



Venue Hire Application Form

Please complete this application form and return by post, fax or email (contact details follow). Please read the enclosed Terms and Conditions before completing this form. Please note that your booking is not confirmed until you receive a confirmation letter from the Blue Mountains Botanic Garden, Mount Tomah.

Applicant Contact Details

First Name: _____ Surname: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Mobile phone number: _____ Daytime phone contact: _____

Email address: _____

Contact person & phone number on day of function: _____

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

Function details

Function day & date: _____ Function location: _____

Booking start time: _____ Booking end time: _____ Number of guests: _____

Please circle the following as applicable:

Do you require guest transport to your function site? YES/NO

If YES, please provide details: # of guests _____ departure time _____ return time _____

Do you require equipment delivery to your function site? YES/NO

If YES, please advise number of deliveries _____

Do you require rubbish removal? YES/NO

If NO, you are required to remove all of your rubbish from site

If YES, please advise number of bins _____

Will you be bringing in any outside suppliers, caterers or equipment? YES/NO

If YES, please list below.

<u>Equipment</u>	<u>Supplier Name</u>	<u>Contact Name & #</u>	<u>Details</u>

N.B. All items being brought into the Garden must receive prior approval from the Functions & Events Coordinator.

Venue Hire Application Form (continued)

Acceptance of Terms and Conditions

I have read and agree to the terms and conditions attached to this application and agree to be bound by them.

I understand that failure to comply may result in additional fees for any rectifications required.

Name: _____ Date: _____

Signature: _____

Payment

Please accept payment of my deposit of \$55 by cash/cheque/credit card/direct deposit (circle as applicable)

MasterCard/Visa Card Details:

Card Number _____

Card Expiry Date ____/____/____ CCV ____

Name: _____ Date: _____

Signature: _____

Office Use Only

<u>Item</u>	<u>Unit Cost</u>	<u># of units</u>	<u>Subtotal</u>
Booking location			
After Hours Security Fee			
Rubbish Removal			
Equipment transport			
Guest Transport			
Other			
		TOTAL	
		Deposit	
		Balance Due	

To lodge your application and deposit or for more information, please contact the Functions & Events Coordinator:

Email: tomah@rbgsyd.nsw.gov.au
 Phone: 4567 3000
 Fax: 4567 2037
 Post: Functions & Events Coordinator
 The Blue Mountains Botanic Garden
 Bells Line of Rd
 Mount Tomah NSW 2758

Venue Hire Rates

The Blue Mountains Botanic Garden, Mount Tomah has various venues available for hire including garden sites, shelters and rooms for your function, gathering or conference at the following rates:

OUTDOOR SITES:	Inclusions	Fee
BBQ site on Barbecue Lawn	Double electric bbq and half of lawn area 9.30am-5pm	\$255
Formal Lawn	Formal Lawn reserved from 9.30am – 5pm	\$255
Residence Lawn	Residence Lawn reserved from 9.30am – 5pm	\$255
Wedding Tree Terrace Lawn	Wedding Tree Terrace Lawn reserved from 9.30am – 5pm	\$255
Car Parking Areas	Allows for car clubs for e.g. to park together (up to 30 cars) 9.30am – 5pm	\$190

OUTDOOR SHELTERS:	Inclusions	Fee
Brunet Pavilion	Exclusive use of Brunet Pavilion 9.30am – 5pm	\$255
Brunet BBQ Shelter	Exclusive use of Brunet BBQ Shelter 9.30am – 5pm	\$255
De Ferranti Shelter	Exclusive use of De Ferranti Shelter 9.30am – 5pm	\$255
Kiosk Area	Selected number of picnic tables reserved for your exclusive use	8 tables = \$140 16 tables= \$255

INDOOR LOCATIONS:	Inclusions	Fee
Waratah Education Centre	Room, kitchenette, dishwasher, tables, chairs, data projector and smart board	4 hours - \$320 8 hours - \$635
Wollemi Room	Room, kitchenette, dishwasher, tables, chairs, data projector and smart board	4 hours - \$280 8 hours - \$545

