

Ceremony Booking Form

To book an area in the Botanic Garden please ensure the following steps have been addressed:

1. Contact the Botanic Garden Office on **4225 2636** to confirm availability of date and time required.
2. Complete this form and pay in full (see "How to Pay" outlined in Terms and Conditions)
3. Please allow up to two weeks for the confirmation Permit to be forwarded

NB: Please ensure that you have read the Wollongong Botanic Garden Wedding Terms and Conditions

Bride's First Name		Groom's First Name	
Bride's Surname		Groom's Surname	
Home Number		Home Number	
Mobile Number		Mobile Number	
Email Address		Email Address	
Address			

REFUND OF BOND DETAILS

Please advise the full name of person to receive the bond refund:

Name	
Address	

WEDDING CEREMONY DETAILS

Please refer to Botanic Garden Wedding Map (see attached)

Date Required		
Time Required	From	To
N° of Guests		

We would like to have our wedding ceremony in:

- | | | |
|--------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Rose Garden | <input type="checkbox"/> Flowering Trees and Shrubs | <input type="checkbox"/> Middle Creek |
| <input type="checkbox"/> Azalea Bank | <input type="checkbox"/> Temple Garden | |

Woodland Garden Area

- Lawn
- Wildflower Lawn
- Gazebo

Other Area required

- (Please indicate on attached map)

PACKAGES

Please Note: Packages are only on offer to customers booking a wedding ceremony within the Rose Garden

Do you wish to purchase one of the packages on offer? Gold Package
 Silver Package

ENTERTAINMENT AND EQUIPMENT

Please refer to Terms and Conditions

Will you be bringing any equipment or entertainment on the day? Yes No
If yes, please list:

WEDDING CEREMONY TERMS AND CONDITIONS

All wedding ceremonies in the Wollongong Botanic Garden are required to comply with the Wedding Ceremony Terms and Conditions.

Please Note: In consideration to other customers/clients your ceremony MUST NOT run over time.

I have read and agree to comply with the attached Terms and Conditions.

Signature		Date / /
-----------	---	----------

FEES AND CHARGES

Price listing outlined within the Terms and Conditions is based on a standard hourly hire rate, and can be subject to change yearly.

Additional fees may apply if approval has been granted to install additional equipment, such as free-standing bridal arches, marquees, etc.

OFFICE USE ONLY

Date Paid:		Receipt No:	
Ceremony Booking Fee	Acct No: WO.10053213602	\$	
Gold/Silver Package	Acct No: WO.10053213602	\$	
Bond	Acct No: HALDEP	\$ 300.00	
TOTAL			

***Red Bond Card is required to be completed and sent to Finance upon finalisation of transaction of payment
 Applicable to all Bookings***

Terms and Conditions – Wedding Ceremonies

PLEASE READ THESE CONDITIONS CAREFULLY PRIOR TO SIGNING THE "WEDDING CEREMONY BOOKING FORM"

Contact Details

Postal Address: Locked Bag 8821, WOLLONGONG DC NSW 2500

Payment in Person: 61 Northfields Avenue, KEIRAVILLE NSW 2500
Wollongong City Council, 41 Burelli Street, WOLLONGONG NSW 2500

Telephone: (02) 4225 2636

Email Address: botanicgarden@wollongong.nsw.gov.au

Booking Enquiries

For all booking enquiries, or to confirm availability of date and time required, please contact the Botanic Garden Office on 4225 2636. If the telephone is unattended please leave a message on the answering machine.

Booking Times

All areas within the Garden are booked per hour. The first booking time available is 11:00am. An hour rest period between each wedding is dedicated to inspect and clean the area in preparation for the next ceremony. In consideration to other customers/clients the ceremony must not run over the booked time.

Tentative Bookings

Tentative bookings are welcome; however, a two week period is given to submit the completed form and full payment. If this two week period expires prior to receiving the required form and payment, the booking will be cancelled.

Payment of Bond

A bond must be paid in addition to the appropriate hourly fee at the time of booking. The bond amount is GST exempt and is fully refundable under the proviso the area is left in the manner in which it is found. This bond is refunded automatically, no telephone call is necessary. Please allow four weeks for the reimbursement process.

