

# Hang ing Rock weddings



## Considering an outdoor wedding ceremony or reception?

If you're looking to set yourself apart from the crowd by creating a celebration that you and your guests will remember for a lifetime, a wedding with iconic Hanging Rock as your backdrop should be at the top of your list.





## Choose from two private areas in the Reserve

Sections of Hanging Rock Reserve are available for your exclusive use, offering a wedding setting you could only dream of. Depending on the size of your gathering, take your pick from two dedicated areas, both of which include exclusive access to undercover areas each with accessible restrooms, and boasting unobstructed and unrivaled views of Hanging Rock and Mount Macedon.

## Exclusive event areas

Both sites are located adjacent to the main public area of the Reserve, so your wedding will be held in privacy away from the general public, and provide ample surrounding open space to accommodate a marquee (if required) and parking for your guests.

Hanging Rock gives you the blank canvas to design the wedding you've always wanted. It's the perfect start to 'happily ever after'.



To help make your decision, this information pack includes:

- Our venue hire fee schedule with images of the two available sections
- Site map
- Venue hire Terms & Conditions

When you're ready, contact us on 03 5422 0387 or [hangingrock@mrsc.vic.gov.au](mailto:hangingrock@mrsc.vic.gov.au), so we can discuss your plans, check availability and confirm your hire fee.

# Venue hire fee schedule



# East Paddock Shelter A



**Wedding package: \$1,910**

Includes exclusive use of the prescribed area, the adjacent shelter and restrooms facilities between 9.00am and 5.00pm (our regular park opening hours) on the wedding day. The hire period can be extended to 8.00pm for an additional fee of \$263 plus \$125 per hour.

Bump in and bump out the day before and after the wedding day is also included if required, subject to availability.



All prices quoted are inclusive of gst.

Please refer to Venue Hire Terms and Conditions for full details of inclusions.

# East Paddock Shelter B



## Wedding package: \$1,790

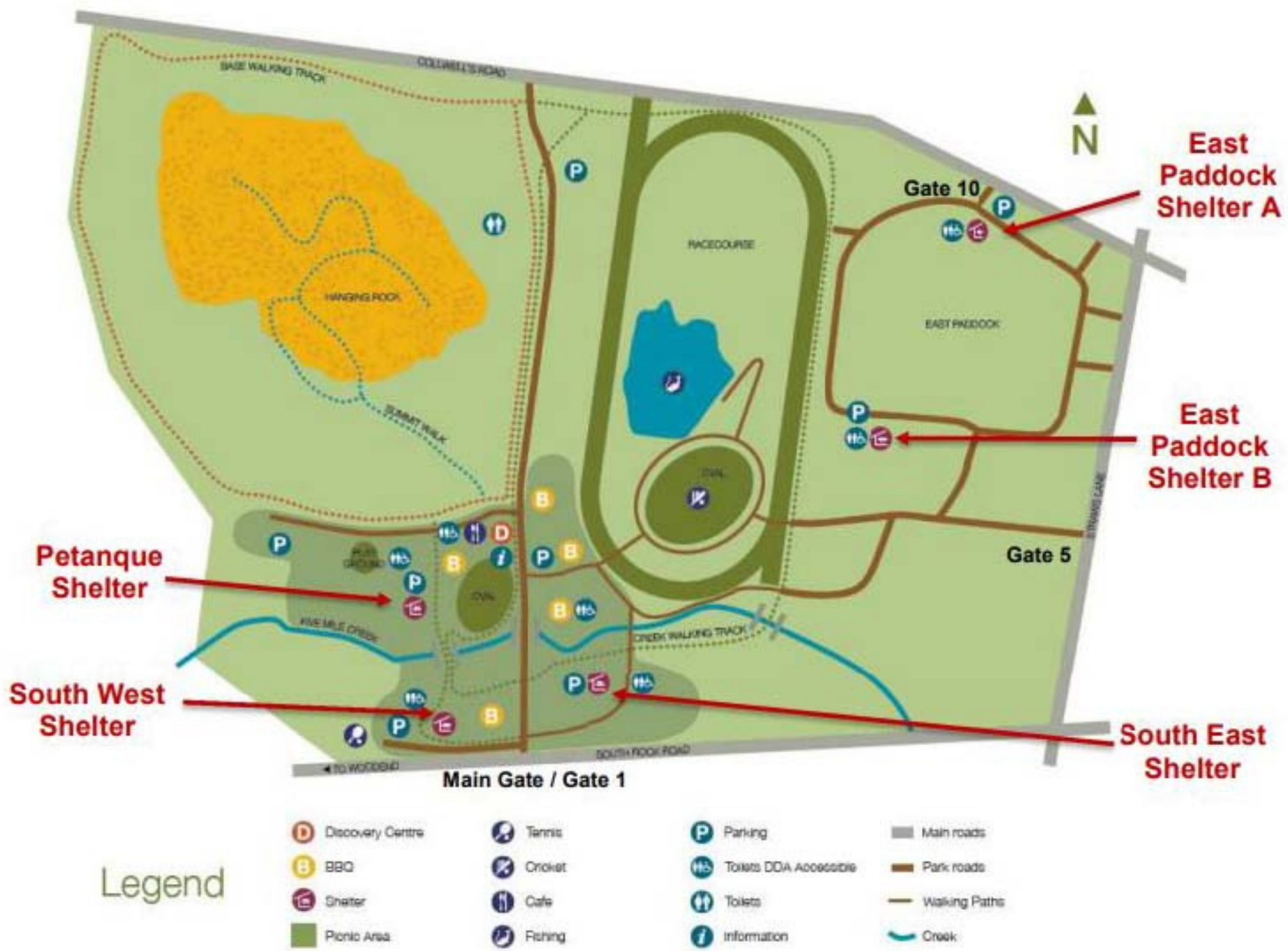
Includes exclusive use of a prescribed area, the adjacent shelter and restrooms facilities between 9am and 5pm (our regular park opening hours) on the wedding day. The hire period can be extended to 8.00pm for an additional fee of \$263 plus \$125 per hour.

