



# Holding an event in our parks and gardens

## Frequently Asked Questions

### Do I need to make a booking?

A booking is required if you are holding an event such as a wedding ceremony, music event, fun run, fundraiser, sporting match, group celebration etc. A booking entitles the event organiser to use of the nominated park or garden, sporting reserve or facility.

The City of Greater Bendigo does not play any role in organising any aspect of your event and does not provide any equipment for use.

The City will approve your booking request if your event is deemed to be an appropriate use of a facility, safe and adequate notice has been provided. Event organisers are encouraged to submit booking requests as early as possible to ensure sufficient time to process any necessary permits and meet any COVID requirements.

We recommend you wait until you have received confirmation of your booking before advertising or issuing invitations to your event.

### How do I make a booking?

For private events such as wedding ceremonies, work functions, sporting matches or group celebrations, please submit your booking online [here](#). You will be required to set up a profile and you can then make your bookings online!

For community events or fundraisers, you can submit your booking request online by completing the Event Enquiry Form. Further information about holding a community event or fundraiser can be found [here](#).

Once your booking has been submitted online, it will be referred to one of our bookings or events officers who will contact you if any further information is required prior to approval. Officers can also advise if any permits are required for your event.



### When do I pay?

Once your booking has been tentatively approved (subject to payment), you will receive notification and an invoice for hire charges. The invoice will include a link to pay online by credit card and once payment is made, you will receive confirmation and approval of your booking. Please note payment can only be made by credit card – our customer support office does not accept cash payments.

### Is my booked area fenced off for my event?

The Crown Land (Reserves) Act does not allow for exclusive use of the park or an area to be physically cordoned off from the public. Please make sure you have a copy of your booking confirmation with you (on your device) on the day. When setting up takes place, the general public has a good understanding that an event is going to commence and usually leave the space.

### How do I know which area to book?

[Rosalind Park](#), [Lake Weeroona](#), [Bendigo Botanic Gardens](#), [Garden for the Future](#) and [Eaglehawk Precinct](#) have specific sections that you can book for your event. Please refer to the site map located underneath the description section of the bookings page to identify the area you are wanting to use for your event.

There are no signs within the parks and gardens to identify the designated areas, so please refer to these site maps (on your device) on the day of your event.

### What if other events are on at the same time as mine?

The City hosts many events in its parks and gardens. The City is not responsible for advising you of any other events that may be held in and around Bendigo on your event day. We will, of course, refuse any bookings in the area of the park or garden you have booked that coincide with your event.

### What if it rains on the day?

The possibility of inclement weather needs to be considered when making a booking. The City cannot provide wet weather alternatives and setting up marquees at late notice is not permitted. If you are unable to use the location due to inclement weather, a refund of fees will be considered on a case by case basis – please contact your booking officer. If approved, fee will be refunded to the credit card that made the original payment.

### Do I need to organise any insurance?

It is a requirement that you have public liability in place for all bookings at City parks, gardens and sporting reserves. A minimum of \$10M (\$20M preferred) is required and you need to supply a copy of your Certificate of Currency as part of your application.

The City offers Community Public Liability Insurance at no cost if you do not already have insurance. The [application form](#) lists some exclusions where we cannot provide coverage. You will be required to pay the first \$250 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 - indemnity is not provided to performers or contractors that may be involved in the hire activity e.g. a band playing at a birthday or wedding is not covered. You must ensure these other parties have their own Public Liability Insurance in place.

### Am I allowed to erect a marquee or structure?

Please ensure you note on your booking application if you would like to erect a marquee or structure (such as an arbour) for your event. Please ensure you provide dimensions and preferred location of the marquee/structure. Approval will be at the City's discretion.

Marquees and structures cannot be pegged into the ground and must be flat based or water/sand based. A 3-metre radius protection zone applies around all trees within the City of Greater Bendigo – marquees and structures must remain clear of this zone.

### Can I drive the bridal car or vehicle into the park?

Vehicles (including bridal vehicles) are strictly prohibited from entering parks and gardens.

### Can I reserve parking bays for my event?

We do not reserve parking bays or spaces for bridal vehicles, guest vehicles, event vehicles or contractor vehicles. You need to ensure that you adhere to the parking restrictions at your location. We recommend you visit the location before your event to identify nearby car parks/parking restrictions. For more information on available parking, visit this [link](#).

### When are the trees and flowers at their best?

Our Parks and Open Spaces Unit work hard to have the trees and flowers looking their best throughout the year. Please be aware that at times, flowers, garden beds and lawns need to be maintained and renovated. During this time, lawn areas may be closed for renovation and garden beds may appear to look empty or be at varying stages of height and growth.

### Can I use confetti or rice?

The use of paper/plastic confetti in parks and gardens is prohibited, as it is considered to be litter in our parks. The use of rice is also prohibited as it attracts animals like possums and can be harmful to wildlife if consumed. Rose petals and bubbles are preferred. Please consult our bookings officers if you wish to use any other type of ceremonial confetti.

### Can we decorate the trees and structures?

Adhesive materials are not permitted to be used (i.e. tacked or taped onto City property or trees). We don't permit any decorations to be pegged or pushed into the ground. You are encouraged to decorate items you bring into the park, for example chairs and flower stands.

### Does the City provide tables and chairs?

No – you will need to arrange the provision of tables and chairs with an external supplier.

### Is there a power source or water outlet we can use in the parks?

There is limited provision for electricity in our parks and gardens. We recommend you make alternative arrangements if you require a public address (PA) system. Please note that no amplification over 65 decibels is allowed within the parks. The City encourages you to bring a battery-operated device or a silenced generator if you require power. It is a requirement under EPA guidelines that noise is under 65 decibels for any event within the Parks and Gardens.

There is limited provision for potable water outlets in our parks and gardens. Should you require access to water, please ensure this is noted in your initial booking enquiry. You will need to make alternate arrangements for your event if potable water is unavailable at your location.



### Are there barbecues available for use?

There are public barbecues located at most of our parks and gardens. These are push button operated (no coins required) and are available for all to use and enjoy. A full list of barbecues can be seen [here](#).

Barbecues cannot be reserved for events, they are to be shared on the day by all users of the facility. Portable barbecues (carry in and carry out only) can be utilised for private events – you must abide by the CFA fire restrictions/ conditions and make note in your initial booking. If using a portable barbecue, you must provide an appropriate drop sheet underneath the barbecue, adequate drip trays and the barbecue must be set up away from the lawn/garden areas.

### Can I serve alcohol at my event?

There are a number of proclaimed dry zones throughout the City where alcohol cannot be consumed without a [permit](#) for exemption. The proclaimed dry zones can be found in the City [Community Local Law](#), pages 23-30.

You may serve alcohol at locations that are not within the proclaimed dry zones. Responsible serving and drinking of alcohol is required, please be mindful of the safety of your guests/attendees and other members of the public.

### How do I dispose of waste from my event?

The City has public place recycling bins in high traffic areas throughout the Greater Bendigo region. The public waste bins are emptied on a regular basis.

If your event has over 50 people in attendance, we encourage you to manage your waste responsibly and use alternative methods to dispose of your waste. This ensures the waste bins at the facilities are available for use by the general public.

Please refer to our landfill and transfer station locations online at this [link](#).

### Contact us

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Ph: 1300 002 642

Email: [bookings@bendigo.vic.gov.au](mailto:bookings@bendigo.vic.gov.au)

[www.bendigo.vic.gov.au](http://www.bendigo.vic.gov.au)

