



## EVENT APPLICATION FORM

Date of Application: \_\_\_\_\_

Event Day of week: \_\_\_\_\_ Event Date: \_\_\_\_\_

Estimated number of guests: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Full Names of Applicants: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

**Please tick the appropriate box and provide the event location**

<input type="checkbox"/> Event	Location: _____
<input type="checkbox"/> Wedding Ceremony	Location: _____
<input type="checkbox"/> Wedding Reception	Location: _____

**Available extras: Please tick or write the number amount to hire in the box(es)**

<input type="checkbox"/> White pippee chair/s \$3	
<input type="checkbox"/> Signing table \$25 (cloth to be supplied by hirer)	
<input type="checkbox"/> Vintage signing table \$30	
<input type="checkbox"/> Vintage style wooden bend-back chair/s \$20 each (2	
<input type="checkbox"/> Garden arch Arbor \$100	<input type="checkbox"/> Decorative Sheer White Drape \$15
<input type="checkbox"/> Power cord \$25	

I have read and understood the terms and conditions and guidelines of Araluen Botanic Park and agree to abide by these.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EVENT APPLICATION FORM

\* Your bank details to return your Bond Payment

Name on Account: \_\_\_\_\_

Bank Details: \_\_\_\_\_

BSB: \_\_\_\_\_ Account: \_\_\_\_\_

### OFFICE USE

Bond Payment: \_\_\_\_\_

Payment date: \_\_\_\_\_

Ceremony: \_\_\_\_\_

Reception: \_\_\_\_\_

Security Hire: \_\_\_\_\_

Furniture Hire: \_\_\_\_\_

Total Cost: \_\_\_\_\_

## Terms and Conditions

### Confirmation of Booking

To avoid disappointment, we recommend you book 12 months prior to the date of ceremony/reception. A 50% deposit of the total cost, along with a \$250 refundable bond and \$100 administration fee is required to confirm your booking. No tentative bookings will be taken. The balance of payment and bond owing is required 60 days prior to the event/ceremony.

### Cancellation & Refunds

In the event of cancellation, a 20% fee will apply against the total cost. This will be deducted from any refund of deposit due. Cancellations 7 days prior to your event or sooner, will not receive a refund.

If the hire of the venue is rendered impossible by reason of force majeure or any law, order, decree, rule, or regulation of any governmental or other authority or for any other reason whether of a similar or dissimilar nature beyond the control of the parties then neither party shall have any claim for damages against the other.

### Available Dates & Times

The Park is available for ceremonies and receptions all year from 9.00am to 4.00pm except public holidays, early to mid August to mid to late October due to Tulip Festival and Lawn maintenance. Terms and conditions apply for events held after 4pm.

### Standard Ceremony Duration

All ceremonies are subject to a 2-hour time limit. Ceremony times must be within the opening hours of the Park (please refer to Available Dates and Times). The requested area shall be available for set up of your Event/Ceremony two hours prior to your start time.

### Bond

Please note that a bond is required for all bookings. Should the location you hire incur damage, rubbish or mess is left behind or guests do not leave by closing time, your bond will be retained by Araluen Botanic Park Foundation Inc to cover associated costs.

### Wedding Photos

Hirers are welcome to utilise the Park for photos during their designated time frame.

### Weather

Araluen Botanic Park is a garden open to the elements. Unfortunately, we are unable to provide a backup location or refund in the case of inclement weather

### Noise Levels

Araluen Botanic Park is a public place, and noise can adversely impact on other Park patrons and local neighbours. The Park does not permit the use of amplified speakers.

### Equipment

You are unable to supply your own equipment unless you carry Personal Liability insurance up to \$10 million. If you require equipment, please engage the services of a vendor that carries the level of insurance required. Please note a copy of your certificate of currency must be provided at the time of booking.

### Arrangements & Decorations

The throwing of confetti or rice is prohibited within the Park grounds and due to biohazard risk rose petals and leaves are also prohibited. Plants can only be brought into the Park with the permission of Park Management. Araluen will not take responsibility for any decorations on the day of the ceremony, and all items must be removed after the ceremony is finished. Araluen has a no naked flame policy in all instances, this includes candles.

### First Aid & Medical Attention

If first aid or medical attention is required, please contact the nearest staff member at the Park Entry.

### Alcohol Serving and Consumption

Araluen Botanic Park cannot permit privately supplied alcohol consumption at private events. If you wish to serve alcohol, it must be provided by individuals who hold a valid Responsible Service of Alcohol Certificate and an appropriate liquor licence obtained from the Director of Liquor Licensing, Department of Local Government. The company serving the alcohol must have public liability insurance, and we will need copies of these certifications. Additionally, all personnel will require site inductions prior to your event.

Araluen Botanic Park is State Government owned and the above is a requirement as directed by the department that manages the Park.

### Araluen Botanic Park Guidelines

By having an event here you are agreeing to and must abide by the park's guidelines. Please find the park's guidelines at <https://www.araluenbotanicpark.com.au/visit-araluen/park-guidelines/>