

2012 Application to Use the Auburn Botanic Gardens for a Wedding Ceremony and/ or Wedding Photographs

Booking Process

Only use this application form if you wish to book a section within the Auburn Botanic Gardens for a wedding ceremony and/ or photographs.

Please complete the application in full. Incomplete applications can not be processed and will be returned to you.

Please read Council's Terms and Conditions of Hire Arrangements and Schedule of Fees and Charges in conjunction with this application.

By signing the application you are agreeing to the Council's Terms and Conditions of Hire Arrangements. If you fail to abide by these Terms and Conditions your booking may be cancelled and you could lose your security deposit.

When the application has been assessed, and if the facility is available, you will receive a letter confirming your booking and an invoice for the fee payable.

The invoice must be paid within the time-frame specified in Council's letter. If you do not, your booking will be cancelled.

If the facility is not available Council's Recreational Bookings Coordinator will contact you to discuss alternate arrangements.

Further information on the Auburn Botanic Gardens can be found at www.auburn.nsw.gov.au

Important Information

Council only allows one booking in each section of the Gardens at a time.

Two or three wedding ceremonies or photographs may occur at the same time in different sections of the Gardens.

Moving to a different section to take photographs is not permitted unless it has been booked and paid for.

All activities must occur in the period booked and paid for. This includes setting up, packing away and the removal of all decorations.

No extensions of time are permitted due to the impact they could have on other ceremonies or photographs.

For wedding ceremonies and photographs involving less than 100 people the minimum booking period is 1½ hours.

For wedding ceremonies and photographs involving more than 100 people (less than 250) the minimum booking period is 2½ hours.

For wedding photographs involving less than 20 people the minimum booking period is 1 hour per section.

Please provide the contact details on page 3 of this form for someone who will be present during the ceremony or photographs that could be contacted by Gardens staff if the need arises. It is recommended that this is NOT the bride or groom.

Council does not provide tables, chairs, marquees or decorations.

No wedding cars are permitted within the Botanic Gardens. The bridal party and all other guests are to enter via the normal entrance on foot.

Remembrance Avenue access is only permissible for ceremony setup/pack away (Scented Garden Section only). However permission will need to be arranged well in advance of the event. Note the names and vehicle details of the decoration company and or setup crews whom requires access in the Event Details on page 3.

Rules of Entry

The following can not be taken into the Gardens:

- Food
- Alcohol (apart from a small amount to toast the bride and groom)
- Glass containers

Noise must be kept to a minimum at all times. Music is permitted as long as it does not exceed 60dBA at the edge of the ceremony. This is equivalent to the noise made in regular conversation.

All children and young people must be supervised by a responsible person at all times.

Operating Hours

During Daylight Saving (2 October 2011 to 1 April 2012) the Gardens are open:

- Monday to Friday 9.00am to 5.00pm. The last booking will end at 4.30pm.
- Saturday and Sunday 9.00am to 6.00pm. The last booking will end at 5.30pm.

During the rest of the year the Gardens are open each day between 9.00am and 5.00pm. The last booking will end at 4.30pm. The Auburn Botanic Gardens are closed on Christmas Day

Applicant Details

Applicant Name:

Address:

Suburb:

Postcode:

Phone:

Mobile:

Fax:

E mail:

Bridal Party Details

Name of Bride:

Name of Groom:

Contact person on the day

Please provide the contact details for someone who will be present during the ceremony or photographs that could be contacted by Gardens staff if the need arises. It is recommended that this is NOT the bride or groom.

Name:

Mobile:

Relationship to Bride and Groom:

Event Details

Is this booking application for:

- A wedding ceremony and photographs or
- Wedding photographs only

How many people are expected to attend?.....

Question	Details
Do you wish to decorate the section?	Yes/ No. If yes please provide details
Do you wish to organise easy access for ceremony setup/pack away via Remembrance Avenue(<i>Scented Gardens Section only</i>)	Yes/ No. If yes please provide the names and vehicle details of the setup crew.
Do you wish to erect any temporary structures?	Yes/ No If yes please provide details
Do you wish to use amplified sound or music?	Yes/ No If yes, please provide details

Section Details

Please indicate which section(s) of the Auburn Botanic Gardens you are applying to use together with the date and time. If you require assistance please contact Council's Recreational Bookings Coordinator on 8745 9746. If the section(s) you are applying to use is unavailable, the Recreational Bookings Coordinator will discuss alternative arrangements with you.

Area	Date	Time	Purpose
<i>Example: Scented Garden</i>	<i>11/11/11</i>	<i>12:00pm—2.30pm</i>	<i>Wedding ceremony and Photos</i>
<i>Example: Japanese Garden</i>	<i>26/11/11</i>	<i>12:00pm—1.00pm</i>	<i>Wedding Photographs ONLY</i>

Declaration

I.....in my capacity as
certify that the information supplied in this application is correct to the best of my knowledge. I also undertake to inform Auburn City Council immediately should there be any alterations or additions to the information provided.

