Renmark Paringa Council
PO Box 730 RENMARK SA 5341 T (08) 8580 3000 F (08) 8580 3030
E council@renmarkparinga.sa.gov.au
W www.renmarkparinga.sa.gov.au

EVENT APPLICATION FORM
Wedding Ceremony

APPLICATION INFORMATION

ENQUIRIES AND APPLICATION FORMS TO:

Renmark Visitor Centre
84 Murray Avenue, Renmark SA 5341
Phone: 08 8580 3060
Email: events@rpc.sa.gov.au

PURPOSE:
The purpose of this Wedding Ceremony Event Application Form is to assist the Renmark Paringa Council in assessing events planned on Public or Council controlled land. To ensure relevant legislation is taken into consideration by event organisers of the particular activity they are undertaking.

SCOPE:
This event application form is to be used when applying for a Permit to hold a Wedding Ceremony in any of Renmark Paringa Council's Parks, Gardens or Reserves.

PROCEDURE:
This form registers your intention to plan and organise a Wedding Ceremony on Council land. Your application will be individually assessed and availability of dates requested will be cross referenced with our events register. If all elements of your application have been met to a satisfactory standard, approval will be granted. Before proceeding with your Wedding Ceremony, a signed hard copy of your Permit must be received by Council and any fee payment required is to be made at least 30 days before the event.

Wedding Ceremony Application Forms must be submitted at least **six weeks** prior to the event. Council's Parks & Gardens are well maintained and the site you request to hold your Wedding Ceremony at will be prepared in accordance with existing levels of service.

Any assistance in completing this form can be directed to Council's Event Management Team at the Renmark Visitor Centre on 08 8580 3060.

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SECTION 1: EVENT DETAILS			
Wedding Booking Name			
Location Requested			
Note: *Fees apply in accordance with the Renmark Paringa Council's Fees & Charges Schedule and are subject to annual CPI increase.*			
Wedding Date			
Time	Start:	Finish:	
Estimated Numbers	☐ 1 – 100 ☐ 1 – 150	☐ 150 – 200 ☐ 200 – 250	
Applications are processed in date order, please indicate when you intend on sending out wedding invites to your guests, so approval can be organised prior to this.			
Date for sending invites			

SECTION 2: EVENT ORGANISERS CONTACT DETAILS			
Applicant 1			
Applicant 2			
Postal Address			
Applicant 1 Contact Details	Home/work		
	Mobile		
	Email		
Applicant 2 Contact Details	Home/work		
	Mobile		
	Email		
Preferred Contact	☐ Phone	☐ Email	☐ Post
Note: *It is the applicant's responsibility to ensure the contact details provided above are correct. If contact cannot be made with the applicant/s after repeat attempts OR failure to respond to event management officers in a timely manner could result in your application being cancelled and the date requested made available to another applicant.*			

SECTION 3: EVENT SERVICES / REQUESTS			
If available at the site do you require any of the following Renmark Paringa Council services? ***Note:*** *A cost may be applicable; please clarify with the Officer approving this permit.*			
Access to Power	☐ Yes	☐ No	*(general conditions Item 6 & 8)*
Access through Locked Gates / Bollards	☐ Yes	☐ No	*(general conditions Item 8)*
Access to Toilets	☐ Yes	☐ No	*(general conditions Item 5)*
Reserved Parking Spaces	☐ Yes	☐ No	
A maximum of 5 car park spaces can be reserved. Traffic cones are to be used and can be hired from the Renmark Visitor Information Centre for a small fee. A refundable bond is also required for each traffic cone.			

