

SUGARWORLD Parklands

Weddings Information Kit

Enquiries to:

Phone: (07) 40443005

Email:

BPAS_Correspondence@cairns.qld.gov.au

Thank you for considering
Sugarworld Parkland for
your special day.



Bookings & Enquiries

The Sugarworld Parklands boasts a number of spectacular outdoor locations for your wedding ceremony. The green shaded lawns and spectacular tropical foliage will add to the romantic feel of your special day.

You are ready to book the area please fill out **the online booking form**:

<http://www.cairns.qld.gov.au/facilities-sport-leisure/sport-and-recreation/booking-of-public-spaces/parks-form>

For booking enquiries please phone the Booking Officer on (07) 4044 3005 or Email:

bpas_correspondence@cairns.qld.gov.au

Outdoor Sites for Weddings - Fee- valid from 31st October 2016

Area	Wedding ceremonies for 2hr	Not for Profit Organisations -Per Hour	Commercial Per hour	Capacity	Onsite Power	Shelter
The Raintree	\$78.00	POA	\$312.00	200	No	No
Bamboo Grove	\$78.00	POA	\$312.00	200	No	No
Orchard Area	\$78.00	POA	\$312.00	200	No	No
Thomas Swallow Park	\$78.00	POA	\$312.00	100	No	No
Entry Area	\$78.00	POA	\$312.00	200	No	No

Map

A location map of Sugarworld Parklands is attached at the end of this booklet.

Sugarworld Parklands Availability

The Sugarworld Parklands are open from 7:00am to 6:30pm daily. The first wedding ceremony can commence at 7.30am and last wedding ceremony can commence no later than 4.00pm. It is requested that wedding lawns be vacated 15 minutes prior to closing time.

Bookings Times

Areas are booked for a two-hour period. For example: If your Wedding ceremony is at 3.00pm, setup time is from 2.00pm, and wedding must be completed by 4.00pm. The five (5) wedding areas are available for booking all year, seven days a week.

Please ensure that all guests understand the location of your wedding and which entrance they should use. You are welcome to photocopy the map attached for distribution to guests. All activities must occur in the period booked and paid for. This includes setting up, packing away and removal of all decorations. No extensions of time are permitted due to the impact they could have on other ceremonies or functions.

Inclement Weather

Please ensure that you have an alternative venue organised in the event of rain, as the Gardens have very limited areas suitable for undercover ceremonies.

Change of Date or Booking Times

If you have made a booking but wish to change the date or time, please contact the booking officer on (07) 4044 3005 to confirm that the new time is available and that the changes can be made.

Payment

A B-Point credit card online payment hyperlink will be sent to you so that you can pay by credit card as a default.

Payment can be made by cheque or money order (made payable to Cairns Regional Council) can be posted to PO Box 359, CAIRNS QLD 4870.

In person at the Spence Street Council building ground floor, Customer Service at 119-145 Spence Street Cairns by the following methods:

- Cash
- EFTPOS
- Cheque or money order (made payable to Cairns Regional Council)
- Credit Card - MasterCard, or Visa

Cancelled Bookings

If you wish to cancel a booking, please state it in writing and forward to Cairns Regional Council, Business Support, PO Box 359 Cairns QLD 4870 or Email: BPAS_Correspondence@cairns.qld.gov.au

Vehicular Access

Vehicles are not permitted to enter the Sugarworld Parklands. No vehicles are to park in front of any access gates to the Sugarworld Parklands and/or obstruct the flow of traffic in car parks.

We do allow restricted access for the marriage celebrant, deliveries and the bridal car, via the front gate. This access requires permission and the collection of the gate key from the Cairns Regional Council Spence Street Offices. Please note a refundable deposit of \$150.00 is required.

Furniture, Equipment & Decoration

You may bring pop-up marquees, tables and chairs. Please include time for set up and pack up within your two hour booking. All equipment must be carried or wheeled into the Parklands to avoid unnecessary damage to the lawn.

Free-standing decorative items such as bridal arches, red carpet, flower compositions, and columns etc., are welcome. No pegs or spikes are allowed in the lawns and all items must be weighted. To keep our lawns green and clean, the throwing of confetti and rice is not permitted. Flower petals are welcome and must be removed before leaving the area.

Music

To maintain the peace and quiet of the Parklands, we welcome low level quiet pre-recorded music or a small acoustic ensemble. The operation of a portable operated public announcement (PA) system for use by the wedding celebrant is permitted. Other amplification systems will need permission from the Booking Officer.

Frequently Asked Questions

Questions	Answer
Are bookings essential or can I just turn up on the day?	Bookings are essential. If you don't have a booking for your ceremony you will not be permitted entry in the Sugarworld Parklands.
How long is each booking period?	The standard booking is 2 hours.
Can we book longer than 2 hours?	Yes. The area can be booked for 4hours, and will be double the fee.
Can we erect a marquee	Yes. Free standing marquees are allowed and need to be weighted down with sand bags.
Can we arrive early to set up for a ceremony?	No. Due to the number of functions we host in the Sugar World Gardens early arrivals are not permitted. Therefore, you must ensure you book sufficient time for set up and pack away.
What happens if we arrive late?	You will not be given additional time. You will have to complete the ceremony in the time period remaining.
What happens if we run overtime?	Proper planning should ensure this does not happen. However, if it does Council may charge you an additional fee. Please remember that running overtime could also detrimentally affect another ceremony so please plan carefully and consider other people.
Are tables, chairs and marquees permitted?	Yes. However nothing can be staked in the ground due to the underground irrigation and electrical systems.
Is power available?	Power is available at the stage area. This requires permission and

	the collection of the gate key. Please note a refundable deposit of \$150.00 is required
Can we use sound equipment?	Sound equipment is permitted however laws do not permit levels over 60dB(C) at the edge of your ceremony.
Can we bring food and alcohol into the Gardens?	Food is permitted. A small amount of alcohol is permitted for toasting purposes, but you will need this noted on your approval as a temporary wet area.
Can we put up decorations?	Decorations are permitted as long as they do not damage Council property and flora. All decorations and their fastenings must be removed at the end of the booking period.
Is confetti or rice permitted?	No. Rose petals can be used but must be removed at the end of the booking period.
What happens if it rains?	If you don't turn up due to bad weather please advise the Booking Officer via email

Other approvals, licences or permits may be required for your event.

