

Application for Use



Kirks Reservoir Park – Wedding Ceremony

Applicant and wedding information		
Name		
Address:		
Contact 'phone #		
Email address:		
Date requested for booking:		
Time of actual ceremony:		Number of guests:
(Please view booking times shown below also)		
Site required (please circle)	Wooden Rotunda	Flat Lawn Steel Rotunda
Are you bringing:	Tables	Chairs Musicians
Other (please comment)		
Booking times for sites at Kirks Reservoir Park and Gong Gong		
Jan/Feb/March	Between 12:00 – 3:00 pm	Between 4:00 – 7:00 pm
April-September	Between 12:00 – 4:00 pm	
Oct/Nov/Dec	Between 12:00 – 3:00 pm	Between 4:00 – 6:30 pm

REMINDER

- ❖ During extreme weather events (high fire danger, high winds, thunder storms etc.) the Parks will be closed to the public, in the interest of safety to visitors and staff.
Please have a “back up plan” in place for your ceremony, should this occur
- ❖ On declared Total Fire Ban days, **car access is prohibited in the main grounds** – parking available parallel to Ballarat-Daylesford Rd instead. Access is via the pedestrian gate only
- ❖ There is no access to a power source
- ❖ Use of the Park is offered free of charge, please be aware because it is available to the public Central Highlands Water cannot *guarantee* exclusive use
- ❖ A “take home rubbish” policy applies
- ❖ Central Highlands Water accepts no responsibility for any personal injury, property damage or consequential loss arising from you and your guests’ use of the park, park facilities and car park
- ❖ You must ensure that commercial providers (e.g. marquee, musicians) provide CHW with a copy of their current public and products liability insurance (Certificate of Currency), with a minimum cover of \$10 million 2 weeks prior to the event
- ❖ No spikes are to be used to secure items such as marquees as may cause damage to irrigation – please use weights
- ❖ **Parking** – please park outside the gates, where possible and no parking on the grass or tree roots
- ❖ **Speed** – please ask your guests to respect the Park and visitors by maintaining a sedate pace

ACKNOWLEDGEMENT

I have read and accept the above conditions:

Signature of Applicant: ----- Date: -----

Privacy

Central Highlands Water is committed to responsible and fair handling of your personal information, consistent with the Information Privacy Principles set out in the *Privacy and Data Protection Act 2014* (Vic). We only hold information about you that is relevant to the provision of services requested by you. CHW does not disclose or on-sell your personal information to any other party, unless we are legally required to do so, such as under a court order or taxation laws. For full details of CHW's Privacy and Data Protection Policy please visit the website:

<http://www.chw.net.au/about-us/policies-and-governance>

Office Use Only

Confirmed by: _____ Date: _____ Website _____ Parks Calendar _____

Please return this form via email to info@chw.net.au, or by hand in to 7 Learmonth Road Wendouree, or by mail PO Box 152 Ballarat 3353.
 Booking enquiries to Communications & Engagement 1800 061 514. Booking will be confirmed by telephone and/or email.

