Point Nepean National Park
General information for holding an event
Up to 30 June 2020

The Opportunity
The picturesque Point Nepean National Park in Portsea has been the venue for many functions and events. These events provide the opportunity for enhanced visitor experiences and increased awareness of the park.

Parks Victoria is currently accepting applications from individuals, and commercial or community organisations to hold suitable events at Point Nepean National Park up to 30 June 2020.

Applications for events to be held during this period does not infer future or ongoing commitments pending future site activation through the master plan implementation process.

An event permit is generally required for all organised activities that involve groups of more than 30 people, the use of infrastructure and/or commercial activities required to support the activity.

Below is a guide on the types of events that are deemed appropriate to be held in the park:

a) **Private Events & Functions** are small scale celebrations organised by private individuals or organisations and attended by invited guests only. Examples include cocktail parties, gala dinners, workshops, conferences, seminars, meetings, picnics and launches. Once-off club training sessions, orienteering and walking club activities or other community events such as Scout Association’s activities.

b) **Weddings** involving ceremonies and photography, predominantly held at Fort Nepean, Observatory Point and outdoor open spaces within the Quarantine Station. Wedding ceremonies and receptions that require the use of buildings such as the First Class Dining Hall or sites suitable for marquees within the Quarantine Station also fit within this category.

c) **Major or Public Events** that generally involve a ticketed or free public gathering and usually requires additional infrastructure and supplier support, may be facilitated by a professional company or community organisation. Examples include music / food festivals, recreational events such as fun runs and swims, competitions, art exhibitions, car rallies, fetes and fund-raising events.

- If your enquiry is for wedding photography only please contact Parks Victoria as a different application process applies.
- If your enquiry is for a private group gathering of less than 30 people with no organised activities, infrastructure and hire equipment or associated commercial activities and is fully BYO / self-catered, then a permit is not generally required. If you are unsure please contact Parks Victoria.
- The minimum lead time for the processing of applications is 8 weeks for major events and 4 weeks for private events and wedding ceremonies.

For the purposes of this document the appropriate activities are collectively referred to as “events”.

Parks Victoria
Healthy Parks
Healthy People
Existing Site Conditions

The park has historically been used as an army training and quarantine site and is not fully enabled to support a diversity of uses. Many of the buildings and facilities have not been modified since the army’s occupation and are not refurbished as traditional or contemporary event venues.

Furthermore, while a major works program was undertaken at the park in 2011, much of these works related to upgrades to the core infrastructure such as sewerage, road networks and power. It did not involve refurbishment of buildings that may be used for events or service provision upgrades specifically related to event use. Any proposed event needs to be based on utilising the venue or site in its existing state, and is likely to require temporary facilities to support the event.

It is critical that any potential organiser appreciates these conditions to determine if holding an event at Point Nepean is suitable. It is important to Parks Victoria that any event can be successfully delivered by the organiser with realistic expectations of the site.

Site Inspection

Prior to submitting an application, it is the organiser’s responsibility to inspect the site and fully understand the requirements around the use and suitability of the site to ensure a sound proposal. A site inspection is encouraged for any new events/applicants. Appointments for hosted site inspections or to gain access to buildings are essential.

SITE INSPECTIONS
*** By Appointment Only***
Contact Sally Hutchinson on ☎ 0414 558 314 or 🌐 sally.hutchinson@parks.vic.gov.au.
Event Sites

Outlined below are some suitable locations to hold an event within the park. Assistance will be given in determining the most appropriate site for your event. See Appendix 1 - location map site and Appendix 2 – services and facilities.

Commanding Officer’s (CO’s) House and Grounds
Ideal for private functions; wedding ceremonies, small meetings workshops, day time public events such as exhibitions

**NOTE:** Not available for wedding receptions or amplified events beyond 6pm.

First Class Dining Hall

*Ideal for private functions: exhibitions, reception dinners, conferences*
Badcoe Hall
*Ideal for meetings, workshops, exhibitions, live theatre*

Parade Ground
*Suitable for medium scale public or community events. Ticketed public events may be considered on request.\*\* NOTE: Not available for private functions, wedding receptions.\*

Jarman Oval
*Suitable for large major events and suitable for marquees, stages, parking, and ticketed events, etc.*
Burgess Park (including Bath House Lawns)
*Suitable for private picnics, wedding ceremonies, markets, etc.*

**Theatrette**
*Suitable for exhibitions, launches, presentations, school groups.*

**Clean Luggage Store**
*Suitable for school groups, education groups*
Observatory Point & Quarantine Station Beach (in front of Burgess Park or Jarman Oval)
*Suitable for beach wedding ceremonies*

Fort Nepean, Engine House, Eagles Nest, Fort Pearce
*Suitable for wedding ceremonies, temporary art installations*

**Facilities and Services**

The facilities required will depend upon the nature of the event, the site and the number of people attending. Appendix 2 provides a matrix of the current service provisions at the respective sites and venues. These are intended as a guide only. Whilst every endeavour will be made to ensure the services and venues indicated are available, the successful proponent will not be able to seek compensation should the circumstances change. Parks Victoria will endeavour to notify the successful applicant of any variations as they arise.

**General Site Considerations and Special Conditions**

When considering Point Nepean as an event venue, organisers should consider the following:

**Park closure or restricted activities on Fire Danger Rating days or extreme weather**

In the case of the scheduled event date being declared a Code Red day, the park will be closed and the event cancelled or postponed. In the case of the scheduled event date (including bump in and out days) being declared a day of Total Fire Ban (of any lower Rating), or subject to predicted or emerging dangerous or extreme weather conditions, the event may be cancelled, postponed or altered at the discretion of Parks Victoria. With minimal notice.

Parks Victoria will not be held liable for any loss of income should any of the above situations arise. It is incumbent upon the organiser to investigate and implement contingency planning measures, which may include (at their discretion) securing Event Cancellation Insurance. Should prevailing circumstances prevent or restrict the event being held at a particular time or location, Parks Victoria will where possible, work with the event organiser to reach a mutually acceptable compromise.
Insurances

All individuals or organisations holding the event must provide evidence of their current **Public and Product Liability Insurance** to a value of no less than $20 million, or greater as is required depending upon the nature of the event. The policy must note PARKS VICTORIA as an interested party on the Certificate of Currency. It is the organisers responsibility to ensure all third-party individuals or organisations servicing the event carry adequate insurances.

The only exception may be in the case of wedding ceremonies of less than 100 guests held at outdoor locations only where there is limited infrastructure being brought in, and the need for insurance may be waived at the discretion of Parks Victoria.

Where the Permittee has engaged employees or contractors, evidence of **Victorian Workers Compensation and Employer’s Liability** insurance certificate of currency must be supplied to Parks Victoria.

**Emergency Response and Risk Management Planning**

Organisers are required to consider and mitigate any potential risks and plan for emergency response in relation to their event. As part of the planning process, organisers of all approved events may be required to review the Point Nepean National Park Emergency Plan and a representative undergo a site induction prior to the commencement of the permit period. It is the organisers’ responsibility to ensure all suppliers and other related guests are made aware of the relevant information via the site induction process. All events will be required to prepare a Risk Management Plan for approval by Parks Victoria.

All major events are required to secure the presence of the local Country Fire Authority brigade or equivalent (mandatory for peak fire season of December to March), and First Aid services (anytime of the year) on the event day to provide first response in the case of a fire or similar emergency.

**Site Access**

Point Nepean National Park is open to the public every day. The front entrance gate is open to vehicle entry between 8am and 5pm (6pm from 26th December to end of Daylight Savings). Exit is possible at any time via a vehicle automatic gate and retractable spikes. Park opening and closing times variations may be considered as part of the event application.

Access into the park is by vehicle, walking or cycling. Ventura Buslines operates a public service to the front entrance gate on a daily basis, as well as an internal shuttle bus between the Quarantine Station and Fort Nepean daily from 10:30am – 4pm. Fees apply.