Bump in and bump out the day before and after the wedding day is also included if required, subject to availability.

All prices quoted are inclusive of gst.

Please refer to Venue Hire Terms and Conditions for full details of inclusions.

# Hanging Rock Reserve site map





# Wedding enquiries



Contact us on 03 5422 0387 or [hanginrock@mrsc.vic.gov.au](mailto:hanginrock@mrsc.vic.gov.au), so we can discuss your plans, check availability and confirm your hire fee.



# Terms and conditions



## **Hanging Rock Reserve is managed by Macedon Ranges Shire Council.**

### **Inclusions**

The agreement between the hirer and Macedon Ranges Shire Council is for venue hire only.

Hire includes the exclusive use of your allocated site, the adjacent shelter and restrooms.

Hirer's will be provided with a site map of their allocated area. The map outlines the area designated for parking, erection of marquees (if required) and any other temporary structures, equipment or service, as well as access to and within the Reserve.

An electricity supply is available however has limited capacity. Depending on your proposed activities and demand for electricity, an alternate power supply (ie generators) may be required at your own arrangement and cost.

If you are hiring the venue for your wedding reception or ceremony and reception, three onsite meetings will be included as part of the agreement:

- Meeting 1 - Inspection / familiarisation meeting (Upon confirmation of booking)
- Meeting 2 - Contractor / supplier meeting (if required)
- Meeting 3 - Pre-event meeting (2 – 7 days prior to your wedding)

If you are hiring the venue for your wedding ceremony only, one onsite inspection / familiarisation meeting is included as part of your agreement.

## **Inclusions continued...**

Further meetings can be requested however may incur an additional charge.

Hire includes access to the main reserve for your bridal party (ie for wedding photos) however does not include entry for your guests unless otherwise stated. Please note that there is no vehicular access to the summit of Hanging Rock and that no access is permitted on Severe or Extreme Fire Danger days and when winds are in excess of 40km/h.

## **Hours of use**

The hire period is from 9.00am to 5.00pm on the wedding day. This can however be extended to 8.00pm for an additional fee (refer to Venue Hire Fee Schedule). By this time, the site should be vacated with rubbish secured.

Please see below for bump-in and bump-out allowances.

