

Minor Events Permit (Weddings and Celebrations) Guidelines

This document provides you with the essential details on applying for a Minor Events Permit. For an overview of the permit please visit our [website page](#), which also has a Frequently Asked Questions section.

When is a minor event permit required?

Permits are required for events or gatherings held on council managed land if one or more of the following apply:

- There are twenty (20) or more attendees
- The event involves additional structures (e.g. a 3x3m marquee)
- The event involves a legal ceremony (e.g. a wedding)
- Wedding photography and or videography only

For corporate events, promotions and any event with more than 200 attendees then please see the [Outdoor Events and Activities](#) page on our website instead

To make an application please visit our website .

Timing:

- Please allow a minimum of 10 working days for the assessment of applications.
- Permits are issued for a minimum of two (2) hours.
- Set up and pack down time will count towards your total permitted event hours and be charged accordingly.

Payment:

An invoice will be sent to the event organiser once the application has been assessed. Payment is required before permits will be issued.

Payments are accepted via credit card or BPAY. a card payment fee applies. For current fee details, please visit <https://www.portphillip.vic.gov.au/card-fees>

Selecting a location:

Peak event season

Please note that from 1 November to 31 March the St Kilda Foreshore experiences an increase in visitor numbers and is extremely busy with events and activities. During this peak season minor event bookings may not be accepted in high use areas of the St Kilda foreshore.

Available locations

Various locations are available across the municipality, subject to availability. You can find a full list of our [parks, open spaces, and foreshore locations](#) on our website.

Our most popular locations are listed below:

| Location map | Layout map |
|--|--|
| Alma Park East | Alma Park East permitted areas, East |
| Alma Park West | Alma Park West, permitted areas, West |
| Elwood Beach | Elwood Beach permitted areas |
| Middle Park Beach | Middle Park Beach permitted areas |
| Point Ormond | Point Ormond permitted areas |
| Port Melbourne Beach | Port Melbourne Beach permitted areas |
| St Kilda Beach | St Kilda Beach permitted areas |
| St Kilda Botanical Gardens | St Kilda Botanical Gardens permitted areas |
| St Vincent Gardens | St Vincent Gardens permitted areas |

If you are using one of these events, please use these maps in your application and indicate the specific area you would like to use.

Celebrations or weddings on piers or at Albert Park Lake and Reserve

You need permission to host an event on a pier. Please see the below list of which pier is managed by which organisation:

- Princes Pier, contact [The Department of Jobs, Skills, Industry and Regions](#)
- Station Pier, contact [Development Victoria](#)
- Albert Park Lake and Reserve, contact [Parks Victoria](#)
- All other piers, contact [Parks Victoria](#)

Public Liability Insurance:

All Minor Events held within the City of Port Phillip are required to have public liability insurance with a minimum of \$20,000,000 coverage.

Event organisers must provide a copy of their own insurance policy or can purchase cover through City of Port Phillip by paying the premium.

If an event organiser is engaging any third party providers for services (such as the hire of equipment, provision of catering, etc.) they must provide Council with a valid Certificate of Currency from each provider.

Risk plan

A risk plan needs to be completed in the application form. Risks such as lifting equipment during set up/pack down need to be considered in this table.

Event considerations

Minor event permits entitles the event organiser to only hold an event in the open space/foreshore (as indicated on the permit) and does not give exclusive rights to the area. Outdoor locations must not be designated or highlighted with signage as a reserved event space. However, events being held on the sand at the beach are permitted to rope off a small area for the duration of the event.

Please note that;

- City of Port Phillip cannot guarantee that equipment/marquees or road closures will not be present in the surrounding area on the event day.
- Catani Gardens are heavily used during the Event Season (November to April) for Triathlons and other Sporting events.
- Road Closures occur on Beaconsfield Parade during triathlons.
- All major events are listed on the Council website on the [Major Events Calendar](#) page.
- All minor events are required to have public liability insurance with a minimum of \$20,000,000 coverage. Event organisers must provide a copy of their own insurance policy along with the application form or purchase cover through City of Port Phillip by completing the required form and paying the premium.

Set Up and Pack Down

Set up/ pack down times will be added to the event duration when calculating permit fees.

Equipment

As part of the event permit, event organisers are permitted to set up the following equipment:

- A maximum of 10 trestle tables
- A maximum of 100 chairs

Decorations must not be tied, stapled or attached to Council assets, trees or other foliage and must be removed at the end of the event.