A **140-space** car park is available within the Quarantine Station precinct providing public vehicle access to this area. The car park is used for general park visitor car and bus parking; **it cannot be exclusively used for event parking**. Gunners Cottage car park can be used for event parking for smaller events (eg. wedding ceremonies). The front entrance car park and Jarman Oval may be used as alternative car parking areas for events. Site access and adequate parking must be taken into consideration when planning an event at the park and a Traffic Management Plan (TMP) must be designed and managed to minimise any potential traffic flow and parking issues. All major events require accredited traffic management plans and operators, and marshals must be over the age of 18 years.

Due to limited parking and access at the Commanding Officer’s House and the First Class Dining Hall, organisers are required to use alternative group/bus transport arrangements such as charter buses.

Public vehicle access is not permitted west of Gunners Cottage (i.e. towards Fort Nepean). Organisers that need to transport guests/patrons beyond this point must use the approved external provider, Ventura Buslines. Additional fees for charter services or group bookings with Ventura Buslines will apply, and must be organised and payable direct to the supplier on (03) 5986 5666 or rosebudcharter@venturabus.com.au. The fee will be dependent upon the number of buses required, day of the week and duration of the service.
Site Visits and Servicing

As part of the permit fee, organisers are allocated a prescribed number of serviced site visits. A Parks Victoria staff member will meet the organiser (or supplier) on site at a pre-arranged time, provide access to the venue and discuss planning arrangements in detail. The organiser may visit at other times and explore publicly accessible areas of the site at their own discretion. Any additional hosted site visits will incur an hourly fee. The number of serviced site visits (including the initial site familiarisation) offered is as follows:

- Private Functions: Up to 3
- Major Events: Up to 5

Other considerations in terms of servicing are:

- In relation to exhibitions, Parks Victoria will not take responsibility for the curation and hanging of artwork, sales enquiries and promotions. The applicant may be required to staff their exhibition or provide appropriate security measures. The maximum duration of any exhibition is 4 weeks unless otherwise negotiated.
- Parks Victoria will not accept any deliveries or coordinate any collections for any event; the organiser or a nominated representative must be on site to facilitate the bump in and out activities at all times.
- Parks Victoria will not directly supervise events, and cannot guarantee there will be staff on site to respond to issues or enquiries as they may arise. It is incumbent upon the organiser to plan for and deal with any issues that may arise.

Security

Guest safety is the responsibility of the organiser and security is required for all large private events (greater than 100 people), all private events held at the First Class Dining Hall and all major events, but at the discretion of the organiser for smaller private events. Security is an additional cost and payable direct to the security service provider. The number of security personnel required to provide crowd management and asset protection during the event will depend upon final numbers. The security requirements for events where alcohol is supplied must comply with State Liquor Licensing requirements. The general ratio is 2:100 for the first 100 guests and then 1:100 for each additional 100 attendees.

Food and Alcohol

If food is being sold or served as part of an event, all vendors must be registered with the Mornington Peninsula Shire. It is the responsibility of the organiser to ensure the preparation, storage, and serving of food is in accordance with the Food Premises Act. Organisers may use the caterer of their choice, provided they meet Local Government requirements.

Parks Victoria must first approve the proposed sale and/or serving of alcohol at any event, after which the organiser needs to determine if a liquor licence is required from the Victorian Commission for Gambling and Liquor Regulation [www.vclgr.vic.gov.au](http://www.vclgr.vic.gov.au) and abide by the conditions of the licence if granted. Organisers should allow a three-month lead time for processing and approval of liquor licence applications.

Even if a liquor licence is not required, organisers should still register their event with Victoria Police through the party safe initiative at [www.police.vic.gov.au](http://www.police.vic.gov.au).

Noise Management

The Noise Act 1996 states that the hours of “night” are 11:00pm to 7:00am so loud music and amplified PA’s must be turned off by 11:00pm for any event or at the discretion of Parks Victoria. All major events must develop a Noise Management Plan outlining mechanisms to ensure compliance with State Environment Protection Policy (Control of Music Noise from Public Premises) No N-2. For more information please refer to the Environment Protection Authority website [www.epa.vic.gov.au](http://www.epa.vic.gov.au).
In consideration of park neighbours and users, amplified noise and wedding receptions are not permitted at the CO’s House beyond 6pm.

Services, Equipment and Furniture

Parks Victoria is not obliged to provide power or water services for outdoor events. Parks Victoria does not supply cooking or food preparation equipment, marquees, cutlery and crockery, decorations, signage, generators, barriers/fencing or audio visual equipment. Venues are not furnished with chairs and tables, however, may be available for hire from Parks Victoria at an additional cost. Organisers should inspect the site with their caterers and suppliers prior to the event. Any additional equipment that is brought in is at the cost of the organiser and payable directly to the supplier. Organisers are obliged to ensure all gas and electrical equipment being brought in is safe, certified and meets gas and electricity standards. A list of previous suppliers that are familiar with the site can be provided upon request. Sand or water weighted infrastructure is mandatory in most locations. Pegging is not permitted unless agreed, and then done so at own risk. Parks Victoria does not guarantee the location of underground services.

Site Preparation

Parks Victoria will ensure the venue/site is presented in a safe and presentable manner. The exterior condition of buildings and grounds cannot be guaranteed due to their age and any weather that may be experienced between the time of cleaning and the time of the event. The grass is mowed on a monthly cycle, and will endeavour to schedule this mow as closely to the event as possible. The grass is not watered at any time. Any special site preparation requests should be outlined in the application form in the “other” information section.

Rubbish Removal and Site Restoration

Organisers are responsible for the supply of all rubbish related infrastructure (ie skip bins, wheelie bins), event cleaners, and removal of all waste from the park after the event. A general clean must be undertaken to restore the site to its original state. This means that all litter must be removed from the event site and disposed of outside the park. Waste management contractors should be employed to supply and remove the appropriate number of rubbish and recycling bins for larger events.

Organisers may be required to prepare a site restoration plan is the scale and equipment is likely to cause damage. This must be approved by Parks Victoria and organised, implemented and funded by the organiser.

Any follow up works that may be required that are not done to the satisfaction of Parks Victoria such as rubbish removal, cleaning, damage repairs will be completed at the discretion of the park and the cost recouped via the bond. Organisers are also required to undertake regular site cleans throughout the event bump in and out periods, and during the event to ensure rubbish is not distributed across the park/bay due to winds etc. Parks Victoria strongly supports the use of waste-wise principles.

Building Cleaning

When using buildings, the organisers are responsible for arranging post cleans at their own expense (not included in permit fee). This must be completed within the allocated Permit Period for your event, and to the satisfaction of Parks Victoria. If it is not deemed satisfactory, the cost of additional cleaning will be deducted from the bond.

Some buildings may also require a pre-event clean at the cost of the organiser (eg First Class Dining Hall, Isolation Ward, Theatrette).

The organiser must supply all necessary toilet supplies such as toilet paper, hand towels and soaps. Parks Victoria will not arrange post event cleans or provide toilet or kitchen supplies. Parks Victoria can supply contacts for local cleaners familiar with the site, cleaning expectations / list and estimated cleaning costs.

Grounds and mowing

Due to seasonal/climatic changes Parks Victoria cannot guarantee the condition of the building façades, grass, beach areas and vegetation. Parks Victoria does not water grass at any time and grounds may be subject to ‘browning off’ during the warmer months.
Parks Victoria arranges monthly mowing of grassed areas as part of its grounds maintenance contract. This will be timed to occur as close as possible to the event but not always possible. Additional mowing requirements must be arranged by the organiser at their own expense and responsibility and must be completed within the allocated Permit Period.

**Toilet Facilities**

Organisers are required to supply their own toilet facilities for the bump in and out, and event duration, with the exception of those events that are venue based and the existing toilet service provision is operational and adequate to meet the demands of the anticipated staff/guests. Contractors, suppliers and event patrons are not permitted to use the public toilets, unless otherwise agreed. For major events, organisers will be required to comply with the Building Code of Australia.

