

Wedding/ Civil Union Application Form

Full Names

Bride.....
Groom.....

Postal Address

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Contact Phone Numbers

Home..... Mobile.....
Email.....

Wedding Date.....**2018/2019**
Ceremony time..... **Booking time (2hours)**.....

Wedding Site: **circle one** - Memorial Steps/Kauri Steps/Band Rotunda

Number attending.....

Ceremony Set Up (Please describe your plans and any set up for your ceremony.)

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A permit will be issued once this application is approved and payment is made.

Health and Safety:

Cornwall Park follows a comprehensive Health and Safety programme. As the organiser you are responsible for the Health and Safety of all your guests. It is your responsibility to address and manage any potential hazards, including anything you may bring on on-site. Where Cornwall Park has specific knowledge of hazards at a given site, the Park will notify you of those hazards.

Please obey all Park rules and follow any advice given by Park staff, security or emergency services personnel, prior to or before your event.

Signed:

Date:

If any of the above circumstances change please do let the Cornwall Park Information Centre know as soon as possible, phone 630 84 85 or email info@cornwallpark.co.nz. Failure to do so may result in termination of your application.

I have read and accepted the Conditions of Approval.

Signed:

Date:

Office use only

Approved by: Date:

Permit Date:

Paid Date:



Conditions of Approval

If you are planning to hold a wedding ceremony in Cornwall Park, please be aware of the following:

- There are three main locations within Cornwall Park where you can hold a wedding ceremony. These are: 1. Band Rotunda 2. Kauri Steps 3. Memorial Steps
If you are interested in an alternative location please discuss your requirements with us.
- A \$20 non-refundable administration fee will be charged for all wedding bookings, payable on confirmation of booking. Please note, wedding ceremonies after the 1st of September 2018, will incur a \$300 fee.
- You need to obtain a **Wedding Permit** from the Cornwall Park Information Centre, or by email contact.
- You can book a site for a maximum of **two hours**, this includes time to set up and pack down. Please let those who are setting up for you aware of these conditions.
- Please be aware that if you are planning to have your service on a week day before 4pm ground staff maybe using vehicles or equipment in the area. They are unable to stop for your ceremony.
- Please be aware that **NO** paper confetti or rice is permitted in the Park as it creates litter for our staff to clean up. Rose petals are permitted however; you are expected to remove the petals after your ceremony.
- **There is NO vehicle access to any wedding site.** Bridal parties must walk to site and equipment must be carried. No vehicle access includes paths and grass areas. Buses are not permitted without prior permission.
- Quiet music to accompany your wedding ceremony is permitted subject to **prior** approval. Amplified sound systems are not permitted.
- Marquees or tent like structures are **not** permitted under any circumstances in Cornwall Park.
- Decorations must be minimal and **prior** approved by Cornwall Park Information Staff is required. No items are to be attached to the trees or pegged into the ground.
- Please do not assume that the gardens or any other aspect of the Park will be exactly as you find them when you first booked your wedding as the gardens are changed seasonally.
- Cornwall Park Conditions of Entry apply across Cornwall Park under all circumstances

Important Information

Receptions can be booked at the *Cornwall Park Bistro*, or *Café* (info@cornwallparkeateries.com or 630 2888), or at *Sorrento in the Park* (625 1122). **NO** other commercial caterers are permitted in the Park.

We advise all wedding and civil union ceremonies to book an alternative wet weather venue.

Please note that the Park is open to the public, no part of it may be booked for exclusive use. Please be aware that there may be the general public in and around the area.

The Cornwall Park Trust Board reserves the right to cancel any bookings that fail to comply with the above conditions or is deemed unsafe at any time before the ceremony.

If you have any further queries regarding wedding ceremonies in Cornwall Park, please contact Amberlee or Louise at the Cornwall Park Information Centre.

Cornwall Park Information Centre Ph: 09 630 8485 E-mail: info@cornwallpark.co.nz

The Cornwall Park Trust Board accepts no responsibility or liability for any injury or damage to persons or property arising as a result of entry to or use of Cornwall Park, however it occurs.