



# Application Form Weddings

**Applications MUST BE submitted a minimum of 3 months before the event.**

*This is to ensure all permits are approved and provide the best opportunity for your preferred venue and other details required. Also, we can provide necessary support and assistance.*

*Please be advised that a bond must be paid prior to the event – the bond is determined by the size and type of event, location and duration. Not all events will require a bond.*

*Council wishes to remind organisers that use of public areas such as the foreshore and parks are in no way exclusive and sectioning or roping off designated areas is not permitted.*

**Please note that confetti and rice are prohibited to be thrown for this event.**

To: Judi Krznic  
Frankston City Council  
PO Box 490  
Frankston 3199

Civic Centre  
Corner Young and Davey Streets Frankston  
Phone: (03) 9768 1503  
Fax: (03) 9768 1511  
Email: judi.krznic@frankston.vic.gov.au

## APPLICANT DETAILS

Nominated Contact Person:

Contact Address:

Contact Phone:

Mob:

Contact Phone during Event:

Email:

**Date:**

**Applicant Signature:**

## EVENT DETAILS

Event Name:

Event Date(s):

Alternate Date(s):

Location of Event:

If location is at the Frankston or Seaford Foreshore, please include site map.

Timing of Event: Start:

Finish:

Type of Event

Indoors

Outdoors

Details of Event: \_\_\_\_\_  
\_\_\_\_\_



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Expected number of participants:

Expected number of spectators:

Council can provide Public Liability Insurance for your event for a fee of \$15.00.

Would you like to use this service

Yes  No

*A cash payment slip will be attached to your confirmation once the event is approved.*

Are you erecting and temporary structures? (e.g. Stage, marquees, toilets, etc)

Yes  No

If Yes, please describe in full, including dimensions by square metre. These structures must be drawn on your site map (to be included with this application).

**NB:** Place of Public Entertainment or Occupancy Permit may be required.

Will you be bringing tables / chairs?

Yes  No

Please specify

Have you considered the location for patron parking:

Yes  No

What is your alcohol management policy for this event?  Alcohol free

Limited licence

Fully licensed

Please attach copies of Liquor Permits and your alcohol management policy.

Will there be food vendors/organisations selling food at this event?

Yes  No

If yes, copies of Food Handling Certificates must be attached. Additionally, liaison with Council's Environmental Health Unit must take place.

Are you requesting additional services from Council, other than those existing at the site?

**(NB:** Services provided by Council may incur a charge, which may be required to be paid in full prior to the event)

Access to Power  Yes  No

Additional Bins  Yes  No

Rubbish Removal  Yes  No

Additional cleaning of Public Toilets  Yes  No

Other (please specify) \_\_\_\_\_

Please provide the names and telephone numbers of two referees who can vouch for the standard overall quality of the events which you conduct

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Position: \_\_\_\_\_ Phone No (BH): \_\_\_\_\_

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Position: \_\_\_\_\_ Phone No (BH): \_\_\_\_\_