**Water Based Activities**

Events involving water based activities may also require a permit issued under the Marine Act 1988 and fees are applicable. To determine if an additional permit is required, contact Parks Victoria as per the contact details below. Approvals granted to run an event via this process apply only to land based activities at Point Nepean National Park (down to and including the low water/tide mark).

Boat landings by appropriate vessels (i.e. small watercraft / tenders) is permitted in the designated boat landing zones at the Quarantine Station foreshore precinct, consistent with marine regulations. Vessels classed as ‘vehicles’ are not permitted at any time. Ensure all relevant information about possible water based activities is included in your event permit application. Swimming and beach access is not permitted to much of the park coastlines due to safety and environmental management, except for the Quarantine Station where swimming is not encouraged due to strong tidal conditions.

**Aircraft Activity**

Aircraft activity in and around any national park is a strictly controlled activity and generally only permitted for emergency and/or park management related purposes. Aircraft activity is minimised to protect wildlife and ensure the safety and enjoyment of park visitors. Organisers that are considering aircraft activity (such as helicopter landings, aviation based entertainment such as skydiving or flyovers, or the use of Remotely Piloted Aircraft or drones) must clearly state their intentions in this application. In considering this activity, the organiser should be aware of the following:

- Aircraft activity may only operate during daylight hours
- If aircraft use is granted in-principle support, the organisers may be required to;
  - prepare an Aircraft Operations Plan taking into consideration Parks Victoria’s specified requirements of the site;
  - supply relevant insurances to the minimum value of $20million or higher and noting interested parties;
  - seek planning permits issued by the Mornington Peninsula Shire;
  - appoint a CASA authorised operator to operate the aircraft and/or temporary airbase;
  - cover all costs associated with the establishment and supervision of a temporary airbase, operations and site restoration;
  - provide evidence of CASA flight approvals (if required); and
  - provide a flight manifest to Parks Victoria immediately following the activity.

**Permits and Licences from External Authorities**

Organisers are responsible for making all necessary applications to external authorities for permission to conduct certain activities associated with the event as required. For example, organisers may be required to submit an Occupancy Permit application to the Mornington Peninsula Shire. More information is available at [https://www.mornpen.vic.gov.au/Activities/Event-Planning](https://www.mornpen.vic.gov.au/Activities/Event-Planning)
Advertising, Promotions and Sponsorship

Organisers are not able to use Point Nepean National Park or Parks Victoria in advertising, sponsorship or promotional materials until they have received a written booking confirmation for the event to proceed from Parks Victoria. Organisers should not promote or publish an event date without a booking confirmation. Promotional signage may only be erected within the designated event site and cannot be positioned in any other locations around the park. A list of proposed sponsors must be supplied to Parks Victoria for review and approval. Parks Victoria will not sponsor events where it has a regulatory role (i.e. providing the event permit). Parks Victoria may request to approve marketing collateral.

General Conditions

• Solid fuel / open fires and fireworks are **not** permitted.
• No accommodation is available in the park. Overnight stay is **not** permitted.
• Dogs and domestic animals are **not** permitted.
• No vegetation may be removed or damaged.
• Portable Gas BBQ’s may be used in the Quarantine Station (not permitted on Total Fire Ban Days).
• All liquid wastes must be collected and disposed of outside the park.
• No refuelling of generators on site permitted without approval.

Refer to **Appendix 4** for more specific conditions around wedding ceremonies and receptions. It is incumbent upon the organiser to ensure their guests are made aware of and adhere to these conditions prior to or on arrival.
Fees & Payment

The current fee schedule for events is structured according to the following options:
*Please note: Additional fees may apply for bump in and bump out days, supervision requirements, ranger talks, cleaning, etc. All prices are GST inclusive.*

Private Functions and Events

**Weddings** (wedding ceremonies, receptions) and **Private Functions** (dinners / lunches, cocktail parties, conferences)

<table>
<thead>
<tr>
<th>Location</th>
<th>2018/19</th>
<th>2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fort Nepean, Eagles Nest, Fort Pearce:</strong></td>
<td>$432.30</td>
<td>$437.30</td>
</tr>
<tr>
<td>Ceremony and wedding photography. Scenic venue only – 3 hours</td>
<td>+$163.80 supervision (2hrs)</td>
<td>+$166.40 supervision (2hrs)</td>
</tr>
<tr>
<td><strong>Observatory Point, Quarantine Station grounds / Parade Ground:</strong></td>
<td>$432.30</td>
<td>$437.30</td>
</tr>
<tr>
<td>Ceremony and photography. Scenic venue only – 3 hours (excludes CO’s House)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commanding Officer’s House and grounds:</strong></td>
<td>$2,251.20</td>
<td>$2,287.70</td>
</tr>
<tr>
<td>Ceremony only – 1 day hire (bump in and out on the same day)</td>
<td></td>
<td></td>
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<tr>
<td>Post event cleaning costs not included</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Class Dining Hall:</strong></td>
<td>$5,251.80</td>
<td>$5,336.90</td>
</tr>
<tr>
<td>Reception - 3 day hire (allows for 2 days bump in and out and 1 event day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre and Post event cleaning costs not included</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commanding Officers House and First Class Dining Hall:</strong></td>
<td>$6,752.40</td>
<td>$6,836.80</td>
</tr>
<tr>
<td>Ceremony &amp; Reception - 3 day hire (allows for 2 days bump in and out and 1 event day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre and post cleaning costs for Hall and post event cleaning costs for house not included</td>
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<td></td>
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<tr>
<td><strong>Marquee Site in Quarantine Station only</strong></td>
<td>$1,500.80</td>
<td>$1,525.10</td>
</tr>
<tr>
<td>(Burgess Park or Jarman Oval) - 1 day</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Additional venue hire days</strong></td>
<td>$327.60</td>
<td>$332.80</td>
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<tr>
<td>(beyond 1 or 3 day allocations as per above)</td>
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<td></td>
</tr>
<tr>
<td><strong>Ranger Supervision as required</strong></td>
<td>$81.90 p/h</td>
<td>$83.20 p/h</td>
</tr>
</tbody>
</table>

**IMPORTANT**
- Wedding Receptions **cannot** be held at the CO’s House, on the Parade Ground or outside the Quarantine Station.
- Post event cleaning costs are **NOT INCLUDED** for any building
- Pre-event internal building clean is **NOT INCLUDED** for the First Class Dining Hall and Theatrette
General Venue Hire (eg. small seminars, workshops, meetings, launches)

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Commanding Officers House</td>
<td>$374.80</td>
<td>$604.50</td>
<td>$380.90</td>
<td>$614.30</td>
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<tr>
<td>Badcoe Hall</td>
<td>$150.40</td>
<td>$242.70</td>
<td>$152.80</td>
<td>$246.60</td>
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<tr>
<td>First Class Dining Hall</td>
<td>$783.80</td>
<td>$796.50</td>
<td>$796.50</td>
<td>$1,284.70</td>
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<tr>
<td>Theatrette (Former Visitor Centre)</td>
<td>$114.10</td>
<td>$184.00</td>
<td>$115.90</td>
<td>$187.00</td>
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<tr>
<td>Clean Luggage Store</td>
<td>$88.70</td>
<td>$143.20</td>
<td>$90.10</td>
<td>$145.50</td>
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<tr>
<td>Ranger Supervision as required</td>
<td>$81.90 p/h</td>
<td>$81.90 p/h</td>
<td>$83.20 p/h</td>
<td>$83.20 p/h</td>
</tr>
</tbody>
</table>

- Half day rate = up to 4 hours, Full day rate = up to 8 hours.
- Weekly hire prices for some venues may be available on request.
- Post event cleaning costs are NOT INCLUDED for any building
- Pre-event internal building clean is NOT INCLUDED for the First Class Dining Hall and Theatrette
- Other suitable buildings not listed above may be considered on special request

Major or Public Events – Site Hire

Due to the complexity of major events, fees are determined once the full information has been provided as part of the application. An indicative fee can be supplied upon request. A typical major event permit fee will be calculated taking into consideration; event site(s) and venue(s), total number of bump in and out days, total number of event days, program complexity, level of supervision required during and outside business hours, site preparation requirements, additional special site uses, advertising costs incurred by Parks Victoria and any applicable additional service fees.