** If you are fundraising please include the letter from the charity you will be fundraising for stating that you are collecting funds on their behalf.*

If you are an organisation you will need to submit a copy of your public liability insurance to the value of 20 million dollars with Cairns Regional Council listed as an interested party

** If you will be providing/selling alcohol please contact the Office of Gaming & Liquor Regulation (07) 3872 0999*

** If you will be selling food please contact the CRC on (07) 4044 3005 as you may need to provide further information*

ALL APPLICANTS NOTE:

NO VEHICLES ARE ALLOWED WITHIN SUGARWORLD PARKLANDS

- Bonds may apply to your event. The Booking Officer will be able to advise you on requirements and bond amounts.
- The BBQ area is not a bookable space

CAIRNS REGIONAL COUNCIL

General Terms and Conditions of Approval to Conduct Activities in a Council Park, Reserve or Foreshore

Enquiries To:

Cairns Regional Council
Cairns Shared Services,
Business Support
PO Box 359

CAIRNS QLD 4870

Phone: (07) 4044 3005

1. Insurance: As a requirement of your approval Council may request: (a) The Hirer/ Approval holder will at its own expense insure and keep insured in the name of the Hirer with the Cairns Regional Council, the Minister Administering the Land Act 1994 and The State of Queensland noted as an interested party for an amount of not less than Twenty Million Dollars (\$20,000,000.00) against public liability in the form of a standard public liability policy. (b) The Hirer/ Approval holder shall produce to Council prior to the date required evidence of the Insurance Policy affected by the Hirer/ Approval holder under clause (a).
2. Confirmation of booking: Should any fees or charges be applicable to this application, a commercial applicant must firstly have an account with Council (please contact Business Planning, Administration & Support for further information) and after an account is established, a tax invoice for the relevant fees or charges shall be forwarded to the applicant. For non-commercial applicants, a payment form will be issued upon receipt of an application form. Payment of any fees or charges applicable to this application will be due within 14 days of issue of payment form or prior to the event, whichever occurs first. **Please Note - Confirmation of a booking and subsequent letter of approval will not occur until payment has been made.**
3. Specific Terms and Conditions applicable to the approval of any booking shall be attached to the letter of approval sent to the applicant upon approval of this booking.
4. The approval holder is to ensure that the use or activity authorised under the approval does not cause a nuisance.
5. The approval holder is to take specific measures to protect the safety of persons who may be involved in, or affected by, the use or activity authorised under the approval.
6. The approval holder is required to remove any rubbish created by the use or activity, and to ensure that the area used is kept in the same condition as before the use or activity commenced.
7. Where the Council incurs costs or expenses in rectifying any damage caused or contributed to by the approval holder or by the conduct of the approved use or activity, the approval holder will pay the amount of those costs or expenses to the Council.
8. The approval holder will use the venue for the use/activity stated on the approval and for no other use/activity.
9. The use or activity authorised under the approval is restricted to the specified days and times.
10. The approval holder will ensure that no glass or glass receptacles will be used at the venue on the date required.
11. All electrical cords, fittings, switches and other electrical equipment must comply with the appropriate Australian Standards and display a current electrical test tag.
12. The approval holder is responsible for the security of the venue and the security and safety of any property of Council in or around the venue.
13. The approval holder will observe, perform and fulfil all the requirements of Council's Policies and Local Laws not limited to but including noise and waste.
14. The approval holder is to carry the approval during the use or activities and is to produce the approval for inspection on demand by an authorised person.
15. The approval holder is required to obtain any other necessary approval, lease, licence or permit under any other Local Law, Act or Regulations that is required for the use or activities.
16. Council reserves the right to terminate the event, either before or during the event, if the approval holder is in breach of the terms of this approval.
17. Council reserves the right to cancel any park, reserve or foreshore booking at any time for any reason including safety aspects of the location. If a cancellation occurs, Council will endeavour to inform the approval holder and a refund of any fees paid may be negotiated with Council.
18. Council does not warrant that the area or venue is fit suitable or adequate for the activity authorised under the approval.

Sugarworld FUNCTION AREAS

- To book a wedding or function please call Cairns Regional Council on 07 4044 3044
- Sugarworld is open 7 days a week from 7:00am to 6:30pm.
- Admission is free and free parking is available.

** Marquees and Jumping Castles only in designated function areas*

-  Toilets
-  Barbecue
-  Restaurant
-  Bicycle parking
-  Carpark
-  Telephone
-  Playground



The map shows several designated function areas: **Baptist Church**, **Bamboo Grove (100+ People)**, **Orchard Area (100+ People)**, **Thomas Swallow Park (30-50 People)**, **Raintree (100+ People)**, and **Entry Area (100+ People)**. Other features include the **Sound Shell**, **Sugarworld Waterpark**, and the **Entrance** near the **WARRILPOON** river. A legend on the left identifies icons for Toilets, Barbecue, Restaurant, Bicycle parking, Carpark, Telephone, and Playground.

