any type of flammable items including candles.
 - b) Any chemical, toxic or dangerous substance.
 - c) Any prohibited drugs.
 - d) Any weapons or dangerous goods.
- 5.2. The Hirer shall not engage in any illegal activity at the Facility.

6. FOOD TRUCKS

- 6.1. Mobile food trading on Council land outside of approved special events requires both an approval under Section 68 of the Local Government Act 1993 and consent of Council as the land owner.

- 6.2. Taking into account that Council's policy does not endorse commercial activities in public parks and reserves, it is unlikely that such consent/approval will be granted. Also, in the interests of public safety Council will not approve mobile food vending in publicly owned car parks or on the roadside of any public road.
- 6.3. Mobile food and drink outlets operating on public land in conjunction with an approved event must be included into the application for such an event and be incorporated into the corresponding approval. An approval under section 68 of the Local Government Act 1993 may also be required.
- 6.4. Refer to Council's website for more information regarding Food Trucks/Coffee Vans.

7. ELECTRICITY

- 7.1. Access to Council controlled electricity is not available for ceremonies.

8. EMERGENCY SITUATIONS

- 8.1. For all life-threatening situations call triple zero 000.
- 8.2. For Bush Fire Emergencies – Download the NSW Rural Fire Service, Fires Near Me – app and monitor the app and or the NSW Rural Fire Service web page www.rfs.nsw.gov.au or phone 1800 679 737.
- 8.3. Council encourages you to familiarise yourself with Council's Closure of Public Facilities Due to Bushfire Risk Procedure. Council will open/close facilities in line with the current fire danger ratings and adopted. Prior to your booking monitor the NSW Rural Fire Service web page and consider having a Plan B.
- 8.4. For help in a flood/storm please contact the SES on 132 500 or go to the website: www.ses.nsw.gov.au.
- 8.5. Anyone using the premises is responsible for ensuring no person re-enters the premise until clearance is given by Emergency Services or Council Officers.

9. RELEASE AND INDEMNITY

- 9.1. The Hirer unconditionally releases and indemnifies Council from all claims, but not limited to:
 - a) Loss of or damage to property of Council at the Facility.
 - b) Personal injury (including death) or illness to any person participating in the activities or using the Facility, resulting from or by reason of anything done or omitted to be done by the Hirer, arising out of the activities undertaken at or near the Facility.
 - c) A breach by the Hirer's obligations under this Agreement.

10. BY AGREEING TO COUNCIL TERMS AND CONDITIONS, I ACKNOWLEDGE

- 10.1. That I will comply with Council's Terms and Condition and all government requirements and legislation in relation to the hire of a Council facility.