The fee guide is outlined below:

<table>
<thead>
<tr>
<th>Site</th>
<th>2018/19</th>
<th>2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jarman Oval – Event &lt;2,000 people – Per Event Day</td>
<td>$3,167.00</td>
<td>$3,218.30</td>
</tr>
<tr>
<td>Jarman Oval – Event &lt;2,000 people – Per Bump In / Out Day</td>
<td>$1,266.70</td>
<td>$1,287.20</td>
</tr>
<tr>
<td>Jarman Oval – Event &gt; 2,000 &lt; 7,000 people – Per Event Day</td>
<td>$8,253.10</td>
<td>$8,386.80</td>
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<tr>
<td>Jarman Oval – Event &gt; 2,000 &lt; 7,000 people - Per Bump In / Bump Out Day</td>
<td>$3,000.60</td>
<td>$3,049.20</td>
</tr>
<tr>
<td>Jarman Oval - Event &gt; 7,000 people - Per Event Day</td>
<td>$9,753.10</td>
<td>$9,911.10</td>
</tr>
<tr>
<td>Jarman Oval - Event &gt; 7,000 people - Per Bump In / Bump Out Day</td>
<td>$4,501.50</td>
<td>$4,574.40</td>
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<tr>
<td>Jarman Oval – Parking only</td>
<td>$3,000.60</td>
<td>$3,049.20</td>
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<tr>
<td>Parade Ground – Event &lt; 1,000 people – Per Event Day</td>
<td>$4,091.90</td>
<td>$4,158.20</td>
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<tr>
<td>Parade Ground – Event &lt; 1,000 people – Per Bump In / Bump Out Day</td>
<td>$1,364.50</td>
<td>$1,386.60</td>
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<tr>
<td>Parade Ground – Event Site Hire &gt; 1,000 – 2,000 people - Per Event Day</td>
<td>$6,819.30</td>
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<td>Parade Grounds – Event &gt;1,000 – 2,000 people – Per Bump In / Bump Out Day</td>
<td>$3,409.70</td>
<td>$3,464.90</td>
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<tr>
<td>Burgess Park – Event &lt;1,000 people - Exclusive Use - Per Event Day</td>
<td>$1,900.30</td>
<td>$1,931.10</td>
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<tr>
<td>Burgess Park – Event &lt;1,000 people - Per Bump In / Bump Out Day</td>
<td>$696.80</td>
<td>$708.10</td>
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<tr>
<td>Burgess Park - Event &gt;1,000 people - Per Event Day</td>
<td>$3,000.60</td>
<td>$3,049.20</td>
</tr>
<tr>
<td>Burgess Park - Event &gt;1,000 people - Per Bump In / Bump Out Day</td>
<td>$1,200.90</td>
<td>$1,220.40</td>
</tr>
</tbody>
</table>
Wombat Oval - Exclusive Use - Per Event Day $1,500.80 $1,525.10
Wombat Oval - Exclusive Use - Per Bump In / Bump Out Day $750.50 $762.80
Isolation Ward (back of house use only) $76.00 $77.20
Ranger Supervision as required $81.90 p/h $83.20 p/h

Community Events

Where the event organiser is a not-for-profit group or charity, or the sole beneficiary of the event proceeds is a not-for-profit group or charity, the event may be eligible for a community rate. The community rate is formulated using the following fee structure:-

<table>
<thead>
<tr>
<th>Community Event Permit Fees</th>
<th>2018/2019</th>
<th>2019/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Administration Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permit Administration Fee – Community Events</td>
<td>$131.00</td>
<td>133.10</td>
</tr>
<tr>
<td>Additional Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Application Fee (within 21 days of event)</td>
<td>$169.00</td>
<td>$171.70</td>
</tr>
<tr>
<td>Permit Amendment Fee (applies after PV approval given)</td>
<td>$50.10</td>
<td>$50.90</td>
</tr>
<tr>
<td>Ranger/Staff Supervision – per staff member per hour</td>
<td>$81.90</td>
<td>$83.20</td>
</tr>
<tr>
<td>Other direct costs (equipment hire, venue hire, advertising, cleaning, etc.)</td>
<td>As incurred</td>
<td>As incurred</td>
</tr>
</tbody>
</table>

Bonds

A bond is payable in addition to the permit fee. These funds are held in a Trust Account by Parks Victoria and used at its discretion if the site / venue is not restored to its original state or to repair any damages. The bond fees applicable are as follows:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wedding Receptions / Private functions using buildings</td>
<td>$800.00</td>
</tr>
<tr>
<td>General venue hire</td>
<td>Up to 50% of the total permit fee or $250.00 as determined by Parks Victoria</td>
</tr>
<tr>
<td>Major events</td>
<td>Up to 50% of the total permit fee or as determined by Parks Victoria</td>
</tr>
</tbody>
</table>

Payment Terms

Full payment is due on presentation of an invoice and prior to the executed Event Permit being issued. A non-refundable deposit may be charged by Parks Victoria at its discretion.

Refunds

The refund policy is as per below:

- 100% refund for cancellation 30+ days prior to the event date;
- 85% refund for cancellation 8 – 30 days prior to the event date;
- 50% refund for cancellation 4 – 7 days prior to the event date;
- Nil refund for cancellation 0-3 days prior to the event date.
Submitting an Application

Completion of Application

To make an application, please obtain and complete the Event Application - Parks and Reserves form. This form is available on the Events page of the Parks Victoria Website (www.parks.vic.gov.au) or by calling 13 1963.

It is recommended that prospective applicants make contact with Parks Victoria to enquire about the availability of your preferred event location and date prior to submitting an application.

Process

Following receipt of the application, Parks Victoria reserves the right to request additional supporting information. Parks Victoria reserves the right to reject any application without providing reasons for its decision. All information provided by proponents will be treated as confidential.

Once the application has been reviewed, the applicant will be sent a communication via email informing them whether or not they have been successful (i.e. booking confirmation) or if further information/action is required.

On receipt of a booking confirmation, the organiser may then need to develop and submit an Event Plan. Refer to Appendix 3 for a guide on the content requirements for the Event Plan. This information will be used to form the Event Permit. Organisers are encouraged to liaise with Parks Victoria on key elements during the planning phase such as traffic management, site plan, risk management and emergency response.

Assessment Criteria

Assessment of the event application is based on the following;

- Compliance with the application process and date of receipt of application.
- Consistency with the purpose of the reservation as described in the National Parks Act 1975, and alignment with the park vision and values.
- Compliance with all relevant regulations and management plans of the host park.
- Suitability of the event with the host venue.
- Potential impact of event on park facilities, the environment, local traffic and parking, and amenity to visitors.
- General event and risk management principles and procedures, and level of risk exposure to Parks Victoria.
- Event timing and venue availability.
- Level of servicing required by Parks Victoria and compatibility with staff capacity, and financial considerations.
- Level of collaboration with and contribution to the local community.
- Experience in conducting events at Point Nepean and other similar venues, including history of the event at the park.
- Reference checks where required.

The level to which an existing event has contributed to the park’s event program over the past five years will be considered within the assessment process but does not automatically result in annual roll over or approval.

Selection and Event Approval

In-principle acceptance of an application via a booking confirmation letter will be given to organisers based on the details provided in their application. Parks Victoria may also request a meeting to discuss an application. Parks Victoria will grant an Event Permit when the relevant conditions as outlined in Appendix 3 are met.
The Event Permit will be issued under the National Parks Act 1975 and will pertain exclusively to land based activities. The permit outlines conditions under which organisers agree to conduct their regulated activity. The permit is not in effect until Parks Victoria receives a signed copy agreeing to these conditions and is satisfied that all other conditions have been met. Parks Victoria reserves the right to withdraw a booked event if conditions are not met. Should circumstances prevent or restrict the event being held at a particular time or location Parks Victoria will, where possible, work with the event organiser to reach a mutually acceptable compromise.