The following equipment also carries additional restrictions:

| | |
|---|--|
| Temporary structures smaller than 3x3m | Temporary structures smaller than 3x3m may be used without additional charge if weighted to the ground (not pegged) |
| Structures that are 3x3m or larger | Structures that are 3x3m or larger must be approved in advance by the Events Services Team and may need to be installed by a professional hirer. Additional permit fees apply for structures 3x3m or larger. |
| Jumping castles | Jumping castles are not permitted for minor events. |
| Pony rides/ponies | Pony rides/ponies are not permitted for minor events. |
| Rice, paper confetti or flower petals | During an event no rice, paper confetti or flower petals are to be thrown in open spaces. |
| Balloons | Balloons are also not to be used however bubbles may be blown. |

Please note:

- City of Port Phillip does not supply any equipment or staff to assist with event operations
- Vehicles cannot be driven into parks, gardens or on the foreshore for delivery or set up of equipment
- No vehicles are permitted to enter within the boundaries of any park, gardens, foreshore, or open space at any time (infringement notices will be issued)
- Mains power is not available in any open spaces
- If an event organiser is engaging any third party providers for services (such as the hire of equipment, provision of catering, etc.) they must provide Council with a valid Certificate of Currency from each provider.

Amplified Music

Noise and music must be kept at acceptable levels at all times, creating as little disturbance as possible to surrounding residences.

The use of amplified musical instruments (AKA live music that is amplified), microphones, and speakers is prohibited. A low powered/volume PA system/speaker can be used for speaking only.

The use of personal music devices (such as a phone connected to a single, low powered speaker to play background music) is permitted, provided the sound level does not disturb the other users of the open space or surrounding neighbours. Unreasonably interfering with another person on or in the Council, land, road or footpath is considered an offence of the [City of Port Phillip Community Amenity Local Law 2023](#)

Consumption of Alcohol

We have alcohol bans on beaches and in foreshore reserves in St Kilda. These laws include:

- Consumption of alcohol is prohibited in all open spaces and foreshore reserves between the times of 8 pm to 12 midday every day throughout the year.
- Additional restrictions apply over the Christmas and New Year period.
- Consumption of BYO alcohol is only permitted in a limited capacity during other times.
- No glassware is permitted in any City of Port Phillip open spaces or foreshore reserves. Drinks must only be served in recyclable cups.

If you are planning on having alcohol at an event/wedding where an alcohol ban is not in place, then a liquor licence may be required. This can be obtained from [Liquor Control Victoria](#).

If your caterer is supplying the alcohol they will need to provide their liquor licence to Council. Please note 8 weeks may be required for the processing of a liquor licence, but these time frames are subject to change by Liquor Control Victoria.

No liquor licence is required if you are providing your own alcohol to guests free of charge.

Parking and Vehicles

All vehicles must be parked in a designated parking area outside the park/open space and not on any grassed areas.

No vehicles are permitted to enter within the boundaries of any park, gardens, foreshore, or open space at any time (infringement notices will be issued)

Floral Displays

The floral displays in the Alister Clark Rose Garden (in the St Kilda Botanical Gardens) are optimal in the spring (September-November) however, we cannot guarantee continual or constant flower displays in any parks or gardens (particularly including the Rose Garden), due to seasonal variables and the management of annual displays. The annual beds in St Kilda Botanical Gardens and St Vincent Gardens are changed twice per year.

Please be aware that flowers/plants that are seen at a location at the time of making an event booking, may not be there for the actual event date and that there is ongoing garden maintenance.

The below information is a guide to the planting schedule in the Rose Garden:

| | |
|---------------------|--|
| March and September | Annual displays may be starting to fade |
| April and October | Annual displays are removed |
| May and November | Annual seedlings with small flowers are pruned to promote foliage growth |
| June and July | Roses undergo winter pruning |

Cancellations/Refunds:

Cancellations and requests for refunds are only accepted in writing. The following conditions apply:

- Cancellations received more than 30 days from the event start date are eligible for a full refund of their event permit fee.
- Cancellations received less than 30 days from the event start date are not eligible for a refund, unless under extreme circumstances.
- Refunds will not be given to cancellations on the event day due to incidents of acts of nature and/or bad weather. The possibility of inclement weather needs to be considered. City of Port Phillip does not provide wet weather alternative arrangements.

For further information:

Please visit our Frequently Asked Questions section on the [Outdoor weddings and celebrations bookings - City of Port Phillip](#) website page.

You can also contact the Events Services team on minorevents@portphillip.vic.gov.au or via [9209 6777](tel:92096777).