

Cape Byron State Conservation Area Information Sheet – Wedding Ceremony



About Cape Byron

Cape Byron State Conservation Area is located in north-eastern New South Wales 3km from the township of Byron Bay. Situated on the most easterly point of the Australian mainland, the Reserve covers 98 hectares and is a very special and unique part of Australia. The Reserve is managed by the Cape Byron Trust, which was established in 1989. The Trust is a voluntary, non profit, community body empowered by the provisions of the NSW National Parks and Wildlife Act 1974 with the care, control and management of the Reserve.

Consent

Approval is required from the Trust for any event conducted on the Reserve. The issuing of consent enables the Trust to monitor access and use of the areas under its control, and ensure that the conservation and recreational values of the Reserve are maintained. Conditions of use are outlined in the Consent attached to the Application Form. Special conditions may apply to some weddings. Any special conditions will be determined following the receipt of the application.

Locations for Ceremonies

Cape Byron State Conservation Area is a very popular place for Wedding Ceremonies. A maximum of 100 people are permitted for ceremonies in all areas with the exception of the Most Easterly Point where the maximum is 25 people. For beach locations please check tide times at <http://www.bom.gov.au/australia/tides/>. For booking purposes the following locations are available for ceremonies:

- Lighthouse Precinct
- Most Easterly Point
- Wategos Beach Lawn Picnic Area
- Wategos Beach (Western or Eastern End)
- Little Wategos Beach (access tide dependent)
- Palm Valley Picnic Area (adjacent to The Pass carpark)
- Clarkes Beach (from Captain Cook's Lookout east towards The Pass)
- Tallow Beach/Cosy Corner (from carpark access point north towards the Cape)

Wedding Ceremonies are also permitted in the **Day Use Area at Broken Head** located in Broken Head Nature Reserve. Ceremonies are confined to the picnic / barbeque section. Ceremonies are not permitted along the Three Sisters Walking Track or elsewhere within the Reserve. For ceremony booking enquiries on Broken Head Beach – in front of the caravan park, please contact Crown Lands at Grafton on 02 6640 3400.

Cape Byron Lighthouse Precinct

The Cape Byron Lighthouse Precinct, contains the Lighthouse and Keepers Quarters, is open to the public from 8am to sunset every day except Christmas Day. Weddings may be held prior to opening time under arrangement. Due to the high number of visitors at the Lighthouse Precinct, weddings may not be booked during the hours of 11am - 2pm on weekends and public holidays.

The historic Lighthouse Keepers Cottages are available for holiday accommodation and bookings can be made online at www.nationalparks.nsw.gov.au/bookings or phone (02) 9995 6500. Due to heritage considerations the Lighthouse Cottages are not available for functions.

Wedding Photography

Wedding Photography held at the **same location** as the ceremony is included within the ceremony booking at no additional charge. If applicants wish to have photos taken at **another location** on the Reserve, a separate Wedding Photography Application and fee is required. Availability of this location must be confirmed and booked in with our office. Please refer to the **Information Sheet – Wedding Photography**.

Making a Booking

Prior to lodging an application, the availability of your chosen date and location must first be confirmed with our office. A tentative booking to secure the date and location can then be made. The



Wedding Ceremony Application Form, Consent and relevant fee/s are to be forwarded to our office for approval prior to the ceremony taking place on the Reserve.

Booking times are for a **maximum of 2 hours** (including set-up). Additional time may be negotiated if available and will incur an additional hourly rate. **With regard to Daylight Saving, please ensure that ceremonies are booked in NSW time.**

Fee Schedule

No. of Participants	Fees (incl. GST)	Lighthouse Ceremony Parking vouchers
max 6	\$65	1
7 - 25	\$170	2
26 - 50	\$390	2
51 - 100	\$605	2
Other Fees		
Use of Marquee (Wategos Lawn Area Only)	\$630	
Supervision Fee (if applicable)	\$71.50/hr	
Wedding Photography (if separate location to ceremony)	\$55 (1 hr)	

Payment of Fees / Confirmation of Booking

Please send full payment with the application form. Cheques and money orders should be made payable to **Cape Byron Trust**. Credit card payments may be made by completing the payment section on the back of the Application Form. Cash is accepted at our office during business hours by prior arrangement (see address below). Payment is to be made in full within 4 weeks of booking. If you would like to make other arrangements, please discuss this with the Administration Officer. A receipt/tax invoice, copy of signed Consent and Schedule, which includes any special conditions, will be forwarded within 7 working days of payment. The Schedule should be kept by the applicant on the day of the ceremony for referral, if required.

