

FORM

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 | |
| Phone | Home | Phone | Home |
| | Mobile | | Mobile |
| Email | | Email | |
| 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:

- | | | |
|---|---|---------------------------------------|
| <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 | | |
| <input type="checkbox"/> Lawn | <input type="checkbox"/> Wildflower Lawn | <input type="checkbox"/> Gazebo |
| Other Area Required | | |
| <input type="checkbox"/> (Please indicate on attached map)..... | | |

Address: Wollongong City Council, 41 Burelli Street, Wollongong NSW 2500 **Postal:** Locked Bag 8821 Wollongong DC NSW 2500

Phone: (02) 4227 7111 **Fax:** (02) 4227 7277

Email: council@wollongong.nsw.gov.au

Web: wollongongbotanicgarden.com.au Social Media: @WollongongBotanicGarden

ABN 63 139 525 939 – GST Registered

HPRM Z11/156920 March 2021

FORM

CEREMONY BOOKING FORM WOLLONGONG BOTANIC GARDEN



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 and 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. 300389041755 | \$ |
| Hire Package | Acct No WO. 300389041755 | \$ |
| Bond | Acct No HALDEP | \$ 386.00 |
| TOTAL | | \$ |

**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 | 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 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

Pencil bookings are taken and held in the system for one month only. Please call or email botanicgarden@wollongong.nsw.gov.au to check dates.

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

Once your date and time have been confirmed please email your Ceremony Booking Form to botanicgarden@wollongong.nsw.gov.au. We will email you an invoice to pay online via Wollongong City Council bill payment service. A 0.5% card fee applies.

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.

Alternatively, 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 30 x White Chairs (maximum weight limit: 100kg) and 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

You have selected an outdoor venue to celebrate your wedding in a natural and beautiful environment but keep an eye on the forecast! The Rose Garden Rotunda can accommodate a wedding party of around 15 people during inclement weather. Check with your celebrant but most ceremonies only take about 20 minutes. If showers are likely, ask guests to bring umbrellas with them for the ceremony or perhaps consider gifting umbrellas as a wedding token? Don't forget, rain on your wedding is considered good luck, a wet knot is hard to untie!

If extreme weather is forecast, you may want to arrange 'plan B'. Most reception venues will allow your ceremony on their premises, check with them and think of it as a wet weather backup.

Be sure to check the 7 day weather forecast. If you cancel 5 days prior to your booking we will offer a full refund. Bookings cancelled within 5 days will receive 50% refund of the total cost. If you decide not to proceed with your ceremony on the day, due to the weather, please contact staff on duty so they refrain from setting up. Please call 0419 273 818, 2hrs prior to your booking (this number is on your permit). Please follow up with an email to botanicgarden@wollongong.nsw.gov.au so our administration staff are informed and allow up to four weeks for the Council's 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.

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 2020 to 30 June 2021

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 | Table and Table Cloth and 30 White Chairs | \$174.00 |
|---------|---|----------|