

### Wedding ceremony at Rocky Creek Dam

If you are planning to have your wedding ceremony at Rocky Creek Dam, you will need to fill in the 'Application for a Temporary Permit for use of Rous County Council operational land: Wedding ceremony at Rocky Creek Dam'. You will need to submit your application at least four (4) weeks prior to your proposed wedding ceremony date.

You can download the application from the Rous County Council website.

#### Standard booking conditions

1. Control noise so that the noise level does not disturb other users in the area.
2. Keep to the function's start and end times as shown on the Temporary Permit user agreement.
3. Restore any damage to the parkland at your expense.
4. Use soundproof power generators (if generator is required).
5. Remove fixtures or other items brought into the park as soon as the event is over.
6. Comply with any special booking conditions (Council will advise you of any special conditions when you are issued with your permit).
7. Remove all litter and leave the area in a clean and tidy condition.
8. Balloons, ribbons and personal signage cannot be fastened to plants or structures within the area.
9. Do not put up posters, boards or similar on any structures or trees in the park.

#### Wedding booking conditions

1. While low-key wedding ceremonies are permitted at Rocky Creek Dam, Rous County Council's policy prohibits formal wedding receptions and parties. The erection of marquees or tents, organised catering and amplified music at wedding ceremonies are all prohibited.
2. A four (4) hour time block is allocated for each wedding ceremony to allow for set up, photography, celebrations and clean up. You may use chairs, decorations and small domestic-scale shade structures.
3. The consent to conduct your wedding does not provide you with exclusive use of the area and you cannot exclude others from using the area. It does however give you the right to conduct your wedding on Rous County Council operational land.
4. Consent to conduct a wedding on operational land does not obligate Rous County Council to carry out any works in preparation for the wedding, however every effort will be made to have the grass mown ready for your special day.
5. The use of confetti, rice, streamers or similar materials is not permitted.

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6. You are required to provide a level of security. A Safety Coordinator must be delegated and listed on your application form. Your Safety Coordinator must:
    - Remain on site at all times during the ceremony.
    - Be contactable by mobile phone for the duration of the ceremony.
    - Take responsibility for liaising with all of the relevant authorities; and
    - Ensure all guests comply with the conditions set out in this document and any additional conditions listed on the 'Temporary Permit for use of Rous County Council operational land: Wedding ceremony at Rocky Creek Dam'.
  7. The applicant needs to be aware of the range of hazards at the site. The Safety Coordinator is responsible for ensuring all guests are aware of, and understand the potential hazards, at the site upon arrival.
  8. All wedding ceremonies must be conducted and completed during daylight hours.
  9. Guests should use the car parking areas provided. Vehicles are not to be driven off-road within Rous County Council operational land.
  10. Upon receipt of the 'Temporary Permit for use of Rous County Council operational land: Wedding ceremony at Rocky Creek Dam', applicants must verify the location of their ceremony with Rous County Council.
  11. Council reserves the right to cancel the booking due to unforeseen circumstances.

### **Lodging your application**

You can lodge your application:

- In **person** at the Rous County Council Administration Centre, Level 4, 218/232 Molesworth Street, Lismore. Office hours: Monday to Friday, 8.30am to 4.30pm; or
- **Mail** to Rous County Council, PO Box 230, Lismore NSW 2480; or
- **Email** to [council@rous.nsw.gov.au](mailto:council@rous.nsw.gov.au)

If you require more information or you wish to speak to someone concerning your application, please call Customer Service on (02) 6623 3800.

### **Fees and charges**

A non-refundable permit processing fee must accompany your 'Application for a Temporary Permit for use of Rous County Council operational land: Wedding ceremony at Rocky Creek Dam'. For the amount, refer to Rous County Council's 'Fees and charges' schedule.

Payment options include:

- In **person** at Rous County Council and make your payment by cheque or credit card.
- **Mail** your cheque to Rous County Council, PO Box 230, Lismore NSW 2480.

Rous County Council will notify the result of your application by email. A successful application will include a 'Temporary Permit for use of Rous County Council operational land: Wedding ceremony at Rocky Creek Dam', which will contain your user agreement.