



APPLICATION TO UNDERTAKE A WEDDING CEREMONY AT SPRING BLUFF RAILWAY STATION

Please read the reverse side of this form for conditions of use, prior to completing this application.

Applicant details			
Contact name:		Partners name:	
Residential address:			
Postal address: (if different from above)			
Email:			
Phone:		Mobile:	

Wedding ceremony details			
Day & date of ceremony:		No. of attendees:	
Setup to commence at:		Conclusion time:	
A total maximum 2 hour time limit applies for bookings (including setup, ceremony and pack up).			
Wedding ceremony first preference		Wedding ceremony second preference	
Location in park:		Location in park:	

Site costs	
Wedding ceremony site in park (two hour duration)	\$90 (inc GST)
Exclusive use of large shade shelter as wedding ceremony site (two hour duration)	\$90 (inc GST)
Wedding ceremony site PLUS exclusive use of large shade shelter (two hour duration)	\$180 (inc GST)

I have read and understood the **‘Wedding ceremony application conditions’** and agree to comply with all conditions set out therein.

Signature: **Date:**

Submission of the permit application does not constitute approval for park usage.
 The application is assessed and either rejected or approved by the Spring Bluff Railway Station Management Committee. An approval/rejection letter will be provided in writing (forwarded to your postal or email address indicated on the application). If approved the booking is subject to payment within 21 (twenty-one) days from the date of the approval letter. Payment confirms your booking, please retain your receipt.

Please forward completed application and/or queries to:
 Spring Bluff Railway Station wedding bookings Ph: 07 5466 3426
 c/-Lake Apex Visitor Information Centre Email: info@visitlockyer.com.au
 34 Lake Apex Drive
 Gatton Q 4343

OFFICE USE ONLY

Date application received:	Officer:
This application is: Approved / Not Approved	
Booking number:	Date entered:
Document number:	Date confirmation sent:
Park booking fee:	Notes:
Payment date / receipt number:	

WEDDING CEREMONY APPLICATION CONDITIONS

Size of wedding function (number of guests)

Venue is only suitable for up to 40 guests.

General conditions for use of parks

- The submission of an application form does not constitute approval for park usage. The application form submission is a registration of interest only.
- By signing the wedding ceremony application, the applicant states they have read and understood the conditions for a wedding ceremony and agree to comply with all conditions set out therein.
- Please note that annual and major events take precedence over park wedding ceremonies.

Fee

A fee of \$90 (inc. GST) is applicable for the use of the selected wedding site for two hours. If you wish to book the large shelter as your wedding site the cost is \$90 (inc. GST), however, if you wish to book a wedding site AND the shade shelter, the total cost will be \$180 (inc. GST).

Booking process

Complete a wedding ceremony application form. The form must be signed indicating you agree with the conditions for a wedding booking. Return the form to the address listed for processing. A provisional approval/rejection letter will be forwarded to you advising of booking. If approved your booking will be confirmed once full payment is made within 21 days from the date indicated on the approval letter. The receipt confirms your booking. If there is another booking or event which conflicts with your application, you will be contacted to discuss.

Payment options

Credit card payments are accepted. Payment confirms your booking please retain your receipt.

Cancellation

If the wedding is cancelled more than six (6) weeks prior to the wedding date, a full refund will apply. If the wedding is cancelled less than six (6) weeks before the wedding date, no refund will apply.

Wet weather

No refund applies for wet weather cancellations. There are no wet weather facilities at the Station and it is not the responsibility of the SBRSTMC to find an alternate venue.

Event sites

Ceremonies must only take place in the area/s approved by the Spring Bluff Railway Station Trust Management Committee and, unless otherwise approved, must not interfere with pedestrian flow, public amenities, picnic gazebos/shelters, the Spring Bluff Café precinct or private residence. No specific areas are to be closed for private use.

Live music and PA systems

Acoustic instruments and battery-operated PA systems are permitted in the park, provided sound levels are kept to a level that does not disturb others.

Alcohol not to be consumed on site

Consumption of alcohol is prohibited in a public place under the Liquor Act 1992.

Car parking facilities for bridal party and guests

Four car parks will be reserved for the exclusive use of the bridal party. Six car parks will be reserved for the exclusive use of Café patrons (wedding guests are not to park in these reserved car parks). Please ensure that your guests are aware of these parking restrictions.

Rail lines

Under **NO** circumstances are guests or the bridal party to walk on, or have photos taken on the railway tracks. Walking across the designated rail crossing excepted.

Cleaning and remediation

The area is to be left in a clean and tidy condition to the satisfaction of the Spring Bluff Railway Station Trust Management Committee. Confetti & rice are not permitted as they are classified as litter. Rose petals are permitted in lieu of confetti and must be cleaned up after the event.

Operating Railway

Queensland Rail may undertake unprogrammed/emergency maintenance on the train tracks, which is beyond the Committee's control; Queensland Rail has the right to carry out these works. In these instances you may experience some delays in crossing the railway lines. Every effort will be made to carry out line maintenance with minimal disruption to booked weddings, but circumstances can arise when this is not possible. The Spring Bluff Railway Station Trust Management Committee will contact you in the case of major work being carried out at the Station.

Equipment

The Spring Bluff Railway Station Trust Management Committee does not provide hire equipment for wedding ceremonies (i.e. PA systems, chairs, tables, red carpet, etc.). The provision of all equipment required for a ceremony is the responsibility of the applicant and all costs must be borne by the applicant. Set up and pack down of all equipment within the allocated time is to be undertaken by the applicant, at the applicant's expense.

The applicant is responsible for all property, equipment, decorations and materials associated with their ceremony. The Spring Bluff Railway Station Trust Management Committee will not accept any responsibility for damage or loss prior to, during or after the ceremony. No fixtures are to be attached to trees or structures.

Unforeseen circumstances

If, due to unforeseen circumstances, the park/gardens are affected (i.e. storm damage, mechanical failures and vandalism etc.), the Spring Bluff Railway Station Trust Management Committee will not be held responsible for any inconvenience caused.

The maximum booking duration is two hours including setup, arrival, ceremony and departure. Bookings only to be held during daylight hours.

Observance of statutes and other instructions

The applicant must comply with and give all notices required by any relevant Council's local laws.

Formal wedding receptions and marquees are prohibited.

Council does not require a booking for wedding photography in the park.

The provisional approval letter and receipt of payment may be required to be sighted by an authorised officer.

The Spring Bluff Railway Station Trust Management Committee does not allow bookings during Carnival of Flowers week in September.

An approval does not guarantee exclusive use of the area and/or its facilities.

Booking arrangements and for further information

If you wish to hold your wedding ceremony at Spring Bluff Railway Station please complete the wedding ceremony application and forward to:

Spring Bluff Railway Station wedding bookings
c/- Lake Apex Visitor Information Centre
34 Lake Apex Drive
Gatton Q 4343
Ph: 07 5466 3426
Email: info@visitlockyer.com.au

Please retain a copy of this form and conditions for your information and reference.