Signature Date

Privacy Policy

Some of the information that Council collects from you in this form is 'personal information' for the purposes of the *Privacy and Personal Information Protection Act 1998 (PPIP Act)*. The supply of this information by you is voluntary. If you do not provide all the information, Council will be unable to process your application. Council is collecting this personal information from you in order to process your application. You may make an application for access or amendment to your personal information. The information will be retained by Council and stored in a register that can be viewed by the public at any time in accordance with the *Local Government Act 1993*. You may make a request that Council suppress your personal information from a public register in accordance with the PPIP Act. For more information about your privacy please contact Auburn City Council.

Fees and Charges for 2011/12

Wedding ceremonies and photographs

One and a half hours including entry for up to 100 guests	\$300.00
Subsequent hours	\$120.00
Two and a half hours including entry for over 100 guests (less than 250)	\$400.00
Subsequent hours	\$150.00

Wedding photographs

Per hour per section including entry for up to 20 guests	\$130.00
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Security bond (applicable to all bookings)

\$250:00

Payment Methods

Payment can be made at Council's Customer Service Centre by the following methods:

Cash
EFTPOS
Cheque or money order (made payable to Auburn City Council)
Credit card—VISA or MasterCard

In addition, payment can be made via Council's online services (www.auburn.nsw.gov.au). Please note that this can only be done when you have received a tax invoice and only VISA and MasterCard are accepted. The debtor and invoice numbers you will be asked to provide are shown on the tax invoice. Do not use brackets, spaces or any other characters when entering the information for payment.

How to Lodge this Application

Address to:

The General Manager, Auburn City Council, PO Box 118 Auburn NSW 1835

Making a personal visit?

Civic Place, 1 Susan Street, Auburn, NSW 2144

By e mail

auburncouncil@auburn.nsw.gov.au

By fax

9643 1120

Office hours

8.30am to 4.00pm Monday to Friday



AUBURN CITY COUNCIL

Civic Centre, 1 Susan Street, Auburn NSW 2144

PO Box 118, Auburn NSW 1835 Australia

Telephone: 9735 1222 Fax: 9643 1120 Email: auburncouncil@auburn.nsw.gov.au Web: www.auburn.nsw.gov.au

General Terms and Conditions of Hire Arrangements
for Sportsgrounds, Parks and Gardens

Compliance

The applicant must comply with these Terms and Conditions of Hire Arrangements and any reasonable requests made by Council staff or their agents during the hire period. Failure to do so will be regarded by Auburn City Council as a breach and may result in:

- The cancellation of the booking
- The immediate closure of the event or activity
- The withholding of all or part of the security bond
- Council suing for the recovery of any amount due
- The cancellation of future bookings

General

- The applicant must not assign or sublet the facility to a third party
- The applicant must only use the facility for the purposes stated in the application form
- The applicant must not use the facility for commercial purposes unless Council has given prior written approval
- The applicant must not charge for entry unless Council has given prior written approval
- In exceptional circumstances, the Council reserves the right to relocate an event or activity at any time
- All property belonging to the applicant must be removed at the end of the hire period
- The applicant acknowledges that use is at the applicants own risk
- The applicant may be prosecuted if non compliance with these terms and conditions results in a breach of local laws or regulations or State or Federal laws
- Council reserves the right to cancel any event or activity that it considers offensive, immoral or noxious or that may cause a nuisance or annoyance to Council or neighbouring properties or any other person
- The applicant acknowledges that legislation exists at state and national level, which makes acts of discrimination, vilification, incitement, offensive conduct and public disorder unlawful. By signing the application form the hirer makes a commitment to ensuring that there is no vilification, discrimination or incitement of hatred or violence against any person based on age, race, religion, ethnicity, culture, sexuality, sexual preference or physical or intellectual ability by anyone

Insurance

All applicants must have public liability insurance cover of at least \$10 million per claim for the intended period of hire.

The cover must indemnify Council from all actions, claims, losses, expenses and damages (including the cost of defending or setting any action or claim) in respect of:

- Loss of, loss of use of, damage to property of Council
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property

Resulting from or by reason of anything done or omitted to be done by the applicant arising out of their activities undertaken at Council's facility.

Each applicant's liability to indemnify Council is reduced proportionately to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

Hours of Use

The applicant must only use the facility at the times and on the day(s) specified in Council's letter of confirmation. If an extension or an alteration to these times is required, Council's prior written approval must be obtained.

