

# CEREMONY BOOKING FORM

## WOLLONGONG BOTANIC GARDEN



**Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10)** - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

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

- 1 Contact the Botanic Garden Office on **4227 7667** to confirm availability of the 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 Terms and Conditions**

### APPLICANT DETAILS

First Name	First Name
Surname	Surname
Telephone	Telephone
Home	Home
Mobile	Mobile
Email Address	Email Address
Address	Address

### REFUND OF BOND DETAILS

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

Name

Address

### CEREMONY DETAILS *Please refer to Botanic Garden Map (see attached)*

Date Required

Time Required

From

To

No of Guests

#### We would like to have our ceremony in:

Rose Garden  Flowering Trees and Shrubs  Middle Creek

Azalea Bank  Temple Garden

Woodland Garden Area

Lawn  Wildflower Lawn  Gazebo

Other Area Required

(Please indicate on attached map).....

### HIRE PACKAGE DETAILS

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

Package consists of 30 white chairs, 1 red carpet, 1 signing table with white cloth.

Do you wish to purchase the hire package on offer?  Yes  No

### ENTERTAINMENT AND EQUIPMENT (Please refer Terms and Conditions)

Will you bring any equipment or entertainment on the day?  Yes  No

*If yes, please list:*

.....  
 .....

### CEREMONY TERMS AND CONDITIONS

All ceremonies in the Wollongong Botanic Garden are required to comply with the 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	\$
Hire Package	Acct No WO.10053213602	\$
Bond	Acct No HALDEP	\$ 386.00
<b>TOTAL</b>		<b>\$</b>

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

Please read these conditions carefully prior to signing the '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) 4227 7667
Email Address	<a href="mailto:botanicgarden@wollongong.nsw.gov.au">botanicgarden@wollongong.nsw.gov.au</a>

### Booking Enquiries

For all booking enquiries, or to confirm availability of date and time required, please contact the Botanic Garden Office on 4227 7667. If the telephone is unattended please leave a message on voice mail.

### Booking Times

All areas within the Garden are booked per hour. The first booking time available is 9:00 am. An hour rest period between each ceremony 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 with your confirmed 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.

The bond refund is via cheque to the name and address stated on the form at the time of booking. Please contact the Botanic Garden Office if these details change.

### How to Pay

Full payment is required within one month of the initial tentative booking.

Once your payment is secured, please request an invoice to pay via Wollongong City Council Bill Payment Payment Service. Payment can also be made in person at the Wollongong Botanic Garden, by cheque, money order or eftpos. All MasterCard, Bankcard 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 MasterCard, Bankcard 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.

## Packages

A package is on offer to customers who confirm a booking within the Rose Garden and cannot be purchased or utilised for ceremonies within any other area of the Botanic Garden.

Payment can be made at the time of confirming your booking. If you are indecisive whether to proceed with a Package, ultimately you can request and pay at any time up to six weeks prior to your confirmed booking.

**PACKAGE:** Consists of 1 x Red Carpet, 30 x White Chairs (maximum weight limit: 100kg), 1 x Table and Table Cloth (white). 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 package, this information will be specified on your permit.

## Inclement Weather

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 you decide not to proceed with your booking in the Garden due to the weather please contact staff on duty on the day. The phone call must be received prior to your booking time on 0419 273 818. This will ensure you receive a full refund. If the phone call is not received then the bond only will be reimbursed. Please follow up in writing and forward to Wollongong Botanic Garden via email [botanicgarden@wollongong.nsw.gov.au](mailto:botanicgarden@wollongong.nsw.gov.au). Please allow four weeks for the reimbursement process.

## Equipment and Decoration

With the exception of the Rose Garden Package, Wollongong Botanic Garden does not have equipment to provide for hire. You may bring in 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 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

7:00 am to 5:00 pm Weekdays

7:00 am to 5:00 pm Weekends (Saturday and Sunday)

#### Daylight Saving Times

7:00 am to 6:00 pm Weekdays

7:00 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, date and/or 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](mailto:botanicgarden@wollongong.nsw.gov.au).

### 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.

### Valid from 1 July 2019 to 30 June 2020

### Ceremony – Bookings are for a ONE HOUR period only

\* Please allow 15 minutes either side of booking time for set up and pack down

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

\* Additional Fees and Charges may apply

### Section 1 Ceremony Bookings – Available Areas

Rose Garden	<u>Recommended October to April</u> NB: Closed for maintenance from July to the end of August.	Up to 150 guests	\$655.00 per hour
Temple Garden	<u>Recommended all year round</u> Has a sense of intimacy with a formal water feature. Ideal for smaller ceremonies. Enter at Northfields Avenue opposite the University.	Up to 50 guests	\$590.00 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 ceremonies.	Up to 50 guests	\$590.00 per hour
Azalea Bank	<u>Recommended all year round</u> Peak flowering times are July through to September. Area is very suitable for larger ceremonies.	Up to 150 guests	\$590.00 per hour
Woodland Garden	<u>Recommended all year round</u> There are three (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	\$590.00 per hour
Flowering Trees and 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	\$590.00 per hour

There are many other areas throughout 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.

### Section 2 Bond

Bond Fee	Payment required for all Ceremonies	\$386.00
----------	-------------------------------------	----------

### Section 3 Ceremony Package – only offered to bookings held within the Rose Garden

Package	Red Carpet, Table and Table Cloth and 30 White Chairs	\$174.00
---------	---	----------