



BOOKING ENQUIRY FORM

Contact details

Applicant 1

Name

Mobile

Alternative Contact

Email

Applicant 2

Name

Mobile

Alternative Contact

Email

Primary contact

Who is the primary contact for this application?

Applicant 1 Applicant 2

Postal address

How did you find out about weddings at Roma Street Parkland?

Online search

Magazine advertisement →

Word of mouth

Other (please specify) →

Hire information

Date of your wedding

Number of guests

Purpose of hire

- Ceremony
 Reception
 Ceremony and reception

Designated site required (1 = first preference, 2 = second preference)

- City View Saddle Palm Tree Court
 Flying Duck Sunset Glade
 Harry Oakman Pavilion

Hire period (to include set-up and pack down)

Spring/Summer – Sept to Feb

- 10am - 2pm 2pm - 6pm

Autumn/Winter – March to Aug

- Morning Afternoon

Site requirements

- Power required Yes No
Vehicle access required Yes No
Water required Yes No
Will you be erecting a marquee? Yes No

Please list any decorations and/or equipment being set-up

Name of suppliers (eg. equipment hire, decorator, caterer)

I/we acknowledge that the completion of this Booking Enquiry form does not constitute a booking with Roma Street Parkland.

I understand that upon receiving my booking enquiry, a member of the Roma Street Parkland events team will advise me within 5 business days of site availability. Once availability has been established, Roma Street Parkland will post me a formal hire agreement and Tax Invoice. The signed Hire Agreement and payment of fees is due 14 days from the date of issue. Once received by Roma Street Parkland, the booking will be confirmed.

Signature of Site Hirer

Date

The name 'Roma Street Parkland' and the 'Logo or Emblem' is owned by the Queensland Government and licensed to City Parklands Services Pty Ltd trading as Roma Street Parkland and must not be used for any other purpose without prior approval from parkland management.

The 'Hire agreement' must be completed and signed by person/s 18 years or over.

City Parklands Services Pty Ltd (Trading as Roma Street Parkland) is collecting the information on this form to enable it to administer your function/event at Roma Street Parkland. Your personal information will not be disclosed to any other party unless authorised or required by law.



WEDDING CHECKLIST

In the event of wet weather, have you considered alternative plans?

- No
 Yes → How will you inform your guests of your wet weather plans?

Access requirements

Do you require access to power on site?

- No
 Yes → Which power source is required?
 10 amp
 15 amp
 3 phase

→ What will the power be used for?

Are generators required on site?

- No
 Yes

Do you require access to water on site for catering purposes?

- No
 Yes

Do you require access to water on site for any other purpose?

- No
 Yes → Please list purpose/s

Will you be seeking permission to allow vehicle access to the site?
(eg. drop off/pick up equipment etc)

- No
 Yes → How many vehicles will there be?

→ NB: A full list of vehicles plus bump in/out times will be required prior to your wedding.

NB: Vehicle access is not available to all sites. Please check with your RSP wedding coordinator.

Is there a requirement for any vehicles to remain on site for the duration of your wedding? (eg. coffee van)

- No
 Yes → Please list details

Thank you

Please return to Roma Street Parkland:

Postal address

George Street Post Shop
PO Box 12222
Brisbane, Qld 4003

Address

1 Parkland Boulevard
Brisbane Qld 4000

Email address: rsp@cityparklands.com.au

Equipment and entertainment

Will you be erecting a marquee?

- No
 Yes → Size of marquee

Who is your supplier?

Will you be erecting any other structure? (eg. stage, dance floor)

- No
 Yes → Who is your supplier?

Will you be using a PA or any amplified sound equipment?

- No
 Yes → Who is your supplier?

Will there be entertainment? (eg. recorded music, live bands, DJ, drumming, choir)

- No
 Yes → What type of entertainment?

Food and beverage

Will you be hiring a caterer?

- No
 Yes → What is the name of your caterer?

What type of food will be served?

Please list your non-alcoholic beverages that may be served

Will there be alcohol at your event?

- No
 Yes → What alcoholic beverages may be served?

General

Are there any other suppliers coming on site for your event?

- No
 Yes If yes, please list (or if not confirmed, advise what they will be supplying)

Is there any further information that you may wish to supply?

- No
 Yes Please provide details