How to Pay

Full payment is required at the time of confirming the booking. Payment can be made in person at the Wollongong Botanic Garden, by cash, cheque, money order or eftpos. All Master card, Bank card and Visa cards accepted (NO American Express accepted). Please contact the Botanic Garden office prior to your visit. A completed Ceremony Booking Form must be presented at the time of payment.

As another alternative, you can pay in person at the Cashiers Counter on the ground floor of the Council Building, 41 Burelli Street, Wollongong. Cash, cheque, money order, eftpos and all Master card, Bank card and Visa cards accepted (NO American Express accepted). A completed Ceremony Booking Form must be presented at the time of payment.

Or, payment in the form of a cheque or money order together with the completed Ceremony Booking Form may be sent to Wollongong Botanic Garden, Locked Bag 8821, WOLLONGONG DC NSW 2500. Please ensure cheques/money orders are made payable to: [Wollongong City Council](#).

Please Note: NO payments are accepted over the telephone and full payment is required to confirm all bookings

Wedding Packages

Wedding Packages are only on offer to customers who confirm a booking within the Rose Garden and can not be purchased or utilised for ceremonies within any other area of the Botanic Garden. A layout plan of the equipment arrangement is attached and photos can be viewed via our website www.wollongong.nsw.gov.au/botanicgarden

Payment can be made at the time of confirming your booking. If you are indecisive whether to proceed with a Wedding Package, ultimately you can request and pay for either package at anytime up to 6 weeks prior to your confirmed booking.

GOLD PACKAGE: Consists of 1 x Marquee (sides on request only), 1 x Red Carpet, 30 x White Chairs (maximum weight limit: 100kg), 1 x Table and Table Cloth (white) and a beautiful memento gift to the Bride and Groom.

SILVER PACKAGE: Consists of 1 x Red Carpet, 30 x White Chairs (maximum weight limit: 100kg), 1 x Table and Table Cloth (white) and a beautiful memento gift to the Bride and Groom.

Please refer to our fees and charges for prices.

Permits

A permit will be issued once all fees have been paid. A coloured map of the Botanic Garden will be issued with your permit. Please ensure that this permit is carried with you on the day. Non-bookers may incur a penalty for occupying the site without a permit.

If you have booked the Rose Garden for your Ceremony and purchased a wedding package, this information will be specified on your permit. A coloured layout plan of the arranged equipment within the Rose Garden, and a map of the Botanic Garden will be issued with your permit.

Inclement Weather

Due to the Botanic Garden being an outside venue, it is suggested you arrange an alternative venue for your ceremony in the event of inclement weather. We do not have an undercover area on site if there is a possibility the weather may interrupt your ceremony. If your ceremony does not proceed due to inclement weather please submit in writing and forward to Wollongong Botanic Garden via email botanicgarden@wollongong.nsw.gov.au A full reimbursement of the amount paid will be administered, please allow four weeks for the reimbursement process.

Equipment and Decoration

With the exception of the Rose Garden Wedding Packages, Wollongong Botanic Garden does not have equipment to provide for hire. You may bring in red carpet, sound system, table and chairs, however this information must be noted on the Ceremony Booking Form.

There are certain predetermined areas on which marquees can be erected with the prior approval of the Curator and the associated costs agreed upon by both parties. No pegs or spikes are allowed and all approved items of equipment must be weighted down.

To keep our lawns green and clean, the throwing of confetti, rice and rose petals is not permitted in the Garden. Please do not attach decorations to trees, buildings or other structures.

Sound

We welcome low level quiet pre-recorded music or a small live ensemble. To maintain the peace and quiet of the Garden the operation of a portable, battery operated PA system for use by the wedding celebrant is permitted.

Please note: There is no access to power and under NO CIRCUMSTANCES are generators allowed in the Garden.

Alcohol

Wollongong Botanic Garden is an alcohol free zone. No receptions can be held in the Wollongong Botanic Garden grounds.