Cancellation

- If for any reason the applicant wishes to cancel the booking Council must be informed in writing as soon as possible
- If an event or activity is cancelled and there is 4 weeks or more to the date of the booking, the full hire fee will be refunded (does not apply to schools)
- If an event or activity is cancelled and there is less than 4 weeks to the date of the booking, the full hire fee will be forfeited (does not apply to schools)
- Seasonal hirers are not eligible for refunds for wet weather cancellations

No Shows

- If the applicant does not use the facility at the time and on the date approved by Council and in the opinion of Council the facility was fit for use, the full hire fee will be forfeited (does not apply to schools)
- If the applicant does not turn up on the day due to inclement weather, the Manager Parks and Recreation will have discretion on whether to refund up to 90% of the hire fee. The applicant must contact Council within 2 weeks of the date of the booking or no refund is given (does not apply to schools)

Conduct and Supervision

- The applicant must ensure that all people attending the event or activity during the hire period must conduct themselves properly at all times
- The applicant must ensure that children and young people are adequately supervised during the hire period and are not placed at risk upon entering, occupying or leaving the facility

Noise

- The applicant must ensure that noise levels associated with the event or activity are kept to a minimum to avoid disturbance to other users and neighbouring properties. Such noise includes noise from motor vehicles and bikes
- Noise levels must not exceed 60dBA at the edge of the event or activity which is equivalent to the noise made in regular conversation
- Council may issue an on the spot fine and take legal action in accordance with the provisions of the Protection of the Environment and Operations Act 1997 if noise from the event or activity exceeds this limit

Alterations or Additions

Alterations or additions to Council buildings or infrastructure are strictly prohibited. This includes but is not limited to alterations or additions to lighting, electrical, plumbing, drainage and irrigation systems.

Cleaning

The facility must be left in a clean and tidy state to Council's satisfaction at the end of the event or activity. If it is not, the applicant will be required to pay the full cost of cleaning the facility.

Parking

- Parking is only permitted within designated areas and marked parking spaces
- Parking on any grassed area is prohibited

Damage

The applicant will be required to pay all costs to replace or repair any items damaged as a result of any act or omission by the applicant or their invitees to the event or activity.

Loss

Council does not accept responsibility for the loss of any property belonging to either the applicant or any person invited to the event or activity.

Notification of Incidents, Damage, Injury or Emergencies

All incidents that result in injury requiring medical attention or damage to the facility or its fixtures and fittings must be reported to Council on the day of the booking or to Council's Customer Service Centre (9735 1222) by 4.00pm on the next working day.

Alcohol

The consumption or sale of alcohol in the facility is prohibited unless prior written approval is provided by Council.

Emergency Access

Access for emergency vehicles must be maintained at all times.

Decorations

Modest and appropriate decorations are permitted as long as they are removed together with all fastenings at the end of the hire period.

Fires

- Open fires are not permitted
- Portable BBQs are permitted (other than on total fire ban days)
- Charcoal or heat beads from portable BBQs must be disposed of in the marked bins provided. The disposal of heat beads on grassed areas, lawns or garden beds is strictly prohibited
- When a total fire ban is in place only electric BBQs can be used

Electrical Capacity

Applicants are required to ensure that the total load capacity of any electrical equipment used does not exceed the total load capacity of the facility.

Non compliance will result in the applicant being responsible for the cost of any emergency call out and, if required, any associated repairs.

Marquees and Shade Structures

Marquees and shade structures may be permitted but their size, type and location must be approved by Council prior to the date of the booking.

Booking Approval & insurance Details

Please ensure that on the day(s) of the event or activity someone retains a copy of the letter Council will send you confirming the booking.

Please be aware that a Council officer or Ranger may visit the event or activity to ensure all Terms and Conditions of Hire are being met.



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Auburn Botanic Gardens

For general hirers (wedding ceremonies, photographs etc) this document should be read in conjunction with the General Terms and Conditions of Hire Arrangements for Sportsgrounds, Parks and Gardens.

Film companies and photographers should read this document in conjunction with Council's Filming and Photography Code of Conduct.

The Auburn Botanic Gardens are an important community resource. However, due to the nature of the facility conditions of entry do apply. These are displayed at the entry to the Gardens and must be adhered to at all times. Conditions of particular importance are shown below.

Conditions of Entry

- Celebratory confetti or rice cannot be used in the Gardens or the surrounding precinct
- Smoking inside the Gardens is prohibited
- Food cannot be taken into the Gardens unless Council gives prior written approval
- The consumption of alcohol in the Gardens is prohibited. A small amount of alcohol sufficient to toast a bride and groom may be permitted if Council gives prior written approval
- Domestic animals are not permitted unless required by people with visual impairment
- The feeding of the animals and fish in the Botanic Gardens is prohibited