



# WOLLONGONG BOTANIC GARDEN – CEREMONY BOOKING FORM



To book an area in the Botanic Garden please:

Contact the Botanic Garden Office on 4225 2636 and confirm availability of date and time required.

Complete the booking form.

Pay in full (see attached 'How to Pay' instructions).

A confirmation of booking will be forwarded as soon as possible.

Title \_\_\_\_\_ Given Name \_\_\_\_\_ Family Name \_\_\_\_\_

Title \_\_\_\_\_ Given Name \_\_\_\_\_ Family Name \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date Required \_\_\_\_\_ N° of Guests \_\_\_\_\_ Booking Time From \_\_\_\_\_ to \_\_\_\_\_

*Please Note – hourly rate applies*

Areas Available (see attached map)

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| 1 Rose Garden                           | <input type="checkbox"/> | 2 Japanese Pavilion – Lower Lawn            | <input type="checkbox"/> |
| 3 Japanese Pavilion - see * below       | <input type="checkbox"/> | 4 Temple Garden                             | <input type="checkbox"/> |
| 5 Grassed Area Near Japanese Bridge     | <input type="checkbox"/> | 6 Middle Creek                              | <input type="checkbox"/> |
| 7 Azalea Bank                           | <input type="checkbox"/> | 8 Duck Pond Rotunda                         | <input type="checkbox"/> |
| 9 Woodland Garden Lawn                  | <input type="checkbox"/> | 10 Woodland Garden – Wildflower Lawn        | <input type="checkbox"/> |
| 11 Woodland Garden Gazebo – see # below | <input type="checkbox"/> | 12 Flowering Trees & Shrubs                 | <input type="checkbox"/> |
| 13 Eucalypt Lawn                        | <input type="checkbox"/> | Other – Please describe and indicate on map | <input type="checkbox"/> |

\* Japanese Pavilion – Lower Lawn & Japanese Pavilion never booked for 2 weddings at the same time

# Woodland Garden Lawn, Woodland Garden – Wildflower Lawn & Woodland Garden Gazebo never booked for 2 or 3 weddings at the same time

Will you be installing any equipment on the day? Yes  No  (See Terms & Conditions N° 9)

If yes, please list

PLEASE NOTE THAT IN CONSIDERATION TO OTHER USERS THE CEREMONY MUST NOT RUN OVER TIME.

I have read and agree to abide by the attached terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Account N°: WO.10053213602 Date Paid: \_\_\_\_\_ Receipt N°: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Bond Account No: HALDEP \_\_\_\_\_ \$300.00

TOTAL \_\_\_\_\_ \$ \_\_\_\_\_

*Red bond form required to be sent to Finance and is applicable to all bookings*

## Booking Enquiries

For booking enquiries please contact the Botanic Garden Office on 4225 2636. If the telephone is unanswered please leave a message on the answering machine.

## Fees & Charges (including GST)

Use of Botanic Garden for weddings/ceremonies (per hour) – Rose Garden	\$500.00
Use of Botanic Garden for weddings/ceremonies (per hour) – Other Areas	\$440.00
Use of Botanic Garden for Christenings & Naming Ceremonies	\$425.00
Security Bond (refundable if area left in good condition)	\$300.00
After hours services/opening (per hour)	\$260.00
Marquee Set Up Fee (Marquee not supplied)	\$440.00

## Available Areas

Key	Area	Recommended Seasons	Maximum N° of Guests Recommended
1	Rose Garden	October to April	150

Peak flowering times are mid October to April (depending on weather conditions). Pruning of roses takes place in late June/July (hard prune) and summer pruning in late January, early February. This is a popular area which is well known and has good access for elderly visitors.

2	Japanese Pavilion – Lower Lawn	Year Round	50
---	--------------------------------	------------	----

This is a tranquil area with lovely sweeping views over the Japanese Bridge and Middle Creek area. This can be a small and intimate area or cater for larger weddings.

3	Japanese Pavilion	Year Round	30
---	-------------------	------------	----

A tranquil area with sweeping views and is ideal for small groups.

4	Temple Garden	Year Round	50
---	---------------	------------	----

The Temple Garden has a sense of intimacy with a formal water feature and a vine covered trellis. This area is ideal for small groups. Guests should enter from Northfields Avenue.

5	Grassed Area next to Japanese Bridge	Year Round	100
---	--------------------------------------	------------	-----

A lovely area with views of Azaleas, Middle Creek and down over the lake.

6	Middle Creek	Year Round	50
---	--------------	------------	----

The camellias flower in May, June and July. Azaleas bloom in July, August and September and the Irises in September. A beautiful setting, even for larger groups.

7	Azalea Bank	Year Round	150
---	-------------	------------	-----

Peak flowering times are July, August and September and is also very suitable for larger groups.

8	Duck Pond Rotunda	Year Round	30
---	-------------------	------------	----

The rotunda extends into the duck pond with a perfect view of the Japanese Bridge and surrounding banks which display a multitude of plant and bird life.

9	Woodland Garden Lawn	Year Round	60
10	Woodland Garden – Wildflower Lawn	Year Round	50
11	Woodland Garden – Gazebo	Year Round	100

The above areas are at their peak in August and September with a multitude of bluebells, clivias, forget-me-nots and bulbs.