## **Hire period**

If you are hiring the venue for your wedding reception or ceremony and reception, the hire period is from 9:00am to 5:00pm on your wedding day, plus bump-in and bump-out allowances if required. This can however be extended to 8.00pm for an additional fee (refer to Venue Hire Fee Schedule). By this time, the site should be vacated with rubbish secured.

## **Responsibilities of the hirer**

As the agreement is for venue hire only, the hirer is responsible for organising all other aspects of the wedding including:

- Catering
- Toilet facilities (if extra are required to those that are located in your allocated site)
- Marquee and other structures
- Lighting and audio
- Theming and decoration
- Event management
- Additional power supply (if required)
- Insurances and obtaining any required licences or permits

A representative of the hirer must be present on-site at all times during bump in, the wedding and bump out.

## **Suppliers and contractors**

As your hire is venue only, you may be required to engage suppliers and contractors to deliver your wedding.

## **Suppliers and contractors continued...**

It is the hirer's responsibility to ensure that all suppliers and contractors engaged are appropriately licenced, obtain all of the necessary permits and conform to the relevant legislative requirements including Occupational Health and Safety legislation.

Suppliers and contractors must also hold a current public liability insurance policy for a minimum \$10 million.

Please ensure that all suppliers and contractors are aware of the facilities and infrastructure that is available onsite so that they can prepare and deliver their service appropriately.

## **Bump-in and bump-out**

If you are hiring the venue for a wedding reception, subject to availability and prior arrangement, the site allocated for your wedding can be made available and accessed for bump-in and bump-out from:

- 12:00pm to 5:00pm on the day prior to your wedding
- 9:00am on your wedding day
- 9:00am on the day following your wedding, with the site needing to be cleaned and vacated by 12:00pm.

Equipment that remains onsite overnight is at the hirer's risk.

If you are hiring the venue for a ceremony only, access to your allocated site for bump-in will be 3 hours prior your ceremony. Bump-out must be completed within 1 hour of the conclusion of your ceremony.

### **Marquees and other temporary structures**

The erection of marquees and other temporary structures (if required) is permitted within your allocated site.

If required, hirer's are permitted to erect up to three marquees, consisting of one marquee up to 100m<sup>2</sup> in area and two marquees up to 9m<sup>2</sup> in area. Permission to erect larger or additional temporary structures may be considered upon request.

Marquees must be erected by a suitably qualified and insured contractor.

You will be provided with a site map which will stipulate where marquees and temporary structures must be erected. Temporary structures must not be erected outside of the designated areas as they may interfere with underground services.



## **Marquees and other temporary structures continued...**

Hirer's will be liable for any damage caused to underground services as a result of temporary structures not being erected within the designated area.

## **Cleaning and waste management**

Hire includes two waste management stations. Each station contains 1 x general waste, 1 x recycling, 1 x FOGO and 1 x glass bin. If additional stations are required, these must be pre-arranged. Additional charges apply. If you are engaging a caterer, advise them to take their rubbish with them. Your hired area must be free from litter at the conclusion of your hire period. Rubbish left by your wedding will incur an additional fee.

## **Sound**

Music and other amplified sound, including recordings or the like, played on the premises, shall be low level and controlled. Any sound generated should not cause any distraction or disturbance to nearby or adjacent properties and shall only be audible within the property boundaries. Speakers should be directed away from neighbouring properties.

## **Fire**

The lighting of fires, candles or sparklers and discharging of fireworks is prohibited. LED candles etc may be suitable alternatives in some instances.

## **Flora and fauna**

Hanging Rock Reserve is an important wildlife refuge. Please do not harass or feed wildlife, pick flowers, take cuttings of plants or otherwise damage animal or plant life. Fines apply for these actions.

Pre-approval is required if you are intending to bring animals onsite, ie horse and carriage.

## **Decorations and signage**

The attachment of decorations, balloons, signage, banners or other items to trees, buildings or other fixed structures is not permitted. The use of confetti and rice during the ceremony is also not permitted, however bubbles may be a suitable alternative. Due to the Environmental significance of Hanging Rock Reserve, hay bales cannot be brought onsite.

## **Water**

Please note that the water supply at Hanging Rock Reserve is non-potable. You should therefore make arrangements to provide your own drinking water.

