

WEDDING CEREMONY GUIDELINES



Process:

1. Call the Administration Officer, Community Development (phone: 08 9781 0383) to check availability of the location for your wedding ceremony.
2. Complete and submit Facility Hire Form ('FHF') along with your Application Fee of \$60.00 (including GST);
3. Applications will be assessed against the guidelines detailed below; and
4. Written confirmation of your booking will be provided by the Shire.

Please read prior to completing and submitting the FHF.

1. Wedding ceremonies only are permitted in public areas.
2. Clearly state on the FHF exactly which public area you would like to book, detailing street names, area and name of park, beach or garden (attach a drawing/map if necessary).
3. Bookings are taken for a 2 hour period, allowing for set-up/pack-up, ceremony and photos.
4. Bookings at Whalers Cove, beachfront front area (near Gifford Road and Lecaille Court) near Dunsborough holiday apartments have a ceremony curfew of 6.00 pm
5. All directions issued by Park Rangers, authorised Shire Officers or members of the Western Australian Police are to be undertaken.
6. A small folding table, red carpet (or similar), and a limit of 10 chairs for guests that need to be seated is permitted for ceremonies.
7. All vehicles must be parked in designated parking areas and not on any grassed areas (infringement notices may be issued). Please note that some areas, eg Castle Rock Beach & Shelley Beach have limited parking and this should be considered when booking your ceremony.
8. The use of amplified music is prohibited.
9. Any litter generated by the wedding ceremony is to be removed at the conclusion of the ceremony.
10. Only rice and flower petals may be used, paper confetti is prohibited.
11. Wedding arches, gazebo's etc must not be erected without prior written approval. Marquees are not permitted.
12. Public access must be maintained at all times and the roping off of areas is prohibited.
13. Your booking entitles you to hold your wedding ceremony in a Public Open Space however does not give you exclusive rights to the area. Members of the public have the right to use the area whilst your ceremony is in progress. It is **not acceptable** for wedding parties, guests or celebrants, to request the public to move to another location to enable a wedding party to take up that position. Please recognise you are in a Public Open Space and not a facility specifically designed for weddings.
14. The consumption of Alcohol is prohibited in all public areas of the Shire without prior consent or the proper licensing by the Department of Liquor and Gaming.
15. Ceremonies must not damage coastal or natural environments. Environmentally sensitive areas which may suffer from increased activity will be excluded from bookings.
16. Your booking entitles you to hold your wedding ceremony at the approved date and times only. Celebrations outside these dates and times are not approved.
17. The Shire cannot guarantee the visual amenity of all areas at the time of booking. Weather, maintenance and other environmental issues may impact on public areas.