



Mount Tomah Botanic Garden

Cool-climate garden of Botanic Gardens Trust

Function Fees from 01-01-2010 to 31-12-2012

- * **Site Hire** - includes Garden entry fees and 2 hours at your chosen location for your function and an additional 2 hours for photographs at any area within the Garden except where booked by another function.

	< 50 Guests	51-100 Guests	101-150 Guests
Wedding Tree Terrace	\$440	\$660	\$880
The Beach	\$440	\$660	\$880
Formal Garden	\$330	\$550	\$770
Residence Garden	\$330	\$550	\$770
Brunet Meadow	\$330	\$550	\$770
Northern Pavilion	\$330	\$550	\$770
Other Areas	\$330	\$550	\$770

(> 150 guests – price on application)

- * **Photography only** - includes Garden entry fees and 2 hours at your selected site for your party of up to 20 people \$ 295

- * **The Wollemi Room** - this private room is available as either a wet weather contingency for your function, a dressing room or guest's retreat.

Half day (9 am-1 pm OR 1.30pm-Garden closing)	\$ 187.50
Full Day (10 am - Garden closing)	\$ 375.00

- * **The Visitor Centre** - this area is available for hire after Garden opening hours. Any exhibition in place by the Garden at the time is to remain in place for the duration of the function period.

Per function \$ 187.50

- * **Security Fees** - payable when your function extends beyond the Garden's standard opening hours of 10 am-4 pm April to September and 10 am-5 pm October to March.

	Mon-Sat	Sun
First 2 hours or (part thereof)	\$150	\$ 175
Per hour thereafter (or part thereof)	\$ 75	\$ 88

- * **Structures** - the only suitable sites for marquees are the Formal Garden or Northern Pavilion. Prior approval is required for any structure being erected in the Garden. This pricing only covers the approval to erect the structure. The hiring and erection of the structure is the responsibility of the function holder.

Small open gazebo (dismantle same day 3m x 3m)	\$ 187.50
Marquee (24 hour set-up)	\$ 330.00
Marquee (48 hour set-up)	\$ 660.00
Marquee (72 hour set-up)	\$ 990.00

- * **Escorting of vehicles** - vehicles are not permitted off the main roads of the Garden, unless by prior arrangement. Vehicular access (vintage/classic car, horse, etc) to the Northern Pavilion and The Beach along pedestrian access roads is available by prior arrangement. This requires a ranger escort and may attract the following fees:

Mon-Sat	Sun
\$ 115	\$ 130



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Terms & Conditions

- 1. Opening Times** - Mount Tomah Botanic Garden is open 10 am – 4 pm April to September and 10 am – 5 pm October to March, closed Christmas Day. Any function that runs outside of Garden opening times will be required to pay an after hours security fee.
- 2. Entrance** - enter from Bells Line of Road. Mount Tomah Botanic Garden is well signposted.
- 3. Function Fee** - includes the entry fees for you and your guests and 2 hours at your chosen location for your function/photographs. The fee also covers an additional 2 hours for photographs in the Garden at any location not booked by another function.
- 4. Photography Only Fee** - includes entry for your party and photographer (up to 20 visitors in total) with 2 hours at your selected location or at any location not booked by another function.
- 5. Inclement weather** - The Wollemi Room may be booked as an inclement weather venue.
- 6. Payment** - A booking is secured upon receipt of the non-refundable deposit of \$110. The balance of your function fee is required one week prior to your function. All functions are required to pay a \$500 bond which is refundable within 4 weeks of the completion of your function, provided no damage occurs to the Garden as a result of your function. All areas used must be left as found. Payments can be made by cash, cheque, credit card (MasterCard, Visa), money order or direct deposit into our account.
- 7. Change of booking times/area** - If you have made a booking but wish to change the time or site, please contact the Functions & Events Coordinator on 4567 3019 for confirmation.
- 8. Cancelled bookings** - If you wish to cancel a booking, please contact the Functions & Events Coordinator on 4567 3019. All cancellations will incur a \$110 administration fee and the balance of any other monies paid will be reimbursed within 4 weeks.
- 9. Equipment** - Mount Tomah Botanic Garden will supply one small signing table and 2 chairs. Additional chairs may be hired from the Garden. Additional equipment can be hired from function hire companies. All equipment being brought into the Garden requires prior permission.
- 10. Vehicular access** - Access to Garden areas is pedestrian only and vehicles are not permitted off the main roads of the Garden unless previously arranged. Arrangement can be made with the Functions & Events Coordinator for delivery vehicles or bridal party vehicles (vintage/classic car, horse etc.) to move under supervision of a Ranger. A fee may be charged for this service.
- 11. Marquees** - There are certain predetermined areas on which marquees can be erected. This is by special arrangement only and additional fees are applicable.
- 12. Decorations** - Decorations are not permitted unless prior arrangements have been made with Mount Tomah Botanic Garden. No confetti, rice or live plant material is to be used within the Botanic Garden. (Mount Tomah Botanic Garden holds internationally important plant collections and this requirement is to protect the collections from any risk of transmission of plant diseases).
- 13. Music and public address systems** - Quiet pre-recorded music or a small live ensemble is allowed. Discrete use of amplified or live music and wedding ceremony public address systems is permitted. This use must not impinge on other users of the Garden and Mount Tomah Botanic Garden reserves the right to instruct that the system be turned off if complaints are received from other patrons. There are no electricity outlets in the Garden. Battery powered PAs may be used as well as generators with silencers.
- 14. Emergency contact** - Please call 0428 118 563.



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Function Booking Form

Name of Bride and Groom (full name & title): _____

Address: _____

Primary Contact Number: _____ Mobile phone: _____

Email: _____

Tick to receive information about Mount Tomah Botanic Garden in the future

Function Day & Date: _____ Number of guests: _____

Booking time: _____ am/pm to _____ am/pm

Please tick the following where applicable and note the desired location, times and details:

Ceremony (incl. photography) Location: _____ Times: _____

Reception Location: _____ Times: _____

Photography Only Location: _____ Times: _____

Wollemi Room 1/2 day (4 hours): _____ full day (8 hours): _____

Chair Hire @ \$1 per chair No. of chairs: _____

Signing table and chair complimentary

Where did you hear about the Garden as a wedding venue? _____

Equipment: Are you bringing temporary structures into the Garden (e.g. marquees, chairs, etc.)?
If so, please list items plus the suppliers name and contact details.

I/We have read and agree to the terms and conditions for hire of a function site at Mount Tomah Botanic Garden. Please accept payment of my \$110 non-refundable deposit by cash/cheque/money order/credit card (circle where applicable).

MasterCard/Visa card #

_____ Expiry mm/yy_____

Signature: _____ Date: _____

CCV: _____ Tick if payment from this credit card is to be made without signature.

Bond Refund Details

Please tick the appropriate box to indicate how you would like your bond refunded.

Cheque

Direct Deposit into your account

Bank: _____

Branch: _____

BSB: ___ / ___

Account Number: _____

Account Name: _____

Fee Summary: -

(office use only)

	Amount	Date Due	Paid	Receipt
Bond				
Site/photography fee				
Wollemi Room				
After hours security				
Chair Hire				
Other				
TOTAL				
Deposit				
Balance				
	Verified	Date Due	Actioned	Date
Bond Refund				