## **Access to and within Hanging Rock Reserve**

Once your booking is confirmed, you will be advised which gate to access your allocated site from.

Within the Reserve, vehicles must only be driven on the road network and at walking pace. Vehicles must not be driven on the lawn areas, apart from within your allocated site for bump-in and bump-out purposes only.

## **Access continued...**

Please note that there are a large number of resident kangaroos within the Reserve so extra care must be taken at all times. Please ensure that your guests are aware of these requirements.

## **Insurance, Permits and Licences**

The hirer is required to obtain a Public Liability Insurance Policy for a minimum of \$10 million to conduct a wedding at Hanging Rock Reserve.

If the hirer is an individual, Public Liability Insurance can be arranged through Macedon Ranges Shire Council for a nominal fee.

Hirer's that are a commercial entity (ie Wedding Planner, Event Management Company) will be required to arrange their own Public Liability Insurance Policy for a minimum of \$10 million.

If you are intending to sell alcohol at your wedding, you may be required to obtain a temporary liquor licence. Once you have decided how you intend to provide alcohol, eg free of charge, for sale, through a caterer etc, hirer's should contact the Victorian Commission for Gambling and Liquor Regulation (VCGLR) to discuss any licencing requirements.

The VCGLR is the authority responsible for the processing and determination of temporary liquor licences. See [vcglr.vic.gov.au](http://vcglr.vic.gov.au) for further information. Obtaining a licence (if required) is the hirer's responsibility.

## **Insurances, permits and licences continued...**

A permit may also be required on days of Total Fire Ban or during the Fire Danger Period if you need to light a fire to operate a BBQ, cooker or hotplate. See [cfa.vic.gov.au/warnings-restrictions/can/](http://cfa.vic.gov.au/warnings-restrictions/can/) for further information.

Depending on your proposed activities, other permits or licences may be required at your own arrangement and cost.

## **Indemnity**

The hirer or any of the associated persons shall indemnify Macedon Ranges Shire Council against:

- loss of or damage to property within Hanging Rock Reserve; and
- claims by any person against Macedon Ranges Shire Council in respect of personal injury or death, or loss of or damage to any property, arising out of or as a consequence of the hirer's use of the venue. The hirer's liability to indemnify Macedon Ranges Shire Council shall be reduced proportionately to the extent that any act or omission of Hanging Rock Reserve or employees of Macedon Ranges Shire Council may have contributed to the loss, damage, death or injury.

## **Weddings during the fire danger period**

It is important to note that Hanging Rock Reserve will be closed on Code Red Fire Danger Rating days in the Macedon Ranges. This includes weddings.

## **Weddings during the fire danger period continued...**

If your wedding is cancelled due to a Code Red day, the hirer will be refunded the respective hire fees in full, however Macedon Ranges Shire Council is not liable for any additional expenses incurred by the hirer (ie fees charged by contractors, suppliers etc).

Postponement, cancellation or modified start/finish times should be considered on **Extreme or Severe Fire Danger** Rating days.

The hirer will not incur any fees for changing dates, however Macedon Ranges Shire Council is not liable for any additional expenses incurred by the hirer (ie fees charged by contractors, suppliers etc).

If your wedding is taking place during the Fire Danger Period you may wish to consider insurance that protects you against financial loss in the case of amendment or cancellation.

## **Booking payment and bond**

Payment of a \$500 deposit will be taken at the time of booking, and only once your deposit is processed will your booking be confirmed. The balance of your booking total is required 6 weeks prior to your wedding.

## **Important information**

You should be aware that Hanging Rock Reserve is a public venue and that other activities may be occurring in other sections of the Reserve at the time of your wedding.

Macedon Ranges Shire Council reserves the right to cancel or reschedule bookings in advance of the booking date. Payments will be refunded in full upon cancellation. No further compensation will be payable.

## **Cancellation**

If you wish to cancel your booking, it must be made in writing to: [hangingrock@mrsc.vic.gov.au](mailto:hangingrock@mrsc.vic.gov.au).

In the event of cancellation, the following fees will be retained:

- Cancellations received more than one month prior to your booking will be given a 50% refund of the total fee received.
- Cancellations received 14 days prior to your booking will not be given a refund.

