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For more information contact the Corporate and Community Services Group

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## PRIVATE FUNCTIONS ON PUBLIC RESERVES

### FREQUENTLY ASKED QUESTIONS

#### 1. Do I need to make a booking?

Shoalhaven's parks and beaches form part of Council's public reserve network, and are popular venues for many functions and community events. Parks and beaches that can be booked are detailed via this link to Council's Private Functions on Public Reserves Policy: <http://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL15/34>

If you are having a small function of up to 50 people, and meet the relevant provisions of Council's *Private Functions on Public Reserves Policy* you have the option of not needing to make a booking.

#### 2. Are all Shoalhaven parks and beaches managed by Council?

Not all Shoalhaven parks and beaches are managed by Council. Some parks and beaches are managed by other government agencies such as National Parks and Department of Defence. To assist you determining whether a park and beach managed by Council please check the reserve signage at this location. Generally all Council managed parks and beaches will have signage with a Shoalhaven City Council logo.

#### 3. Where can I hold a medium to large private function on a public reserve with more than 50 people?

We have mapped locations of popular and appropriate private function locations for greater than 50 people. These can be found <http://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL15/34> (refer to Appendix A of draft Policy)

#### 4. What is a small, medium and large private event?

Information to help you understand what a small, medium and large private event is is provided in Council's policy which can be found at the following link: Private functions on Public Reserves Policy <http://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL15/34>

## **5. What booking compliance and bonds are required?**

Private functions of up to 50 people must comply with the Council's policy which can be found at the following link: <http://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL15/34>

These types of functions do not require an application and do not incur a cost.

Private functions which wish to book a reserve identified in the Private functions on Public Reserves Policy and/or the function is over 50 people are required to pay a fee and bond. The fee and bond is required to cover Council's costs of administering the service, address any damage caused to a public reserve as a direct result of a private function and to encourage compliance with the Terms & Conditions issued in a permit for use of a public reserve. <http://shoalhaven.nsw.gov.au/My-Council/Fees-and-charges>

## **6. How long can I use a park or beach for my function?**

Small and medium functions are limited to a 3 hour duration. This timeframe is inclusive of set up, pack up and the function itself. We ask that you please do not set up the area earlier than your booking time, as there may be other regular users of the reserve.

Large functions are limited to a 6 hour duration and a maximum set up time of two days (48 hours).

Reserve bookings can be approved between the following hours:

- Monday to Saturday 10am to 10pm
- Sunday 10am to 8pm

Only large function locations are permitted to have marquees and lighting.

## **7. Am I able to have music playing?**

Battery operated music and PA systems can be used for outdoor medium and large events. But please respect local park users and nearby residents by keeping music to a suitable volume and directing speakers away from neighbouring properties.

## **8. Do we need a permit to photograph?**

No. Photography and videography are at your leisure. However, please understand that the public has the right to enjoy a public reserve and people are not required to move or change their activities if you are having photo or videography.

## **9. If my private function is a wedding, can I use any celebrant?**

Yes you are able to select any celebrant – it is your day, enjoy! It is a good idea to forward a copy of the public reserve booking to the celebrant, so they can ensure they set up at the correct location/time.

**10. Can I bring my own equipment/infrastructure?**

You may bring your own equipment, but it is limited to the Terms & Conditions as outlined in the policy relevant to your private function, which can be found: .

<http://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL15/34>

**11. Can I drive in to set up my private function?**

No. As the public reserve is open to all members of the public, safety is of utmost importance.

**12. Can I have a key to access the public reserve that I book for my function?**

All public reserve bookings allow for portable equipment/infrastructure that can be carried onto the reserves, so keys to gated venues are not needed or provided.

**13. Can I use confetti or rice?**

Any confetti used is to be biodegradable. Of course you are also able to use loose rose petals and/or bubbles. The use of rice is prohibited as it attracts wildlife.

**14. What if it rains?**

We strongly suggest you have a plan B in place. We do have several venues with public buildings where your private function may be held, or you may choose to hire one of Council's community buildings or a private venue. Some of Council's facilities can be viewed at:

<http://shoalhaven.nsw.gov.au/My-Community/Community-facilities>

**15. What if I need to change the date of my function?**

We ask that you contact Council as soon as possible if a change of date is required to ensure the availability of the venue/facility.

**16. What happens if I cancel my function?**

If you no longer require the public reserve for your function you must cancel at least 7 days prior to the your function date to enable collection of a refund.

**17. What if other events are on at the same time as my private function?**

The Shoalhaven plays host to many functions and events, and although many of these events are publicised on our website, we are not responsible for advising you of any other events that may be held in and around your private function. There are also certain events over which we have no direct control and the general public also has the right to use the reserve.

**18. Do you fence a section off for the private function?**

No. Your booking does not allow exclusive use of the entire public reserve or for an area to be physically cordoned off from the public. The approval of a nominated area gives primary use of that part of the public reserve for your function, and Council will provide a sign that advises other users of the public reserve of your nominated area.

**19. Can I book the public reserve for a longer period of time?**

No. Your booking time is limited to ensure everyone has the opportunity to enjoy the public reserve.

**20. How far in advance can I book a public reserve?**

Reserve bookings will be accepted a maximum of 18 months in advance of the function.

**21. If my function is a wedding, can Council assist with wedding planning and suggest venues?**

Whilst Council staff is happy to consider and assist with your reserve booking application, they are not experts in wedding planning and additional information may need to be sought from a professional wedding planner.

**22. How should I leave the public reserve at the end of my function?**

To ensure your function has minimal impact on the reserve you must leave it in the same condition as when you arrived and remove all associated waste. If you leave the area damaged or littered, there may be a fee taken from your bond commensurate with the impact and cost to Council to reinstate the area to the original condition.

**23. What happens if another function is in close proximity to my function?**

Multiple functions can occur on some reserves. Please respect other functions and in turn the other functions should respect your use of the public reserve also.

**24. What functions can occur outside the Private functions on Public Reserves Policy?**

Other venues that can accommodate private functions include:

- Council managed or owned public buildings & facilities including: Showgrounds, Community Halls, Community Centres, Sports Grounds & Surf Clubs.