Supervision

In the event that it is deemed necessary to provide staff on-site during the ceremony or for out-of-hours access at the Lighthouse Precinct, a supervision fee of \$71.50/hr will apply.

Access / Parking

Limited parking is available on the Reserve at Wategos Beach, Tallow Beach, Palm Valley, and Captain Cook Lookout and at the Lighthouse. Pay and display parking fees apply at The Pass/Palm Valley, Tallow Beach and Captain Cook carparks. Reserved parking is unavailable in the Pay & Display carparks. Vehicles must not be driven or parked in any area not designated for public parking. For large groups it is essential that guests be transported by coach, minibus or taxi.

For ceremonies conducted within or from the **Lighthouse Precinct only**, parking vouchers are provided to the applicant prior to the day (refer to table above). The voucher/s must be presented to the Visitor Services Officer on arrival at the Lighthouse. Please note that your marriage celebrant and photographer will need to pay for parking unless they are provided with a voucher from you. A \$7 parking fee per hour applies at the Lighthouse Precinct for guest vehicles not holding a parking voucher. For coaches/minibuses there is no entry charge when attending wedding ceremonies at the Lighthouse Precinct.

Marquee Use

The use of a marquee is only permitted on Wategos Lawn Area (please refer to fee schedule above). Hire of a marquee is to be arranged by the applicants. When using a marquee, it is a requirement that the erection and dismantling of the marquee is done as close to the ceremony time as possible. Set-up and take-down times are to be indicated on the application form.

Location use

Wedding parties are not granted exclusive use of the chosen location and at times other reserve visitors may be present at the wedding location. All reasonable needs of other park users must be respected at all times. The roping off of areas or signage indicating exclusive event is not permitted. At times wedding ceremony approvals may be reviewed if circumstances require it or change. Examples may include maintenance works, fire danger, concerns regarding a culturally or environmentally sensitive area, dangerous weather conditions, or where unforeseen circumstances arise which present immediate threats to habitat, wildlife or public safety.

At the completion of the ceremony, applicants are responsible for ensuring the location is left clean and clear of all rubbish. Failure to do so may incur a fine.

Inclement Weather

In the event of inclement weather, applicants may wish to arrange an alternative venue as the Reserve does not have any suitable undercover areas available.

Cancellations & Refunds

Cancellations and refund requests are to be provided in writing. In the event of cancellation, a fee of \$110 is retained by Cape Byron Trust. Where a partial refund is requested for a decrease in participant numbers, a \$25 administration charge applies. Please note that supervision fees will only be refunded if the booking is cancelled 24 hours prior to the ceremony.

Alcohol & Confetti

A celebratory glass of champagne may be provided to guests for the purpose of a toast. This will need to be included in the special conditions of the application. The use of confetti, rice, petals, exotic vines, plastic & balloons are not permitted.

Equipment:

The following are permitted:

- Non-amplified music
- Small portable archways
- Chairs (max. of 24) on grassed areas

The following are not permitted:

- Wedding Receptions
- Amplifiers & public address systems
- Tents or marquees (marquee permitted, subject to approval, on Wategos Lawn Area only)
- Alcohol (other than celebratory toast)
- Commercial catering
- Confetti, rice, petals, streamers, balloons, plastic or similar
- Domestic animals or pets
- Vines and other exotic plant material
- Candles or open flames
- Exclusive use of areas, roping off of areas or signage indicating an exclusive event

Last Updated – July 2014

Further information can be obtained by contacting the
Byron Coast Area Office,
Tallow Beach Road (PO Box 127), Byron Bay NSW 2481
p (02) 66209 300 f (02) 66209 333 or
by email, npws.byroncoast@environment.nsw.gov.au