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SECTION 3: EVENT SERVICES / REQUESTS – *CONTINUED*		
Are you requesting to park wedding cars on location for photos?	☐ Yes	☐ No
Note: *Please take particular care when driving or parking on any of Renmark Paringa Council's Parks & Gardens. Any damage to the lawns and its surroundings will be the responsibility of the event applicant, therefore we advise that cars should not be parked on the lawns if wet. Council's General Inspector may inspect the area to ensure compliance.*		
Are you requesting access to a permanent structure ie Rotunda? (please specify)	☐ Yes	☐ No
Will you be erecting any structures? (eg. archway, shade tent etc.)	☐ Yes	☐ No
Please describe temporary structure (size & type)		
Note: *If you intend to erect any structure for your wedding ceremony on land under the care and control of the Renmark Paringa Council, you must accurately indicate this. Council has a complex irrigation system and will advise of appropriate areas prior to your event to ensure irrigation systems are not damaged or punctured.*		
Do you require Amplified Sound at your wedding ceremony?	☐ Yes	☐ No
Please list equipment that will be used (eg. PA System, Band, Sound System etc.)		
You may be required to purchase licences. Please contact the Australasian Performing Right Association (APRA) on (08) 8239 2222 or visit http://www.apra-amcos.com.au/ and/or the Phonographic Performance Company of Australia (PPCA) on (02) 8569 1111 or visit http://www.ppca.com.au/ with any enquiries. There are penalties for performing or playing music works publicly without the appropriate licences.		

SECTION 4: MANAGEMENT OF EVENT		
Will ALCOHOL be consumed at your wedding ceremony?	☐ Yes	☐ No
If '**Yes'**, you must investigate with Consumer and Business Services Office to determine your liquor licence requirements – www.sa.gov.au/topics/business-and-trade/liquor or by phone on 131 882. It is the event applicant's sole responsibility to get the right information. ***Note:*** *Renmark Paringa Council's Parks & Gardens including Jarrett Memorial Gardens and the Riverfront are designated 'Dryzone' areas between the hours of 7pm & 7am; alcohol cannot be consumed during these times.*		
Please provide the date that you contacted Consumer and Business Services	___ / ___ / 20___	
Have you been advised by the Consumer and Business Services that your wedding ceremony requires a Liquor Licence?	☐ Yes	☐ No
If **'Yes'**, please remember that a **Short Term Liquor Licence Application** must be lodged with Consumer and Business Services at least 14 days prior to the event. You will also need to submit a completed **Council Approvals – Short Term Liquor Licence Application** for review and support by Council together with the Short Term Application. This form can be accessed via the sa.gov.au website.		

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SECTION 5: RISK MANAGEMENT OF EVENT

Please provide a SITE PLAN of your Wedding Ceremony.

Please ensure to indicate where chairs, archways and shade tents (if applicable) will be located. If you are using power for a CD Player or PA System, please mark where equipment and cords will be safely placed.

SECTION 6: CHECKLIST

After you have completed answering all the questions in your Wedding Ceremony Application, use the following checklist to ensure you have provided all the necessary documentation.

- ☐ Wedding Ceremony Application Form
- ☐ Short Term Liquor Licence Application *(if applicable)*
- ☐ Council Approval – Short Term Liquor Licence *(if applicable)*
- ☐ APRA & PPCA Licence *(if applicable)*

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SECTION 7: VERIFICATION BY APPLICANT

Please read and retain a copy of the conditions of this application as it is important that you understand the requirements outlined by the Renmark Paringa Council.

I/we acknowledge that I/we have read and understand the permit conditions and agree to abide by, and be bound by the said conditions. I/we have read and completed my Wedding Ceremony Application Form in good faith and all details provided are true and correct. Our Wedding Ceremony will be organised and managed as I have documented unless otherwise advised by the Renmark Paringa Council and/or its authorities. Any changes that I/we may require will be requested in writing with at least two weeks notice and I/we understand that these changes are subject to approval.

Print your full name	
Signature	
Date	

Note: *Renmark Paringa Council reserves the right to revoke a Permit where the applicant/s fails to comply with a condition of the Permit or may be revoked in any other justifiable circumstance.* Please ensure to keep a copy of your application including **Section 8: General Conditions of Permit**, outlined below.

