

Important information – read before completing application form.

A total maximum 2 hour time limit applies for bookings (including setup, ceremony and clean up).

Application fee is non-refundable and must be paid on application.

Select application type:
 Wedding ceremony
 Civil ceremony
 Naming day / Christening
 Memorial service
1. Applicant details

| | | | |
|---|-----------|--------------------------------|-------------------------------|
| Surname | | Given names | |
| Postal address | | | |
| Suburb | | State | Postcode |
| Business phone | A/H phone | | Mobile |
| Email address (must be included)* | | | |
| Preferred method of contact for correspondence: | | <input type="checkbox"/> Email | <input type="checkbox"/> Post |

 Wedding / Civil ceremony

| | |
|---------------------------------|----------------|
| Bride name/s | |
| Groom name/s | |
| Event organiser (if applicable) | Contact number |

 Naming day / Christening

| | |
|-------------------------------|----------------|
| Naming day / Christening for | |
| On behalf of (parents/family) | Contact number |

 Memorial service

| | |
|-------------------------------|----------------|
| Memorial service for | |
| On behalf of (family/friends) | Contact number |

2. Ceremony details

| | |
|---|---------------------------------|
| Day and date of ceremony | |
| Start time (including set up) | Finish time (including wrap up) |
| Name of park or beach location | |
| Please insert a map to show the specific location for the ceremony (or attach a map with your application). | |
| Number of guests attending | |

3. Fees and charges

| | |
|----------------------------------|---------|
| Application fee - non-refundable | \$75.00 |
|----------------------------------|---------|

Privacy

Council will use any personal information provided by you for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

4. Conditions for holding a formal ceremony on council controlled land

Issued under: *Sunshine Coast Regional Council Subordinate Local Law No.1 (Administration) 2011, schedule 14 (Undertaking regulated activities on local government controlled areas and roads)*

Special Permit Conditions

The Permit Holder:

1. Accepts the application fee is non-refundable fee, even in circumstances where inclement weather affects your ceremony.
2. Must only conduct the ceremony at the permitted location during the permitted date and time and in a manner that does not cause a nuisance.
3. Should ensure the permit is available at the ceremony as evidence of council approval.
4. Must conduct a beach ceremony outside the flagged bathing area.
5. Accepts that council has the right to carry out unprogrammed emergency maintenance and programmed maintenance on council-controlled land and that the ceremony may be required to relocate. While council makes every effort to carry out maintenance with minimum disruption to booked weddings circumstances can arise when this is not possible.
6. Must only use the following permitted equipment during the ceremony: maximum of 24 chairs, carpet runner, aisle stands and Bali flags (with no pegs/stakes), CD player or PA that is battery operated, maximum 3mx3m shad structure/archway (weighted with sand bags-no pegs/stakes).
7. Accepts council controlled land is on a routine maintenance program and will not be specifically groomed prior to the ceremony. Council does not accept any responsibility for the condition of the area including mowing, maintenance or inclement weather conditions resulting in leaf/branch debris, or irresponsible people using the area prior to your booking.
8. Must ensure all litter is removed at ceremony completion and where possible use bubbles or fresh petals in lieu of anything artificial or synthetic.
9. Must not use council controlled electricity.
10. Must not allow any vehicle access on council controlled land or obstruct any pedestrian traffic on any boardwalk or pathway at any time
11. Must not conduct helicopter landing/s, a fireworks display or permit horse and carts on council controlled land.
12. Accepts that this permit confirms no other bookings for the time and location however does not guarantee exclusive use of the area and/or its facilities. The permit must work in with other groups/individuals using the area on the day.

Mary Caincross Scenic Reserve Special Permit Conditions

The Permit Holder:

- Must only conduct the ceremony at the Butterfly Deck.
- Must only use the rainforest for photographs and ensure all members of the bridal party (including photographer) remain on the designated 'hardened' tracks and boardwalks at all times.
- Must not impact other visitors experience or block free movement of other visitors along the track network, keeping the bridal party size to an absolute minimum will assist.
- Must confirm the photography arrangement at least one week prior to wedding by contacting council on 07 5499 9907 during business hours.
- Must ensure the bridal party report to the reception desk at the Education Centre on arrival and confirm photography duration.
- Must ensure all conditions are communicated to the bridal party members prior to entering the rainforest.

Other Legal Obligations

The Permit Holder is reminded of the following legal obligations:

13. The Permit holder must comply with all provisions of council's local laws or subordinate local laws relevant to the permitted location and permitted activity under this permit.
14. It is an offence to consume liquor in a public place under the Liquor Act 1992, Section 173B.
15. It is an offence to release balloons into the environment under the Environmental Protection Act 2007, Section 440D.
16. It is an offence to have an open flame on council controlled land under Local Law No. 3 (Community Health and Environment Management)

The Permit Holder is reminded of the following legal obligations if council is trustee of the land:

17. The Permit holder should be aware that pursuant to the Land Act 1994, council or the Minister must provide twenty-eight (28) days of notice of its intention to cancel this Permit.

5. Declaration of applicant

- By ticking this box I agree that council may contact me after the ceremony for feedback on the location, process and may request a photo. This information may be published online.

I hereby acknowledge that I have read, understand and accept the conditions outlined in item 4 titled Conditions for holding a formal ceremony on council controlled land.

| | |
|------------------|-------------|
| Signature | Date |
|------------------|-------------|

OFFICE USE ONLY

| | | | | | |
|-----------------|-------------|-----------|-------------|---------|------------|
| Application no. | Amount paid | Date paid | Receipt no. | Initial | Date stamp |
| | | | | | |

6. Payment options

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|-----------|---|--------------------------------------|-------------------------------------|-------------------------------|-----------------------------|
| In person | Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays). | | | | |
| By mail | Cheque or money order to be made payable to: Sunshine Coast Regional Council. | | | | |
| | <input type="checkbox"/> Cheque | <input type="checkbox"/> Money order | <input type="checkbox"/> Mastercard | <input type="checkbox"/> Visa | |
| | Card number | | Name on card | | |
| | Expiry date | Amount \$ | Signature of cardholder | | |
| | Phone | | Is a receipt required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |