

## INFORMATION REGARDING WEDDING CEREMONIES AND OR PHOTOGRAPHS



We provide beautifully maintained Botanic Gardens which presents a number of picturesque settings that are ideal locations for a wedding ceremony or bridal photography. This is why thousands of happy couples have chosen to exchange their vows or take their wedding photographs within our Gardens.

There are four main sections to choose from for either Wedding Ceremonies or photographs being perhaps the:

- **Japanese Garden** with the red bridge upon the lake and graceful rock waterfalls.
- **Scented Garden** which consist of the reflection pool and undercover wedding pavilion.
- **Sunken Rose Garden** which contains four ceremonial arches with the roses flowering throughout mid October and November
- **Native & Rainforest Garden** in the midst of natural bush surroundings including an Australian billabong



If considering a function or visit you should familiarise yourselves with the Botanic Gardens Conditions of Entry. In particular, children and young people must be supervised by a responsible person at all times.

The operational hours below vary with the time of the year.

**During Daylight Savings (02/10/11 to 01/04/12) the gardens are open from:**

- Monday to Friday, 9am to 5pm. The last hire period will end at 4:30pm
- Saturday & Sunday, 9am to 6pm. The last hire period will end at 5:30pm



**During the rest of the year (02/04/12 to 06/10/12) the gardens are open:**

Monday to Sunday, 9am to 5pm. The last hire period will end at 4:30pm

As the Auburn Botanic Gardens Precinct is a community facility, Wedding ceremonies and wedding photographs are not guaranteed exclusive use. However, Council will ensure that only one function is permitted in each section of the Precinct at any one time.

To maintain our wedding venues in good conditions for all to enjoy, it is necessary for us to implement minimum hire periods with 30 minute buffers between functions and to restrict some types of activities undertaken in the Botanic Gardens.

This includes not permitting receptions, and limits on accessories that can be brought into the Gardens. For example, alcohol (apart from a small amount to toast the bride and groom), food and glass containers are not permitted. Use of confetti or rice is also prohibited.

So if you are to have a wedding ceremony and photographs involving less than 100 people the minimum hire period is 1 ½ hours.

For wedding ceremonies and photographs involving more than 100 but less than 250 people, the minimum hire period is 2 ½ hours.

Please be aware that moving to a different section to take photographs is not permitted unless it has been booked and paid for.

**Please note:** Council does not supply chairs, tables, etc you will have to organise these.

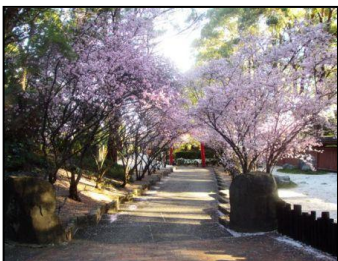
**Fees and Charges - 1 July 2011 – 30 June 2012**

### Wedding Ceremonies and photographs

- Service fee for 1½ hours including entry for up to 100 guests - \$ 300.00
- Service fee for subsequent hours - \$120.00
- Service fee for 2½ hours including entry for over 100 guests (less than 250) - \$ 400.00
- Service fee for subsequent hours - \$150.00
- Security bond** - \$250.00 (refundable after event if the conditions of hire are met)

### Wedding photographs (without a ceremony)

- Service fee per hour per section, including entry for up to 20 guests - \$130.00
- Security Bond - \$250.00 (refundable after event if the conditions of hire are met)



## Bookings:

There are a number of areas in Auburn Botanic Gardens that are available for booking events. Fees apply and bookings are essential. So that you don't miss out, once you find a garden that you are interested in, and you have a date (and time) in mind, please contact the Recreational Bookings Coordinator to check availability on 8745 9746.

If you decide to make a booking for one of the gardens within Auburn Botanic Gardens you must;

- Read the Terms and Conditions of Hire Arrangements
- Complete and sign the Application Form in full

Once you have read, completed and signed the application, please send your form and relevant documentation to Council's Recreational Bookings Coordinator at the address below.

Please note that any application that is incomplete cannot be processed and will be returned to the applicant.

Please keep the Terms and Conditions of Hire Arrangements for your reference.

When your completed application is received the information will be assessed and if approved and if the section(s) within the Auburn Botanic Gardens is available you will receive:

- A confirmation letter regarding your booking
- An invoice for the fees payable

If the section(s) within the Auburn Botanic Gardens is not available, the Recreational Bookings Coordinator will contact you to discuss alternative arrangements if any.

**Please be aware that you have 28 days to pay the invoice in full. If payment is not made within this period your booking will be cancelled.**

If you have any enquiries about the Auburn Botanic Gardens please contact the Recreational Bookings Coordinator the below details.

Recreational Bookings Coordinator

Auburn City Council

PO Box 118, Auburn NSW 1835

Tel 8745 9746

Fax 9643 1120

E mail [auburncouncil@auburn.nsw.gov.au](mailto:auburncouncil@auburn.nsw.gov.au)

## Frequently Asked Questions

Question	Answer
Are bookings essential or can I just turn up on the day?	Bookings are essential. If you don't have a booking for either your ceremony or photographs you will not be permitted entry into the Botanic Gardens.
How long is each booking period?	<p>The minimum booking period for photographs without a ceremony is 1 hour.</p> <p>The minimum booking period for ceremonies and photographs involving less than 100 people is 1 ½ hours.</p> <p>The minimum booking period for ceremonies and photographs involving more than 100 people but less than 250 people is 2 ½ hours.</p>
Can we arrive early to set up for a ceremony?	No. Due to the number of functions we host in the Botanic Gardens early arrivals are not permitted. Therefore, you must ensure you book sufficient time for set up, the ceremony and/ or photographs and pack away.
What happens if we arrive late?	You will not be given additional time. You will have to complete the ceremony and/ or photographs in the time period you have left.
What happens if we run overtime?	Proper planning should ensure this does not happen. However, if it does Council will retain your security bond. Remember booking an extra ½ hour or hour will cost less if you run overtime than losing your security bond. Please remember that running overtime could also detrimentally affect another ceremony so please plan carefully and consider other people.
Do wedding guests have to pay for entry into the Gardens?	Not if they arrive during the period of your booking.
Can we have a wedding reception in the Gardens?	Unfortunately, wedding receptions are not permitted. However, there are a number of good quality local reception venues.
Are tables, chairs and marquees permitted?	Tables and chairs are permitted as long as they are set up on a concreted area. Unfortunately, marquees are not permitted.
Is power supplied?	Only in the Undercover Wedding Pavilion (Scented Garden). If required note on application form or seek assistance from Gardens Staff on the day.

Can we use sound equipment?	Sound equipment is permitted but there are State laws about amplified sound. At the edge of your ceremony the noise levels must not exceed 60dbi (which is equivalent to the noise of regular conversation). If noise is excessive you could be issued with an infringement notice under the Protection of the Environment and Operations Act 1997.
Can we bring food and alcohol into the Gardens?	Food is not permitted in the Gardens. A small amount of alcohol is permitted for toasting purposes; however this needs to be pre approved in writing.
Can we put up decorations?	Decorations are permitted as long as they do not damage Council property and flora. All decorations and their fastenings must be removed at the end of the booking period.
Is confetti or rice permitted?	Not in the Auburn Botanic Gardens or the surrounding precinct.
What do I do if I want to cancel my booking?	<p>If you want to cancel your booking you must notify Council's Recreational Booking Coordinator as soon as possible.</p> <p>If you cancel the booking and there is more than one month to the date of the booking, you will receive a full refund.</p> <p>If you cancel and there is less than a month to the date of the booking, your fee will be forfeited but the security bond will be refunded to you.</p>
What happens if it rains?	<p>Obviously, Council has no control over the weather so please consider the possibility of rain and inclement weather when planning your ceremony and/ or photographs.</p> <p>If it rains on the day and the Undercover Wedding Pavilion is free you may be permitted to relocate. If it is not free, then it will be up to you whether to continue or move to a different venue.</p>
What happens if I don't turn up on the day?	If you don't turn up on the day and the area was deemed fit you will forfeit your fee but the security bond will be returned to you.
What happens if I don't turn up on the day because of bad weather?	You can claim a refund. Council's Manager, Parks and Recreation will determine how much will be returned to you. The maximum refund is 90% of the fee. The security bond will be returned to you in full. Claims must be submitted to Council within 2 weeks of the date of your booking. If you don't submit a claim within this 2 week period the whole fee will be forfeited.
What happens with my security bond?	Bonds are processed according to the gardens staff booking report, they will note down if all conditions are met on the day. If all conditions are met, then you are entitled to a bond refund. If not, then the bond will be forfeited. Prior to the event you are given a bond refund form. The applicant must complete and submit the form with the BSB and Account Number for the refund to be deposited into a savings account. It is estimated to take up to 30 days from the date of the event so please ensure that the form is submitted prior to the event.