Privacy Statement:

The personal information on this form is being collected to issue you with a permit to conduct an event(s). Your personal information will be solely used by the Renmark Paringa Council for this purpose or for directly related purposes. Should you wish to access or amend this information, you can contact the Council on 08 8580 3000. Failure to provide the requested information may result in the Council not being able to process your event application. Depending on the event, some details will be passed onto relevant departments within the Renmark Paringa Council as well as other appropriate bodies.

The issuing of a permit is subject to:

- The permit holder submitting a completed 'Wedding Ceremony Application Form'.
- The permit holder agreeing to and abiding by the **General Conditions of Permit** contained herein.
- The permit holder paying any prescribed fee(s).
- The permit holder providing a copy of insurances as required by the General Conditions of Permit.

The permit holder providing copies of **all** licences applicable to your application.

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SECTION 8: GENERAL CONDITIONS OF PERMIT

1. The permit holder agrees to indemnify and to keep indemnified the Renmark Paringa Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever, which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the Permit.
2. The permit holder, where appropriate, shall ensure that it is licenced or registered to carry out the activity authorised by the issuing of the Permit.
3. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
4. No music system or amplified sound to be used by any permit holder without the prior approval of the Renmark Paringa Council. Provide proof that APRA & PPCA Licences have been obtained where applicable.
5. The permit holder shall ensure that the site/s (including toilets, BBQs etc.) is left in a clean and tidy state at the end of the event and in the same condition that it was found prior to the event. Failure to do so may result in cleaning fees and damages being charged. Pre and post event inspections may be conducted by Council officers.
6. The use of power by permit holders shall not exceed that agreed to and approved by the Renmark Paringa Council. Unauthorised access to electricity boxes will not be permitted. All electrical cords are to be tagged and tested, appropriately covered and not placed in such a way that could cause a trip hazard.
7. The Permit will not come into operation until Council officers are satisfied that your event does not pose any safety concerns to the general public and proof of the appropriate insurance and licences have been provided to the Renmark Paringa Council (if applicable) and permit documentation, signed by the Renmark Paringa Council has been issued. The Permit is not transferable.
8. A refundable deposit is required when you collect keys or hire equipment (applicable to your event) from the Renmark Visitor Information Centre during business hours on a weekday. The permit holder will within two days (or as agreed) at the conclusion of the hire period return all keys and equipment provided, to the Renmark Visitor Information Centre during business hours on weekdays (or otherwise by prior arrangement) or an appropriate authority specified by Council.
9. The prescribed fee (refer to current Fees & Charges Schedule) must be received by Renmark Paringa Council at least 30 days prior to the permit period unless agreed to by the Renmark Paringa Council. The Permit does not come into effect (regardless of whether you have received the Permit / Council Approval documentation) until all fees and deposits have been paid in full.
10. Council has an ongoing liability insurance policy to extend cover to ad hoc or occasional hirers for Liability claims that arise due to acts of negligence.
11. The event organiser is encouraged to advise any intrastate/interstate persons, groups, associations, clubs etc. that are intending to attend your function/event of the Fruit Fly restrictions within the Riverland and SA. Please refer to the booklet 'Traveller's Guide to Interstate Quarantine' or by accessing www.fruitfly.sa.gov.au or free call number 1300 666 010.

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SECTION 9: PERMIT / COUNCIL APPROVAL		
Office Use Only		
Wedding Booking Name		
Location		
Wedding Date		
Synergy Record No.		
Permit Approved	❑ Yes	❑ No
Fee/s Payable	❑ Yes	❑ No
Note: *All fees & charges are subject to annual CPI increase*		
Location Charge	$	
Access to Electricity	$	*(refundable deposit required on key pickup)*
Other	$	Specify
TOTAL	**$**	
Note: *Please refer to General Conditions of Permit reference item 8 & 9 for details regarding payment of any applicable fees, refundable key deposit and collection of keys.*		
Signed on behalf of Renmark Paringa Council:		
Name		
Position		
Address	Renmark Visitor Information Centre 84 Murray Avenue Renmark SA 5341	
Phone	08 8580 3060	
Email	events@renmarkparinga.sa.gov.au	
Signature		
Date		
Comments		