**Submission Process**

Applications submitted electronically as Word documents are preferred; to obtain an electronic copy of the Event Application - Parks and Reserves form contact events@parks.vic.gov.au or call 13 1963.

Respondents are to lodge their applications marked:-

**Point Nepean Event Application**

and email to: events@parks.vic.gov.au

**General Enquiries**

For further information contact:
Sally Hutchinson, Point Nepean Events Coordinator ☎️ 0414 558 314 ✉️ sally.hutchinson@parks.vic.gov.au

**Disclaimer** Parks Victoria does not warrant the accuracy or reliability of any of the contents of this document, or any attachments to this document and no responsibility is assumed by Parks Victoria or its agents in respect of the contents of or any omissions from this document. Each proponent is advised to make its own independent inquiries concerning matters relevant to its application. Parks Victoria reserves its right, without any warning or explanation and for any cause, to terminate the entire process at any stage. Parks Victoria will not enter into correspondence or discussion with respect to the selection process. Parks Victoria will not reimburse a proponent for any costs directly or indirectly incurred by the proponent in relation to its application, registration of interest, or the process generally. This call for Applications does not create a process contract.
APPENDIX 1
Location Map of Potential Event Sites – Quarantine Station

LEGEND
1. Commanding Officers House and Grounds
2. First Class Dining Hall and Grounds
3. Badcoe Hall
4. Parade Ground
5. Clean Luggage Store
6. Burgess Park
7. Jarman Oval
APPENDIX 1 con’t
Location Map of Potential Event Sites – Western end & Front Entrance

LEGEND
8. Observatory Point
9. Eagles Nest
10. Fort Pearce
11. Fort Nepean / Engine House
12. Theatrette (front entrance)
APPENDIX 2
Matrix of services and facilities available at the event site locations

Notes:
- Service plans and floor plans are available for each site / venue on request
- Capacities are a guide only and may be subject to variations during peak and low seasons.

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Commanding Officers House &amp; Grounds</th>
<th>First Class Dining Hall</th>
</tr>
</thead>
</table>
| Seated   | Outside: 150 theatre style
          | Inside: Max 20 board room style in
          | each three front rooms and 10 people
          | in fourth room = 70)            | Capacity Inside: 250 cabaret style (25 tables of 10) |
| Standing | Outside: 200
          | Inside: 70                       | Inside: 300
          |                                   | Outside: 150                  |

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Commanding Officers House &amp; Grounds</th>
<th>First Class Dining Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>No</td>
<td>Facilities No</td>
</tr>
<tr>
<td>Toilets</td>
<td>4 unisex toilets</td>
<td>No – required to bring in porta loos</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services</th>
<th>Commanding Officers House &amp; Grounds</th>
<th>First Class Dining Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power</td>
<td>Standard GPO’s inside 3-phase outside</td>
<td>Services Standard GPO’s inside</td>
</tr>
<tr>
<td>Lighting</td>
<td>Internal and bollard lighting along circular path. Extra flood lighting required for night events</td>
<td>Internal only – limited external lighting – extra flood lighting required for night events</td>
</tr>
<tr>
<td>Water</td>
<td>Yes (hot and cold)</td>
<td>Cold only</td>
</tr>
<tr>
<td>Heating / Cooling</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Large domestic kitchen with fridge Hot water and sink Fire extinguisher</td>
<td>Limited facilities – sink, cold water and food preparation space. No fridge or cooking facilities</td>
</tr>
<tr>
<td>Disabled Access</td>
<td>Yes – side entrance ramp</td>
<td>Disabled Access Yes</td>
</tr>
</tbody>
</table>
| Parking  | Up to 15 cars only
          | Guests to be transported into site using charter buses or equivalent via Police Point | Parking Up to 8 cars only
          | Guests to be transported to venue using charter buses or equivalent via Police Point |

Comment
- No receptions can be held at this site. No amplified noise after 6pm. Post clean at organisers expense.
- This site is suitable for marquees in courtyard area. Noise curfew 11pm. Pre and post clean at organisers expense.
### Point Nepean National Park Event Prospectus – General information about holding an event up to 30 June 2020 (updated 1.7.2019)

<table>
<thead>
<tr>
<th><strong>Badcoke Hall</strong></th>
<th><strong>Clean Luggage Store</strong></th>
</tr>
</thead>
</table>
| **Capacity** | **Seated** | Small room: 80 theatre style / 50 cabaret style (5 tables of 10)  
Large room: 220 theatre style / 120 cabaret style (12 tables of 10)  
| **Standing** | Small room: 100  
Large Room: 220  
| **Furniture** | No  
| **Toilets** | 2 male toilets, 4 female toilets, 1 disabled access toilet  
| **Power** | Standard GPO’s inside  
| **Lighting** | Internal and flood lighting outside  
| **Water** | Hot and cold water  
| **Heating / Cooling** | Heating only  
| **Kitchen** | Small Kitchenette – bar fridge, limited cups or utensils (20 piece)  
| **Disabled Access** | Yes  
| **Parking** | No – access for deliveries only.  
Guests to park at main car park or Jarman Oval and walk over.  
| **Comments** | Stage and projector screen available in large room. Small screen available in small room.  
Post clean at organisers expense.  
| **Clean Luggage Store** | 50 theatre style or 40 cabaret style  
| **Standin g** | 60  
| **Furniture** | No  
| **Toilets** | No – nearest toilets at Information Centre  
| **Power** | Standard GPO’s inside  
| **Lighting** | Internal  
| **Water** | No  
| **Heating / Cooling** | No  
| **Kitchen** | No  
| **Disabled Access** | Yes  
| **Parking** | No – access for deliveries only.  
Guests to park at main car park or Jarman Oval and walk over.  
| **Comments** | Museum / Class room style room with various equipment (not empty).  
Post clean at organisers expense.  

<table>
<thead>
<tr>
<th><strong>Theatrette</strong></th>
</tr>
</thead>
</table>
| **Capacity** | **Seated** | 70 theatre style  
| **Standing** | 90  
| **Furniture** | No  
| **Toilets** | 3 male toilets + 4 female toilets, 1 disabled access toilet  
| **Power** | Standard GPO’s inside  
| **Lighting** | Internal and external  
| **Water** | Yes  
| **Heating / Cooling** | No  
| **Kitchen** | Yes – small kitchenette with sink  
| **Disabled Access** | Yes  
| **Parking** | Up to 70 cars  
| **Comments** | Large screen, picture hanging rails available.  
Pre and post clean at organisers expense.  

---
<table>
<thead>
<tr>
<th>Jarman Oval</th>
<th>Parade Ground</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capacity</strong></td>
<td><strong>Seated</strong></td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td><strong>Furniture</strong></td>
</tr>
<tr>
<td><strong>Toilets</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td><strong>Power</strong></td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Water</strong></td>
<td>Yes (taps on west and east side of oval)</td>
</tr>
<tr>
<td><strong>Heating / Cooling</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Kitchen</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Disabled Access</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Parking</strong></td>
<td>Up to 3,000 cars (but not in addition patron capacity as above)</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>Some underground services in the vicinity. Upper end of capacity on case by case scenario Noise curfew 11pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Burgess Park</th>
<th>Observatory Point</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capacity</strong></td>
<td><strong>Seated</strong></td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td><strong>Furniture</strong></td>
</tr>
<tr>
<td><strong>Toilets</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td><strong>Power</strong></td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Water</strong></td>
<td>Yes at Parade Ground or East end of Jarman Oval</td>
</tr>
<tr>
<td><strong>Heating</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Kitchen</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Disabled Access</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Parking</strong></td>
<td>No – park at Jarman Oval and walk over</td>
</tr>
</tbody>
</table>
### Comments

<table>
<thead>
<tr>
<th>Park</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point Nepean National Park</td>
<td>Some underground services in the vicinity. Coles Track must not be blocked at any time. Beach in front of Burgess Park may be used for wedding ceremonies.</td>
</tr>
<tr>
<td>Eagles Nest / Fort Pearce</td>
<td>No vehicle access to Observatory Point / beach from car park. All furniture / equipment must be carried in.</td>
</tr>
</tbody>
</table>

