



Geelong Botanic Gardens TERMS AND CONDITIONS OF HIRE

1. BOOKINGS

You must contact the Botanic Gardens by phone to ensure that your chosen date, time and location are available for booking. We reserve the right to refuse bookings.

A tentative booking can be made by agreement and held up to 10 working days, whereupon the full payment is required. Should payment not be finalised the tentative booking expires.

2. CONFIRMATION

A confirmation letter and receipt will be sent to you within two weeks of receipt of your payment.

3. CANCELLATIONS / CHANGES

Written cancellation or request to change a date must be received at least 30 working days before the booking date. No refund will be issued to cancellations within 30 days of your booking. We reserve the right to refuse a request to change.

A request for a change to the booking location must be conveyed to Council at least 7 days before the date of booking. We reserve the right to refuse a request to change.

A refund will not be issued in the event of inclement weather.

4. CEREMONY BOOKINGS

One site must be selected which will be allocated exclusively for **two hours**. Your entire function including set up and pack up must take place within the booking time. Ceremonies can take place on one of the eight sites listed.

Hirers with a wedding/naming/commitment ceremony may also use the Gardens for photography at no extra cost within the two hour period.

5. WEDDING/SPECIAL OCCASION PHOTOGRAPHY BOOKINGS

Wedding or special occasion photography bookings are permitted **one hour** only. Groups having wedding photos taken are allowed access to the Gardens except sites that are booked for other events during the same time period. Check the events sheet at the entrance on the day of booking.

6. GUESTS

Please refer to the garden map which outlines the number of guests permitted for each site.

7. CONFETTI

We allow bubbles and rose petals in all areas of the Gardens. Anything that is man made and may interfere with the gardens growth cannot be used. These include dried flowers, confetti, rice, glitter.

8. VEHICLE ACCESS/PARKING

The entry of any vehicle or horse-drawn carriage or other form of transport into the gardens is strictly prohibited. Vehicles are not permitted to be left standing outside the front entrance of the Gardens and can be fined.

The entry point into the gardens is from the front entrance only. Service gates will not be opened.

Parking for guests is available in designated parking bays near the Botanic Gardens in Eastern Park.

9. MUSIC

Only acoustic instruments or battery-powered CD players to play background music are permitted provided sound levels are kept to a level that does not disturb other users of the Gardens.

10. TEMPORARY STRUCTURES

The provision of a small table and 2 broad based chairs (to avoid unnecessary damage to the turf) for the signing of the marriage or name documents is permitted. Up to 10 additional broad based chairs are permitted for older citizens and people with disabilities. As you will need to bring in the table and chairs yourself you may need to organise a trolley.

11. OTHER EVENTS

An event list is displayed at the main entrance stating the details of event bookings of the Gardens. The Geelong Waterfront and Eastern Park are popular for major events. These events could affect access and parking on the day and we advise you check the major events calendar on www.geelongaustralia.com.au

12. CLEANING / LITTER

All litter generated by the event is to be removed from the Gardens at the conclusion of the event. General public access must be maintained, as the Botanic Gardens are Public Open Space.

Please turn over for more information.



Geelong Botanic Gardens TERMS AND CONDITIONS OF HIRE

13. RECEPTIONS

Receptions and self-catered functions are not permitted under the conditions of your booking. The consumption of alcohol is not permitted as the Botanic Gardens are a public place. The City of Greater Geelong's by-laws prohibit the consumption of alcohol in public places.

14. PUBLIC ACCESS

The general public maintains the right of access to any portion of the Gardens. Areas cannot be sectioned off as the venue is a public facility.

15. BOOKING FEES (Valid to 30 June 2011)

2 hr booking - wedding/naming/commitment ceremony or special occasion (includes photography)	\$165
1 hr booking – Wedding or special occasion photography.	\$65