

Map (please mark intended location):



Event operation details

		Notes
Live music/PA system	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Structure/Marquee to be erected	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Staging	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Power access required 3 phase and/or 10V power (available in limited locations)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Alcohol for sale/available at the event	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Fees and charges

Once your application is received an invoice will be raised by Darwin Waterfront Corporation to be paid minimum 30 days prior to your proposed date.

Please note Darwin Waterfront Corporation reserves the right to charge for any damage or cleaning that occurs as a result of your event.

Conditions of use

All applicants must abide by the following conditions of hire:

Booking Conditions

Please complete the application form and forward to Darwin Waterfront Corporation Events Coordinator minimum 30 days prior to your proposed date. You will be notified of approval within 14 days of receipt of the application.

Venue Hire Charges

The schedule of fees takes into account direct and indirect costs associated with the hire of the parkland, these fees being dependent on the types of activities. Venue hire charges may be subject to change without notice.

Approvals

Darwin Waterfront Corporation will issue a confirmation within 14 days of receipt of your application. If your preferred date is not available we will provide alternate dates for your consideration.

Site

Please note on the attached map the intended location of your wedding ceremony.

Parking

Applicants should note that street parking is limited, however there is two hours free parking available in the Kitchener Drive multi-story car park. The Corporation takes no responsibility for notifying guests of parking arrangements.

Public Open Space

All of the Darwin Waterfront Precinct is public open space and cannot be closed off to the public. When considering a location, please ensure that the main functions of the open space are not compromised. Public access or thoroughfare must be accessible at all times.

Cleaning/rubbish removal

The applicants are responsible for cleaning the surrounding area and removing all rubbish resulting from the event.

Prohibited activities

The following activities are not permitted at the Darwin Waterfront Precinct open space areas:

- Use of any pyrotechnics
- Throwing of confetti, rice or rose petals
- Driving of vehicles in the precinct (unless approval is given for bump in/out)
- No glass

Alcohol consumption

Provision of alcohol is dependent on the location you have booked for your wedding. Terms relating to alcohol consumption will be provided with your permit. Please ensure you read and understand these terms.

Temporary structures

The erection of temporary structures, including marquees, requires specific approval. Please discuss with the Events Coordinator prior to booking any shade structure or marquee.

General Conditions

The Darwin Waterfront Corporation reserves the right to decline any application as non-conforming if the proposed use does not conform to the current policy or if further use threatens the amenity of the precinct.

The Darwin Waterfront Corporation and its authorised officers have the right to remove any person exhibiting anti-social behaviour i.e. anyone causing annoyance, nuisance or injury to another person or the community.

Access for emergency vehicles must be kept clear at all times.

Cancellation Conditions

If a booking is cancelled, the following will apply:

3 or more days prior	Full Refund
Less than 2 days prior	No Refund

No cancellation charges and a full refund will apply if an event cannot go ahead due to inclement weather or ground conditions.

Acknowledgement

I have examined and understand the conditions of hire and agree to the terms and conditions set by the Darwin Waterfront Corporation:

Name of applicant			
Signature		Date	

Please return completed application to:

Darwin Waterfront Corporation – Event Coordinator
GPO Box 1449,
Darwin, NT 0801
Fax: (08) 8999 5210
Email: dwc.events@nt.gov.au

Office use only

Date application received		Date Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date confirmation letter sent		Invoice No	