### Fort Nepean

<table>
<thead>
<tr>
<th>Facility</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Capacity** | Seated: Up to 20  
Standing: 140 |
| **Facilities** | Furniture: Nil  
Toilets: Closest toilets at Shuttle Bus Stop |
| **Services** | Power: No  
Lighting: No  
Water: No  
Heating: No  
Kitchen: No |
| **Disabled Access** | Yes |
| **Parking** | No - See below |
| **Comments** | No private vehicle access to Fort Nepean. Parking for up to 70 cars at Gunners Cottage or Front Entrance Gate. Access beyond this point is via the Point Nepean Shuttle (Ventura Buslines). Access for up to 2 bridal cars to Fort Nepean may be negotiated under Parks Victoria staff escort - subject to availability and additional fees may apply. |

### Eagles Nest / Fort Pearce

<table>
<thead>
<tr>
<th>Facility</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Capacity** | Seated: Up to 20  
Standing: 140 |
| **Facilities** | Furniture: Nil  
Toilets: Closest toilets at Fort Nepean |
| **Services** | Power: No  
Lighting: No  
Water: No  
Heating: No  
Kitchen: No |
| **Disabled Access** | Yes |
| **Parking** | No - See below |
| **Comments** | No private vehicle access to Fort Nepean. Parking for up to 70 cars at Gunners Cottage or Front Entrance Gate. Access beyond this point is via the Point Nepean Shuttle (Ventura Buslines). Access for up to 2 bridal cars to Fort Nepean may be negotiated under Parks Victoria staff escort - subject to availability and additional fees may apply. |
APPENDIX 3

Event Plan and other information requirements
The following provides guidelines on the information that organisers may be required to provide to Parks Victoria in the Event Plan or as supplementary documentation to fulfil the Event Permit requirements. It is highly desirable that all documentation be supplied in electronic format. Documentation can be submitted at staged intervals or in one complete package. Failure to supply all the necessary information by the specified lead time without just cause may result in withdrawal of in-principle support or denied approval for the event to proceed.

Public Event

Relevant documentation must be submitted no later than eight (8) weeks prior to the event date.

- Applicant contact details - the Permit will be issued in this name (must match the Insurance)
- Overview of event details, activities and visitor / staff numbers
- Public liability Insurance ($20 million noting Parks Victoria) as an interested party. Note: The name of the insured must match the applicant.
- For community events – evidence of tax concession / not for profit status or a letter from the charity confirming sole beneficiary of proceeds
- Site Plan – showing location of infrastructure
- Course maps (including drink and marshal locations)
- Event program and / or running sheet
- Bump in / bump out schedule
- Traffic management and parking plan
- Pedestrian and crowd management plan
- Risk management & emergency response plan
- Safety Management Plan (SMP), if the event is operating under the rules/safety management plan of a national or state recognised body approved by the Safety Director
- Cancellation and / or event variations policy and procedure
- Infrastructure plan and list
- A Noise Management Plan outlining mechanisms to ensure compliance with State Environment Protection Policy (Control of Music Noise from Public Premises) No N-2. For more information please refer to the Environment Protection Authority website www.epa.vic.gov.au
- Signage plan (directional) within and outside the park
- Sponsors list
- Operations Plans and relevant insurances of third party operators for aircraft (& drone) activity
- Resident Notification Plan. A notification letter to residents, typically requested for events involving road closures and amplified noise.
- External Licences / permits (as applicable)
  - Liquor Licence (issued by Department of Justice)
  - Temporary food handling permits (issued by the Shire)
  - Occupancy permit for a place of public entertainment - POPE (issued by the MP Shire)
  - Road closures and variations inside and outside the park (issued by Vic Roads / Shire)
  - Planning permit for aviation activity (issued by the Shire)
  - Public Performance of Sound Recordings (PPCA Licence) for events that involve the playing of sound recordings or music videos in public. For more information please refer to their website: www.pppca.com.au
  - Water based activities event permit (issued by Parks Victoria)
- Letters of support / approval from the following agencies to conduct / attend the event
  - Victoria Police
  - Water Police / Ports Authority (for water based activities)
  - VicRoads
Point Nepean National Park Event Prospectus – General information about holding an event up to 30 June 2020 (updated 1.7.2019)

☐ CFA or equivalent
☐ Ambulance Victoria / St John’s or equivalent
☐ Contact list – All key event staff, authorities, contractors and suppliers involved in the event
☐ Waste management and removal
☐ Site restoration plan

Private Event
Relevant documentation must be submitted no later than four (4) weeks prior to the event date.

☐ Applicant contact details - the Permit will be issued in this name (must match the Insurance)
☐ Overview of event details, activities and visitor / staff numbers
☐ Public liability Insurance ($20 million noting Parks Victoria as an interested party). Note: The name of the insured must match the applicant.
☐ For community events – evidence of tax concession / not for profit status or a letter from the charity confirming sole beneficiary of proceeds
☐ Site Plan – showing location of infrastructure and key activities
☐ Event program and / or running sheet
☐ Bump in / bump out schedule
☐ Traffic management, pedestrian and parking plan
☐ Risk management & emergency response plan
☐ Infrastructure plan
☐ Signage plan (directional) within and outside the park
☐ Liquor Licence (issued by Department of Justice) – if selling or paying staff to serve.
☐ Rubbish removal and site restoration plan
APPENDIX 4

Point Nepean National Park
Wedding and Private Functions Information

Point Nepean National Park can provide the perfect venue for your special day, whether you are looking for a wedding ceremony location or an all-in-one venue for your ceremony, reception and photography or another type of private function. To assist in helping you make your decision, we have prepared the following information. We invite you to visit the park and look around at your own leisure before making a booking.

Site Options

Ceremony Site Options
- Fort Nepean
  - Engine House
  - Upper Barracks
  - Parade Ground
  - Gun Emplacement 4 (wet weather option)
- Fort Pearce
- Eagles Nest
- Observatory Point
- Quarantine Station
  - Beach (in front of Burgess Park or Jarman Oval)
  - Burgess Park
  - Jarman Oval
  - Commanding Officer’s House # see prices
  - Parade Ground

Note: The beach directly in front of the Parade Ground is NOT suitable for wedding ceremonies.

Reception Function Site Options
- First Class Dining Hall (optional marquee)
- Jarman Oval (with marquee)
- Burgess Park (with marquee)
Fees

Under the National Park regulations, an Event Permit is required for all wedding ceremonies, receptions and other private functions held in the park and attracts a fee. If you wish to undertake wedding photography only at the park, please contact Parks Victoria first as a different application process may apply.

The current fee schedule for weddings and private functions is structured according to the following options:

<table>
<thead>
<tr>
<th>Location</th>
<th>2018/19</th>
<th>2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fort Nepean, Eagles Nest, Fort Pearce:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceremony and wedding photography. Scenic venue only – 3 hours</td>
<td>$432.30 + $163.80 supervision (2hrs)</td>
<td>$437.30 + $166.40 supervision (2hrs)</td>
</tr>
<tr>
<td><strong>Observatory Point, Quarantine Station grounds / Parade Ground:</strong></td>
<td>$432.30</td>
<td>$437.30</td>
</tr>
<tr>
<td>Ceremony and photography. Scenic venue only – 3 hours (excludes Commanding Officer’s House)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commanding Officer’s House and grounds:</strong></td>
<td>$2,251.20</td>
<td>$2,287.70</td>
</tr>
<tr>
<td>Ceremony only – 1 day hire (bump in and out on the same day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post cleaning costs not included</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Class Dining Hall:</strong></td>
<td>$5,251.80</td>
<td>$5,336.90</td>
</tr>
<tr>
<td>Reception - 3 day hire (allows for 2 days bump in and out and 1 event day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre and post cleaning costs not included</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commanding Officers House and First Class Dining Hall:</strong></td>
<td>$6,752.40</td>
<td>$6,836.80</td>
</tr>
<tr>
<td>Ceremony &amp; Reception - 3 day hire (allows for 2 days bump in and out and 1 event day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post cleaning costs for house and pre and post cleaning costs for Hall not included</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Marquee Site in Quarantine Station only:</strong></td>
<td>$1,500.80</td>
<td>$1,500.80</td>
</tr>
<tr>
<td>(Burgess Park or Jarman Oval) - 1 day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional venue hire days (beyond 1 or 3 day allocations as per above)</td>
<td>$327.60</td>
<td>$332.80</td>
</tr>
</tbody>
</table>

