

# Booking photography for weddings and civil partnerships in Belfast City Council parks

## Terms and Conditions 1 April 2019 to 31 March 2020

1. You must get written permission to use any of our parks as a location for wedding and civil partnership photography. Please book well in advance to secure your date and location, (see points 5 and 6).
2. All of our parks and open spaces are available to book photography, but you must enter the following parks at the designated access points:
  - a. Botanic Gardens entrance is via College Park.
  - b. Sir Thomas and Lady Dixon Park entrance is via the lower car park gate.
3. Please note that bookings for Botanic Gardens are for use of the Gardens and do not include the inside of the Palm House due to Health and Safety reasons. You may have your photos taken within the Tropical Ravine if you have already booked the Botanic Gardens – however please note as with our parks, the Tropical Ravine is open to members of the public and so this will not be an exclusive booking.
4. The fee for a two hour slot is £21.
5. Time slots available are:
  - a. 9.30am to 11.30am
  - b. 11.30am to 1.30pm
  - c. 1.30pm to 3.30pm
  - d. 3.30pm to 5.30pm (not available 1 November to 31 March)Due to a high demand for photography in our parks, we cannot offer any other times other than the above.
6. To book a slot for your photography:
  - a. Call 9032 0202 extension 4703 or email [outdoorleisure@belfastcity.gov.uk](mailto:outdoorleisure@belfastcity.gov.uk) to check if the date you would like to request is available.
  - b. If your date is available, we'll send you a booking form and request the payment of £21.

- c. Once we receive your completed booking form and payment, we'll send you a letter of permission for your photography. You must bring the letter along on the day as you'll be asked to present the letter to a member of staff.
  - d. Please note your booking is not confirmed until you receive your permission letter.
- 7. Fees must be paid 10 working days in advance of the date booked. This is non-refundable.
- 8. Payment can be made by card, call 9032 0202 extension 4703 or by a cheque made payable to Belfast City Council.
- 9. Only two vehicles are allowed in the park at any one time. Limousines have limited access on the pathways.
- 10. Alcohol must not be consumed in the park.
- 11. Respect must be given to other park users.
- 12. Pedestrians have the right of way over vehicles on the pathways.
- 13. The council accepts no liability for any damage to members of the wedding party, vehicles or personal belongings.
- 14. The park is not designed for the purpose of weddings or civil partnerships. Users must satisfy themselves that it is suitable for their event.

