

Application for Wedding Service on Council Land

General Local Law No. 1 - Part 9 - Section 9.6

What you need to do for your application



Submit application

This form and supporting documents must be submitted via email, by mail or in person.



Make a payment

Please supply your credit card details or include a cheque for payment for this application

Fees Apply

An application fee of **\$220.00** applies for the **PERMIT ONLY**.

Public Liability Insurance fee is **\$25.00**

Total fee payable is \$245.00

Office Use Only

RT 124 is to be used for the permit and, RT 104 is to be used for the Public Liability Insurance

Receipt Number

Amount Paid

Important Information

Public Liability Insurance is required for this application.

Colac Otway Shire Council does not manage beach, foreshore or Great Otway National Park areas within Colac Otway Shire. To book these locations please contact GORCAPPA or Parks Victoria. More information is available at www.colacotway.vic.gov.au/weddings

Collection of Information

Colac Otway Shire is committed to protecting your privacy. The personal information requested on this form is being collected by Colac Otway Shire for the purpose of an application for Grazing Livestock or other related purpose. The personal information may also be disclosed to Local Laws, Risk and OHS, and Customer Service departments for the purpose of making a payment and issuing a permit. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, the application for an event permit cannot proceed. If you wish to alter any of the personal information you have supplied to Colac Otway Shire, please contact Council via telephone on 5232 9400 or email inq@colacotway.vic.gov.au. Council's Privacy Policy is available from our website: colacotway.vic.gov.au/Council-the-shire/Council-policies and all Council Customer Service Centres.

Your Details

First name

Last name

Residential or postal address

Best phone number to contact you on

Email

Service Details

Start Date

End Date

Start Time

End Time

Will alcohol be consumed at this event? YES NO

If YES, please complete an Application for a Permit for Consumption of Liquor in Public Places. Fees apply.

Will this event involve a road closure? YES NO

If YES, please contact the Local Laws Department on 5232 9400 to discuss your application.

Application for Wedding Service on Council Land

Service Details, cont.

Location of Service

If you are planning on holding your wedding in the Colac Botanic Gardens, please mark the exact location on the map.



Signature

Name

Signature

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

Public Liability Insurance Hirer's Liability for Colac Otway Shire Owned or Controlled Facilities ONLY

What you need to do for your application



Submit application

This form and supporting documents must be submitted via email, by mail or in person.



Make a payment

Please supply your credit card details or include a cheque for payment for this application

Fees Apply

Public Liability
Insurance fee is
\$25.00

Office Use Only

RT 104

Receipt Number

Amount Paid

Collection of Information

The personal information requested on this form/document is being collected for our insurer Jardine Lloyd Thompson. The personal information will be used solely by Council for the primary purpose for which it was collected or a purpose the person would reasonably expect. It will not be disclosed to any other external party without your consent, unless required or authorised by law. The person providing the information understands that the personal information provided is for the purpose of obtaining Public Liability Insurance coverage and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer or the Privacy Officer.

Your Details

First name

Last name

Residential or postal address

Best phone number to contact you on

Email

Wedding Function Information

Name of facility or location

Start Hire Date

End Hire Date

- WEDDING - **less** than 20 people (including couple being married).
- WEDDING - **more** than 20 people (including couple being married).
- WEDDING - with alcoholic drinks.
- WEDDING - fully contained indoors.

Important Information

Please note: This policy does not provide coverage for any hire which; is a sporting activity, has more than 1000 attendees, is part of an event/festival or is a rock/pop concert.

Total of Premium \$25.00. Subject of \$500.00 excess each and every loss.

Upon the payment of the prescribed premium and completion of this form your liability as hirer is indemnified up to \$20,000,000.

In the event of any claim, or the happening of any circumstances which may give rise to claim, you must advise the Risk & Insurance Officer of the Colac Otway Shire on 5232 9400 immediately.

Application for Wedding Service on Council Land

Signature

On behalf of the hirer/hiring group:

Name

Signature

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

Applicant Information

INSURED

Various Hirers of Council Owned or Controlled Facilities (not otherwise insured).

BUSINESS

Activities conducted at and from the hired facility.

INTEREST INSURED

All sums which the Insured shall be legally liable to pay to third parties by reason of:

- Death or Personal Injury
- Loss or Damage to Property

happening during the Period of Insurance and caused by an occurrence in connection with the Business.

SITUATION AND/OR PREMISES

At and from the Council Owned Land or Controlled Facility.

LIMITS OF LIABILITY

General Liability

\$20,000,000 any one occurrence

Products Liability

\$20,000,000 any one occurrence and in the aggregate any one Period of insurance

SUB-LIMITS OF LIABILITY

Property in Your Physical or Legal Control \$100,00 any one occurrence and in the aggregate for any one Period of insurance.

DEDUCTIBLE/EXCESS

The insured shall bear the first \$500 of each and every claim or series of claims arising out of any one Occurrence.

- Indemnity is only provided to the hirer of the facility and for the duration of such hire. Indemnity is not provided to any other participants/performers/contractors that may be involved in the hire activity (e.g. a band engaged for a wedding reception).

It is the hirer's responsibility to ensure these other parties have their own Public Liability insurance in place.

There is no coverage available where:

- the hire involves attendance of more than 1,000 people;
 - the duration of hire exceeds five (5) consecutive days;
 - the hire is part of a festival/event. The event organiser should be required to effect their own insurance.
- There is no coverage available to commercial entities that hire the facility and charge admission or derive monetary gain from the actual hire activity.

There is no problem in covering commercial entities from hire activities where there is no monetary gain derived from the actual hire activity and where there is no other insurance in place.

There is also no problem in covering Not For Profit (NFP) entities who may charge for fund raising purposes.

ADDITIONAL POLICY EXCLUSIONS

- Sexual Abuse
- Amusements including:
 - a) Animal rides;
 - b) Amusement rides and/or devices of any description;
 - c) Inflatable recreational equipment.
- Products Liability – Children's Toys/Second Hand
- Electrical Items & Tools
- Security Personnel
- Fireworks/Pyrotechnics
- Rock/Pop Concerts
- Child Minding/Child Care Services
- Participation in Sporting Activities
- Total listed Human Disease Exclusion

Payment by credit card

What you need to do for your application



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



Submit payment

Please attach this to the FRONT of your application/documents
This form will be destroyed upon completion of the payment process

Office Use Only

Application No

Amount

 \$

Receipt Type

Receipt No

Date

DO NOT SCAN - TO BE DESTROYED

Your Details

First name

Last name

Company

Best phone number to contact you on

Email

Residential or postal address

Description of payment (i.e. Rates, Permit Application, Invoice)

Amount to be charged

 \$

Amount in words

Credit Card Details

Name on card

Credit Card Number

VISA CARD

MASTERCARD

AMEX

Expiry Date

CIV

Signature