**IMPORTANT**
- Wedding Receptions cannot be held at the CO’s House, on the Parade Ground or outside the Quarantine Station.
- Post event cleaning costs are NOT INCLUDED for any building
- Pre-event internal building clean is NOT INCLUDED for the First Class Dining Hall
General conditions

Wedding ceremonies and photography

- Ceremonies may be held between 10am and 5pm (or 6pm during daylight savings). The maximum site hire time is 3 hours.
- Weddings may be booked 7 days a week except Christmas Day. Some other dates may be excluded due to public holidays.
- A tentative ‘no obligation’ booking to secure your preferred date can be made while you finalise arrangements. An invoice will be issued once the permit is nearing completion. Cancellation is required within 30 days prior to date booked to be eligible for a full refund.
- The maximum capacity for wedding ceremonies at all locations, with the exception of the Commanding Officers House, is 140 people. The House can accommodate up to 200 standing guests.
- Exclusive use of a park or location cannot be given and consideration to other park users is expected. Most visitors will respect the occasion but it cannot be guaranteed.
- The permit fee covers reservation of your wedding ceremony site. Parks Victoria allows the permit holder to bring in 1 small signing table, up to 20 chairs and a ceremony archway or 2 bali flags or similar. Shade structures are not permitted – other than hand held umbrellas. Hire equipment, marquees, live music and catering are not permitted.
- Guests may be provided with one celebratory drink each at the conclusion of the ceremony. Temporary bars or continuous serving of alcohol before and after the ceremony is not permitted. Paying a third party to serve the alcohol may attract the need for a liquor licence.
- As you will be inviting guests to your wedding in the National Park the responsibility for their safety is with the bride and groom. We suggest you consult an insurance broker to discuss the need for Public Liability Insurance. Insurance is not mandatory for wedding ceremonies, provided they do not exceed guest capacity limits of the venue and minimal infrastructure / equipment guidelines as outlined above. Public liability insurance is mandatory for ceremonies with more than 100 guests.
- Bookings may be subject to change by Parks Victoria due to special circumstances such as new works, special events and any unforeseen circumstances (e.g. fire, erosion), during periods of planned burning and extreme/severe fire and weather conditions. We will attempt to notify you as soon as possible regarding any changes to your booking.
- Parks Victoria arranges monthly mowing of grassed areas as part of its grounds maintenance contract. This will be timed to occur as close as possible to the event but not always possible. Additional mowing requirements must be arranged by the organiser at their own expense and responsibility, and must be completed within the allocated Permit Period.
- Due to seasonal/climatic changes Parks Victoria cannot guarantee the condition of the building façades, grass, beach areas and vegetation. Parks Victoria does not water grass at any time and may be subject to ‘browning off’ during the warmer months.
- We remind you that the park is home to native animals such as wallabies, echidnas and snakes and should not be approached or fed at any time.
- In order to protect the National Park, floral arrangements are not permitted (other than bridal party hand-held flower posies) at any location, with the exception of the Commanding Officer’s House and First Class Dining Hall. Non indigenous plants, trees and seeds are not permitted.
- Please inform your guests that confetti and rice is not permitted at any location. Rose petals are acceptable at the Commanding Officer’s House only provided they are picked up and disposed of appropriately after the ceremony.
• All rubbish must be collected and removed from the site at the conclusion of the ceremony.
• Horse drawn vehicles and domestic animals (including dogs) are not permitted.
• Candles and the release of helium balloons are not permitted.
• Solid fuel/open fires are not permitted.
• Guest parking is available on a ‘first in first served’ basis at the Quarantine Station, Gunners Cottage and front entrance car parks. Parking spaces will not be reserved.
• We welcome you and your photographer and family to visit your preferred venue prior to your special day, however these visits, and any rehearsals cannot be assisted by Parks Victoria staff. You will need to make your own transport arrangements within the park.
• Vehicles are not permitted beyond the designated car parks, or on ‘authorised vehicle only’ and walking tracks. Deliveries to the locations or transport for elderly or disabled guests cannot be facilitated or permitted for public safety reasons. All furniture must be carried to the ceremony site from the car park (eg. Observatory Point). All guests must walk from the car park or bus drop off locations to the site.
• Group transport to certain locations beyond Gunners Cottage (e.g. Fort Pearce, Fort Nepean, Eagles Nest) is required due to restricted access roads and must be booked through the approved in-park transport service provider – Ventura Buslines, phone: (03) 5986 5666 or email: rosebudcharter@venturabus.com.au. This will be at an additional cost and must be paid directly to the supplier.
• Up to two (2) bridal vehicles may be brought in to approved locations beyond Gunners Cottage (i.e. Fort Nepean, Fort Pearce, Eagles Nest) however, may only do so under Parks Victoria escort. Additional costs for this escorted service are included in the ceremony fee for these key locations. The ability to service private vehicle entry to these locations is subject to Parks Victoria staff availability and must be discussed and agreed to prior to confirming a booking.
• The front gate closes to vehicle entry at 5:00pm (except from 26 Dec to end of daylight savings which is 6pm). All guests must arrive in the park before the entry gate closing time or they will not be able to gain entry. Exiting is possible anytime via an automatic vehicle gate.
• Park closure or restricted activities on Fire Danger Rating days and other weather conditions include:
  - On days of forecast Code Red Fire Danger Rating days for the Central District (weather district), Parks Victoria will close the park for public safety. In the case of the scheduled Event Day or bump in and out days being declared on a Code Red day, no activities are permitted to occur.
  - On days of forecast ‘Extreme’ or ‘Severe’ Fire Danger Rating days for the Central District (weather district), Parks Victoria may close the park for public safety, cancel the event, or restrict event-related activities (including bump in and out activities) at its discretion with limited notice.
  - On days of a declared Total Fire Ban day for the Central District (weather district), Parks Victoria may require certain event activities, services or works to be cancelled, restricted, delayed, modified or relocated to minimise risks.
  - In the event of declared ‘Severe’ or ‘Extreme’ weather warnings for the Central District (weather district), or emerging and/or apparent dangerous weather conditions in the local area, Parks Victoria may close the park for public safety reasons, cancel the event, or restrict event-related activities (including bump in and out activities) at its discretion with limited notice.
  - Parks Victoria will not be held liable for any loss of income should any of the above situations arise. It is incumbent upon the Permittee to investigate and secure Event Cancellation Insurance where appropriate and plan for and implement contingency planning measures. Refer to Cancellations in Standard Conditions for further information on refunds.
Other Mornington Peninsula locations managed by Parks Victoria that are suitable for wedding ceremonies include:

- Coolart Homestead & Wetlands
- Collins Settlement Historic Site
- Mornington Peninsula National Park – Gunnamatta Beach, London Bridge, Rye Back Beach etc
- Devilbend Natural Features Reserve

Contact 13 1963 for further information about these locations.


**Wedding Receptions and Private Functions** (includes ceremonies and receptions using venues)

Wedding receptions and other functions may be held at the First Class Dining Hall only. Private Functions may be held at the CO’s House during the day only up to 6pm. Marquee only options may be possible at Burgess Park and Jarman Oval. Wedding Ceremonies can also be held at these, or other locations within the park, and guests then move to this location for the reception function.

