

Weddings & Celebrations Event Guidelines



When is a minor event permit required?

Permits are required for events or gatherings held on council managed land if one or more of the following apply;

- There are twenty (20) or more attendees
- The event involves additional structures (e.g. a 3x3m marquee)
- The event involves a legal ceremony (e.g. a wedding)
- Wedding photography and or videography only.

For corporate events, promotions and any event with more than 200 attendees then please see the Outdoor Events and Activities page on our website for relevant permitting information.

Application process

1. Read the Minor Event Guidelines and Fees documents. Please also refer to the Frequently Asked Questions section of the website on the Outdoor Weddings and Celebration page for further guidance.
2. Download the Minor Events Application Form from the website. Complete and return it to minorevents@portphillip.vic.gov.au.
3. Applications are reviewed by an Events Advisor who will contact the organiser for any clarification required.
4. An invoice for the permit fees and public liability insurance will be emailed to the event organiser.
5. Once payment has been received an event permit will be issued by email.

Please allow a minimum of 10 working days for the assessment of applications.

Locations for events

Various locations are available across the municipality.

A list and maps of popular garden, park and foreshore sites is listed on our website.

A list of all open spaces within the municipality can be found.

Risk plan

A risk plan needs to be completed on the application form. Risks such as lifting equipment during set up/pack down and Covid-19 safety need to be considered in this table.



Event considerations

Minor event permits only entitles the event organiser to hold an event in the open space/foreshore (as indicated on the permit) and does not give exclusive rights to the area. However, events being held on the sand at the beach are permitted to rope off a small area for the duration of the event.

Please note that;

- The City of Port Phillip cannot guarantee that equipment/marquees or road closures will not be present in the surrounding area on the event day.
- Catani Gardens are heavily used during the Event Season (November to April) for Triathlons and other Sporting events.
- Road Closures occur on Beaconsfield Parade during triathlons.
- All major events are listed on the Council website on the Major Events Calendar page.
- All minor events are required to have public liability insurance with a minimum of \$20,000,000 coverage. Event organisers must provide a copy of their own insurance policy along with the application form or purchase cover through City of Port Phillip by completing the required form and paying the premium.

Set Up and Pack Down

Set up/ pack down times will be added to the event duration when calculating permit fees.

Equipment

As part of the event permit, event organisers are permitted to set up the following equipment:

- A maximum of 10 trestle tables
- A maximum of 100 chairs

Temporary structures smaller than 3x3 meters may be used without additional charge if weighted to the ground (not pegged).

Structures that are 3x3 meters or larger must be approved in advance by the Events Services Team and may need to be installed by a professional hirer. Additional permit fees apply for structures 3x3 meters or larger.

Jumping castles are not permitted for minor events.

During an event no rice, paper confetti or flower petals are to be thrown in open spaces. Balloons are also not to be used however bubbles may be blown.

Decorations must not be tied, stapled or attached to trees or other foliage and must be removed at the end of the event.

Please note;

- City of Port Phillip does not supply any equipment or staff to assist with event operations.
- Vehicles cannot be driven into parks, gardens or on the foreshore for delivery or set up of equipment.
- Mains power is not available in any open spaces.



Amplified Music

Noise and music must be kept at acceptable levels at all times, creating as little disturbance as possible to surrounding residences.

The use of amplified musical instruments is prohibited.

The use of an iPod and portable speaker (or a similar appliance) to play background music is permitted provided the sound level does not disturb the other users of the open space or surrounding neighbours.

Consumption of Alcohol

Consumption of alcohol is strictly prohibited in all open space/foreshore between the times of 8pm – 12pm. You will need to check what alcohol restrictions are in place at the location and time of your wedding.

Consumption of BYO alcohol is only permitted in a limited capacity.

No glassware is permitted in any City of Port Phillip open spaces/ foreshore. Drinks must only be served in recyclable cups.

Parking and Vehicles

All vehicles must be parked in a designated parking area outside the park/open space and not on any grassed areas.

No vehicles are permitted to enter the park/ open space boundaries at any time (infringement notices will be issued).

Floral Displays

The floral displays in the Alastair Clark Rose Garden are optimal in the spring (September-November) however, City of Port Phillip cannot guarantee continual or constant flower displays in any parks or gardens and in particular the Rose Garden due to seasonal variables and the management of annual displays.

The below information is a guide to the planting schedule in the Rose Garden:

March and September	Annual displays may be starting to fade
April and October	Annual displays are removed
May and November	Annual seedlings with small flowers are pruned to promote foliage growth
June and July	Roses undergo winter pruning



Cancellations/Refunds:

Cancellations and requests for refunds are only accepted in writing. The following conditions apply:

- Cancellations received more than 30 days from the event start date are eligible for a full refund of their event permit fee.
- Cancellations received less than 30 days from the event start date are not eligible for a refund, unless under extreme circumstances. All refund requests must be made in writing for consideration.
- Refunds will not be given to cancellations on the event day due to incidents of acts of nature and/or bad weather. The possibility of inclement weather needs to be considered. City of Port Phillip does not provide wet weather alternative arrangements.

Payment:

Payments are accepted via credit card, cheque or money order. Cash and EFTPOS payments are also accepted at St Kilda and Port Melbourne Town Halls or 222 Bank Street, South Melbourne. Cheques to be made payable to 'The City of Port Phillip'.

Please Note: A card payment fee applies. For current fee details, please visit the Card Fees page on our website.

An invoice will be sent to the event organiser once the application has been assessed.

How to apply:

Forms to be returned to Event Services

Email: minorevents@portphillip.vic.gov.au

Post: City of Port Phillip, Attention Event Services, Private Bag 3, St Kilda PO VIC 3182