Photography

As your area is booked for a one hour period, you are welcome to remain in that area for the duration of that time. After you have progressed from your booked area, and you wish for further photography opportunities, there is no time limitation or additional cost for photography purposes in the Garden. However, please do not interrupt any ceremonies which may be in progress.

Access/Parking

There is no vehicle access (bikes, cars, delivery trucks, etc) inside the Wollongong Botanic Garden. Please advise all drivers of this condition. No vehicle must obstruct any access gates to the Garden or the flow of traffic in Murphy's Avenue Car Park. There are no parking permits available for reserving areas within Murphy's Avenue Car Park and please be mindful of the two hour parking limit.

Opening and Closing Times

The Gardens opening hours are as follows:

Non Daylight Saving Times

7:00am to 5:00 pm Weekdays

10:00 am to 5:00 pm Weekends (Saturday and Sunday)

Daylight Saving Times

7:0 am to 5:00 pm Weekdays

10:00 am to 6:45 pm Weekends (Saturday and Sunday)

All bookings must finish at least one hour prior to closing times so you and your guests are able to leave before the gates are locked.

Change of Booking Time/Area

Please contact the Botanic Garden office for confirmation that your requirements can be met if you decide to change the time and area of your initial confirmed booking. If the changes are acceptable, it is then necessary to provide your request in writing to the Botanic Garden email address. Upon confirmation an updated permit will be generated and sent out.

Cancellations

All cancellations must be received in writing. Please email all cancellations to: botanicgarden@wollongong.nsw.gov.au In the event that the cancellation is received one week prior to the initial confirmed booking all monies will be reimbursed. Please allow four weeks for the reimbursement process, all cancellation refunds are sent by cheque.

Emergency Contact

Any incidents or accidents must be reported to staff on duty – **0419 273 818**. This is an emergency contact number only. All other inquiries should be directed to the Botanic Garden Administration Office.

WOLLONGONG BOTANIC GARDEN Fees and Charges

VALID FROM: 1 JULY 2011 TO 30 JUNE 2012

Wedding Ceremony – Bookings are for a ONE HOUR period only

* Please include set up and pack away time within your one hour booking

* In consideration to other customers, the ceremony MUST NOT go over the booking time

* Additional Fees and Charges may apply

1. Ceremony Bookings – Available Areas

Rose Garden	<u>Recommended season is October to April</u> NB: Closed for maintenance from July to the end of August	Up to 150 guests	\$530.00 per hour
Temple Garden	<u>Recommended all year round</u> Has a sense of intimacy with a formal water feature and a vine covered trellis. Ideal for smaller weddings. Enter at Northfields Avenue	Up to 50 guests	\$470.00 per hour
Middle Creek	<u>Recommended all year round</u> The camellias flower in May through to July. Azaleas bloom in July through to September and Irises bloom in September. Beautiful setting for smaller weddings.	Up to 50 guests	\$470.00 per hour
Azalea Bank	<u>Recommended all year round</u> Peak flowering times are July through to September. Area is very suitable for larger weddings.	Up to 150 guests	\$470.00 per hour
Woodland Garden	<u>Recommended all year round</u> There are 3 sections available within this area; Lawn, Wildflower Lawn and Gazebo. Peak months are August and September, with a multitude of blue bells, clivias, forget-me-nots and bulbs.	Up to 150 guests	\$470.00 per hour
Flowering Trees & Shrubs	<u>Recommended from February to May</u> A secluded garden setting which is sheltered from the wind, with a wonderful view of the mountains.	Up to 100 guests	\$470.00 per hour

There are many other areas thought the Garden suitable for ceremonies. Such as; next to the Kawasaki Bridge or on the Japanese Pavilion Lawn. Before making a booking it is advisable to familiarise yourself with the Garden.

2. Bond

Bond Fee	Payment required for all Ceremonies	\$300.00
----------	-------------------------------------	----------

3. Wedding Packages – only offered to bookings held within the Rose Garden

Gold Package	Marquee, Red Carpet, Table and Table Cloth, 30 White Chairs and Memento Gift	\$250.00
Silver Package	Red Carpet, Table and Table Cloth, 30 White Chairs and Memento Gift	\$140.00