- Functions may be booked 7 days a week except Christmas Day and New Year’s Eve.
- A tentative ‘no obligation’ booking to secure your preferred date can be made while you finalise arrangements. An invoice will be issued once the booking is confirmed. Cancellation is required within 30 days prior to date booked to be eligible for a full refund.
- A booking for a function venue is valid for a total of 3 days to allow adequate time for bump in and out of required infrastructure and equipment (eg. Friday = bump in, Saturday = event, Sunday = bump out/clean). If additional days are required, to build marquees for example, an additional hire fee of $300 per day will apply. A venue booking for a ceremony only is valid for 1 day only.
- The curfew for an evening function is **11:00pm**. All music and amplified PA’s must be turned off by 11:00pm and all guests vacated the site by 12midnight. No guests or staff are permitted to stay overnight in the park.
- Evening functions or events involving amplified music cannot be held at the CO’s House. Amplified music is only permitted at this location up to 6pm.
- As you will be inviting guests to your function and bringing in infrastructure to the National Park the responsibility for their safety is with the permit holder. Public Liability Insurance to the value of $20million is mandatory. Evidence of the certificate of currency noting the relevant interested parties, must be supplied to Parks Victoria prior to issuing the permit (please do not submit with application). In some circumstances, couples may be able to negotiate with their caterers to be the permit holder, and therefore, supply their public liability insurance for the event and become the permit holder.
- Where the permit holder will engage employees or contractors, evidence of a Victorian Workers’ Compensation and Employer’s Liability Insurance policy must be supplied to Parks Victoria.
- Marquees, furniture, lighting, live music, heating and catering **may** be brought into these venues. An infrastructure / equipment list, site plan and details of all suppliers must be provided to Parks Victoria. Floor plans of venues can be supplied on request. Lighting may be hung from buildings and fig trees provided no damage is caused.
- Power and water are available at all venues. Toilets are available at the Commanding Officer’s House only. Porta Loo’s must be brought in for the First Class Dining Hall.
- Key parties such as the bridal couple, caterers and suppliers must undergo a site induction with a Parks Victoria staff member prior to the event. It is the permit holder’s responsibility to ensure that contractors and staff are informed of the relevant information prior to commencing any activities on site.
- Building keys and gate codes will be supplied prior to the event, and the permit holder is responsible for being on site to accept and oversee all deliveries and collections or provide access to the venue for supplies. Parks Victoria will not accept deliveries or provide access on behalf of the Permittee.
- All post event cleaning of the building (internal and external) and surrounding grounds must be arranged by the organiser at their own expense (not included in permit fee). This must be completed within the allocated Permit Period for your event, and to the satisfaction of Parks Victoria. If it is not deemed satisfactory, the cost of additional cleaning will be deducted from the bond.
- Some buildings may also require a pre-even clean (internal and external) at the cost of the organizer as they are not used regularly or part of the cleaning program (eg First Class Dining Hall).
• The organiser must supply all necessary toilet supplies such as toilet paper, hand towels and soaps. Parks Victoria will not arrange post event cleans or provide toilet supplies. Parks Victoria can supply contacts for local cleaners familiar with the site, cleaning expectations / list and estimated cleaning costs.

• Parks Victoria arranges monthly mowing of grassed areas as part of its grounds maintenance contract. This will be timed to occur as close as possible to the event but not always possible. Additional mowing requirements must be arranged by the organiser at their own expense and responsibility, and must be completed within the allocated Permit Period.

• Pre and post event cleaning of the venues is to be arranged and post event clean of the venue such as floors, toilets, etc, as part of the Permit fee, however, if the building is left in a poor/unclean state over and above acceptable wear, then costs to clean may be deducted from the Bond. Additional supplies such as towels, soaps may be brought in by the Permittee.

• Limited parking is available at both venues. Guests must be bussed in via Police Point, using a transport provider. Parking is available at the front entrance gate on a ‘first in first served’ basis. Parking is available for up to 15 authorised (i.e. staff, bridal cars, suppliers, celebrant, photographer, VIP’s, etc) vehicles at the rear of the Commanding Officers House and 8 cars at the First Class Dining Hall. Parking is the responsibility of the permit holder. Roads must not be blocked at any time, and all road rules must be obeyed. Parks Victoria will provide maps and further information on required traffic management for these venues. Walking from Police Point to the venues is not encouraged due to the distance and limited lighting.

• Wedding photography may be conducted in the publicly accessible areas and buildings of the Quarantine Station. These areas are accessible on foot only. No building access is possible after 4:30pm. Wedding photography at Fort Nepean will require Ranger support and additional fees will apply, and is subject to Ranger availability on the day.

• Due to seasonal/climatic changes Parks Victoria cannot guarantee the condition of the building façades, grass and vegetation. Parks Victoria does not manicure the grounds or water grass at any time and may be subject to ‘browning off’ during the warmer months and fallen leaf matter and branches.

• We remind you that the park is home to native animals such as wallabies, echidnas and snakes and should not be approached or fed at any time.

• In order to protect the National Park, we ask that special consideration be given to the type of floral arrangements being brought into the park and their placement outside. Indigenous flowers and plants are preferred and to be displayed within buildings and marquees only.

• Please inform your guests that confetti and rice is not permitted. Rose petals are acceptable provided they are picked up and disposed of appropriately after the ceremony.

• Please be aware that the venues are not fenced and may be accessible to park visitors, however, park visitors may be asked to leave the event area. Exclusive use cannot be guaranteed and consideration to other park users is expected.

• The Event will not be directly supervised by a Parks Victoria representative. The permit holder is responsible for the activities associated with the event in the Park. A key contact for Parks Victoria will be provided for the park during normal business hours 9:00am–5:00pm on Event Day. The name and contact details will be supplied prior to the Event. There is no staff on site beyond 5:00pm and may not be able to respond to venue issues that may arise.

• Solid fuel fires or similar are not permitted. Pizza ovens may be allowed on agreement, excluding TFB days.

• Horse drawn vehicles and domestic animals (including dogs) are not permitted.

• Candles (with naked flames) and the release of helium balloons are not permitted. Hurricane bowls with candles inside marquees is acceptable. Solid fuel fires are not permitted.

• Security is mandatory for evening functions and must be arranged by the Permittee (at their cost), and oversee compliance with the Event Permit Conditions.
• A liquor licence is required if alcohol is being sold, supplied or served by a commercial entity (e.g. caterer).

• All rubbish must be collected and removed from the site at the conclusion of the event. Special consideration should be given to the grounds after the removal of infrastructure. A final inspection to ensure all rubbish such as bottle lids, cable ties, flowers, etc. are removed is highly recommended once all equipment has been removed from the site the following day.

• All bookings are subject to changes by Parks Victoria due to special circumstances such as new works, special events and any unforeseen circumstances (e.g. fire, erosion), during periods of planned burning and extreme/severe fire and weather conditions. We will attempt to notify you as soon as possible regarding any changes to your booking.

• Park closure or restricted activities on Fire Danger Rating days and other weather conditions include:
  - On days of forecast Code Red Fire Danger Rating days for the Central District (weather district), Parks Victoria will close the park for public safety. In the case of the scheduled Event Day or bump in and out days being declared on a Code Red day, no activities are permitted to occur.
  - On days of forecast ‘Extreme’ or ‘Severe’ Fire Danger Rating for the Central District (weather district), Parks Victoria may close the park for public safety, cancel the event, or restrict event-related activities (including bump in and out activities) at its discretion with limited notice.
  - On days of a declared Total Fire Ban for the Central District (weather district), Parks Victoria may require certain event activities, services or works to be cancelled, restricted, delayed, modified or relocated to minimise risks.
  - In the event of declared ‘Severe’ or ‘Extreme’ weather warnings for the Central District (weather district), or emerging and/or apparent dangerous weather conditions in the local area, Parks Victoria may close the park for public safety reasons, cancel the event, or restrict event-related activities (including bump in and out activities) at its discretion with limited notice.
  - Parks Victoria will not be held liable for any loss of income should any of the above situations arise. It is incumbent upon the Permittee to investigate and secure Event Cancellation Insurance where appropriate, and plan for and implement contingency planning measures. Refer to Cancellations in Standard Conditions for further information on refunds.