

FORM**PRIVATE EVENT 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 or complete an [Event Enquiry Form | Wollongong Botanic Garden \(nsw.gov.au\)](#)
- 2 'Fill and sign' this form and email to botanicgarden@wollongong.nsw.gov.au for an invoice to be generated (see "How to Pay" outlined in Terms and Conditions).
- 3 Please allow up to two weeks for the confirmation Permit to be forwarded.

APPLICANT DETAILS

First Name		Surname	
Phone		Email	
Address			Suburb Postcode

EVENT DETAILS *Please refer to Botanic Garden Map on the Botanic Garden Website under 'Collections'.*

Day & Date Required			
Time Required	From		To
No of Guests			

We would like to have our event at the:

- | | | |
|---|---|---|
| <input type="checkbox"/> Rose Garden | <input type="checkbox"/> Flowering Trees and Shrubs | <input type="checkbox"/> Dryland Collection |
| <input type="checkbox"/> Azalea Bank | <input type="checkbox"/> Temple Garden | <input type="checkbox"/> Middle Creek |
| <input type="checkbox"/> Discovery Centre east Lawn (Marquee approved lawn) | | |

Woodland Garden Area

- | | |
|--|--|
| <input type="checkbox"/> Stone wall Lawn | <input type="checkbox"/> Wildflower Lawn |
|--|--|

Other Area Required

- (Please indicate on attached map and return).....

HIRE PACKAGE DETAILS *Please discuss location options with our administration staff**Please Note:*

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

FORM**PRIVATE EVENT BOOKING FORM
WOLLONGONG BOTANIC GARDEN****ENTERTAINMENT AND EQUIPMENT** *(Please refer to Terms and Conditions for further details)*

Will you bring any equipment or entertainment on the day?

 Yes No*If yes, please list:*

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.....

.....

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EVENT TERMS AND CONDITIONS

All events in the Wollongong Botanic Garden are required to comply with the Terms and Conditions.

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

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

Signature



Date

/ /

FEEES AND CHARGES

Please refer to the Fees & Charges page on our Website

OFFICE USE ONLY

Date Paid

Receipt No.

Booking Fee

Acct No 300389041755

\$

Hire Package

Acct No 300389041755

\$

Bond

Acct No HALDEP

\$

TOTAL

\$

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
Website	https://wollongongbotanicgarden.com.au/

Booking Enquiries

To confirm availability of date and time required please complete an [Event Enquiry form](#)

Ceremony Booking Times

All ceremonies within the Garden are booked per hour. Ceremony bookings are for a **ONE HOUR** period only. We allow **30 minutes** either side of the one hour exclusive booked time for set up and pack down. The first booking time available is 9:00 am. An hour rest period between each event is dedicated to inspect and clean the area in preparation for the next event. In consideration to other customers/clients the event must not run over the booked time.

Tentative Bookings

Pencil bookings are taken and held in the system for one month only after which time a full payment is required to secure your booking.

Payment of Bond

Discretionary bond payments may apply

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 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 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 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**.

Package

Consists of 30 x White Chairs (maximum weight limit: 100kg) and 1 x Table and Tablecloth (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.

Inclement Weather

You have selected an outdoor venue to celebrate your event 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'. We can relocate your ceremony/event to the Discovery Centre east lawn for you to erect a marquee off our Madoline street entrance. Bump in/out fees will apply for commercial marquees. Alternatively, most reception venues will allow your ceremony on their premises, check with them and think of it as a wet weather backup.

Cancellations

Be sure to check the seven-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. We can also hold a credit in our system if you would like to postpone your event. If you decide not to proceed with your event/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 / Decoration / Marquee

Except for the 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 Booking Form.

The Discovery Centre Lawn is the only predetermined area on which a marquee can be erected. If bump in/out is required fees will apply (see fees and charges on our website). No pegs or spikes are allowed, and all approved items of equipment must be sand weighted down.

If you are using an external provider to equip your event, the supplier will need to have Public Liability insurance to the value of \$20 million. You will need to provide a copy of their Certificate of Currency.

Please note: 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.

Alcohol

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

Ceremony 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 events 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.

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.

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 Garden recommendations and capacities

Rose Garden	<u>Recommended October to April</u> NB: Closed for maintenance from July to the end of August.	Up to 150 guests
Temple Garden	<u>Recommended all year round</u> Has an old world sense of intimacy with a formal water feature. Ideal for smaller ceremonies. Enter off our Madoline street entrance.	Up to 50 guests
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 secluded setting for smaller ceremonies. Accessible off Braeside Ave gate entrance.	Up to 50 guests
Azalea Bank	<u>Recommended all year round</u> Peak flowering times are July through to September. Area is very suitable for larger ceremonies. Enter off Braeside Ave gate.	Up to 150 guests
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. Enter off Braeside Ave gate.	Up to 150 guests
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. Enter off Murphys Ave gate.	Up to 100 guests
Discovery Centre east marquee lawn	Situated off our Madoline street carpark on the east side of the Discovery Centre	Up to 200 guests
<p>There are many other areas throughout the Garden suitable for ceremonies such as next to the Kawasaki Bridge, the Japanese Pavilion Lawn, Glennifer Brae North terrace and Tennis lawn. Before making a booking, it is advisable to familiarise yourself with the Garden.</p>		