12	Flowering Trees & Shrubs	February to May	100
----	--------------------------	-----------------	-----

This is a private garden setting which is sheltered from the wind with a wonderful view of the mountains.

13	Eucalypt Lawn	Year Round	150
----	---------------	------------	-----

This area has a tall canopy of trees with dappled shade.

There are many other areas throughout the Botanic Garden suitable for ceremonies. Before making your booking it is advisable to familiarise yourself with the Garden.

## Terms & Conditions

### Contact Details

Postal Address	Locked Bag 8821, Wollongong 2500
Street Address for Payment in Person	61 Northfields Avenue, Keiraville 2500
Street Address for Site Visit (car park)	Murphys Avenue, Keiraville 2500
Telephone Number	(02) 4225 2636
Weekend Emergency Telephone Number	0419 273 818

### 1 Opening & Closing Times

#### *Non Daylight Saving Hours*

Week Days	7.00am to 5.00pm
Saturday & Sunday	10.00am to 5.00pm

#### *Daylight Saving Hours (first Sunday in October until the first Saturday in April)*

Week Days	7.00am to 5.00pm
Saturday & Sunday	10.00am to 6.45pm

### 2 Booking Times

Areas are booked per hour. A half-hour period is left vacant between weddings. The first booking time available is 11.00am to 12.00noon. One half hour must be left after the last booking time so the Garden can be cleared ready for closure. ***Please note that in consideration of other users, the ceremony must not run over time.***

### 3 How to Pay

Full payment is required at the time of booking.

Payment can be made in person at the Cashiers counter on the ground floor of the Council building in Burelli Street Wollongong by cash, cheque, money order, Mastercard, Bankcard or Visa (no American Express accepted). Please take the form with you; the cashier will pass the information on to the Botanic Garden.

OR

Payment can be made in person at Wollongong Botanic Garden by cash, cheque, money order, Mastercard, Bankcard or Visa card (no American Express accepted). Please contact the Botanic Garden Office prior to your visit to ensure that someone is in attendance and you will need to bring the form with you.

OR

Payment in the form of a cheque or money order together with the form may be sent to Wollongong Botanic Garden, Locked Bag 8821, Wollongong, 2500. Cheques should be made payable to Wollongong City Council.

**Please note that no payments are accepted over the telephone and no bookings are made without full payment.**

### 4 Payment of Bond

A bond must be paid in addition to the appropriate fee. The bond amount is GST exempt and is fully refundable under the proviso that the area is left in the manner in which it is found. This bond is refunded automatically, no telephone call is necessary. Please allow approximately four weeks following your event for the bond to be refunded.

### 5 Permits

A permit will be issued once all fees have been paid. Please ensure that this permit is carried with you on the day. Please note that a fine may be issued to those people using the Botanic Garden for the purpose of a ceremony without a permit. A coloured map of the Botanic Garden will be issued with the permit.

## 6 Inclement Weather

In case of inclement weather it is suggested you arrange an alternative venue for your ceremony. If the area booked is not used due to inclement weather please state in writing and forward to Wollongong Botanic Garden, 61 Northfields Avenue, Keiraville. All monies will be reimbursed within 4 weeks.

## 7 Cancellation of a Booking

If you wish to cancel a booking, please state in writing and forward to Wollongong Botanic Garden postal address. If a booking is cancelled more than 1 week prior to the wedding date all monies will be reimbursed within 4 weeks.

## 8 Change of Booking Times/Area

If you have made a booking but wish to change the time or area required, please contact the Botanic Garden Office for confirmation that your requirements can be met. It is then necessary for a confirmation in writing to be forwarded to the office. Once this confirmation is received an updated permit will be sent.

## 9 Emergency Contact

Please call 0419 273818. This is a weekend emergency telephone number only. All other enquiries should be directed to the Botanic Garden Office.

## 10 Equipment & Music

No equipment such as tables and chairs is supplied by Wollongong Botanic Garden. All equipment must be noted on the application form (e.g. red carpets, chairs, tables, sound system). PLEASE NOTE THAT UNDER NO CIRCUMSTANCES ARE GENERATORS ALLOWED IN THE GARDEN. Quiet pre-recorded music or a small live ensemble is allowed. No items such as bridal arches are to be inserted into the grassed areas or garden beds. If permission is granted to use such items they are to be weighted down with sand bags or similar.

## 11 Decorations

Decorations are not permitted to be adhered to any structures or trees within the Garden. No confetti or rice is to be used. If rose petals are used please ensure that the area is left in a clean and tidy state for the next user.

## 12 Access

Vehicles are not permitted to enter the Botanic Garden including bikes, cars and delivery trucks. No vehicles are to be parked in front of any access gates to the Garden and/or obstruct the flow of traffic in the car park in Murphy's Avenue. There is street parking available in Northfields Avenue.

## 13 Marquees

There are certain predetermined areas on which marquees can be erected. This is by special arrangement only and costs consist of booking fee plus marquee set up fee. Marquees are not supplied by the Botanic Garden.

## 14 Photographs

As your area is booked for one hour you are welcome to use it for that period. If you wish to take photos in other areas of the Garden, please do not interrupt any ceremonies which may be in progress.

## 15 Alcohol

Wollongong Botanic Garden is an alcohol free zone.