OPTIONAL EXTRAS:	Inclusions	Fee
Rubbish Removal	1 x recycling bin & 1 x rubbish bin	\$70
After Hours Security Fee	To extend your function beyond garden opening hours of 9.30am – 5.30pm	Per hour \$115
Equipment transport	From Visitor Centre to hired site and return	Per run \$65
Guest Transport	From Visitor Centre to hired site and return	Per run \$65
Marquee site fee	Available on Formal Lawn or Heath & Heather Lawn only – permission to erect only. Does not include cost of marquee hire which is applicant's responsibility	48 hr site hire - \$715

WEDDING BOOKINGS:	See separate Wedding Information & Rates
FILMING & PHOTOGRAPHY:	See separate Filming & Photography Information & Rates
JUNGLE LODGE ACCOMMODATION:	See separate Jungle Lodge Information & Rates
RESTAURANT: THE POTAGER MOUNT TOMAH	The Potager Mount Tomah is independently operated and can be contacted directly by phone on 4567 2574 or email events@potagermounttomah.com.au

N.B. Members of 'Foundation & Friends of the Garden' receive a 10% discount on all venue hire at the Blue Mountains Botanic Garden, Mount Tomah. Discounts do not apply to optional extras. To become a member of the 'Foundation and Friends of the Garden', visit www.rbg Syd.nsw.gov.au/foundationandfriends

Venue Hire Terms and Conditions

1. Opening Hours

- The Blue Mountains Botanic Garden, Mount Tomah (BMBGMT) is open 9.30 am–5.30 pm and is closed on Christmas Day.
- Any function that runs outside of BMBGMT opening times will be required to pay an after-hours security fee as noted in the rates schedule. All after hours' functions must cease at 10pm and the Garden vacated by all parties by 10.30pm.

2. Booking

- A booking may be secured upon receipt of a non-refundable deposit and a completed booking form. Please note that your booking is not confirmed until you receive a confirmation letter from BMBGMT.
- Applicants must be over 18 years of age to book the venue and sign the Terms and Conditions.
- The balance of your function fee is required one week prior to your function. Your function will not be permitted unless all fees have been paid in full.
- Payments may be made by cash, cheque, credit card (MasterCard, Visa) or direct deposit into our account.
- If you have made a booking but wish to change the time or location, please contact the Functions & Events Coordinator on 4567 3019 for availability.
- There is no free set up time – applicants should consider set up and pack down time when making a booking. Please ensure you include any equipment set up, guest arrival, etc within your booking window. To avoid overlap with other functions please ensure you adhere to these times.
- The site you have chosen for your function cannot be closed off to the public; however, it is reserved for your use. Signage is erected prior to the booking time to advise members of the public that the area has been reserved for a private function.

3. Cancellations

- If you wish to cancel a booking, please contact the Functions & Events Coordinator on 4567 3019.
- All cancellations will incur a \$55 administration fee and the balance of any other monies paid will be reimbursed within 4 weeks.
- As BMBGMT has no control over weather conditions, no refunds will be given in the event of inclement weather.
- If a venue booking is cancelled because the Garden is closed or, in the reasonable opinion of the Trust, the venue is unusable for any reason, the hirer hereby agrees and acknowledges that the Trust will not be liable for any direct or indirect loss that the hirer may suffer. The hirer hereby releases the Trust, its servants, agents and contractors from any claims, losses, and liabilities which may arise because of a venue booking cancellation.

4. Entry

- Entrance to BMBGMT is from Bells Line of Road at Mount Tomah. BMBGMT is well signposted
- Access to Garden areas is pedestrian only and vehicles are not permitted off the main roads of BMBGMT unless previously arranged. Arrangement must be made with the Functions & Events Coordinator for delivery vehicles to move under supervision of a Ranger. A fee applies for these services.

5. Equipment

- Additional equipment can be hired from function hire companies. All equipment being brought into BMBGMT requires prior permission. The hirer must notify BMBGMT prior to the event of any suppliers who will be providing goods or services. A copy of their current public liability insurance must be provided to BMBGMT, along with details of drop off and pick up times. A list of suppliers previously delivering to BMBGMT can be supplied on request.
- Hirers are responsible for the care and control of all externally hired equipment as well as their own property/personal effects. Loss or damage to such items is not covered by the BMBGMT insurance policy.

- Marquees may be erected on the Formal Lawn or Heath & Heather Lawn only by special arrangement and additional fees are applicable.
- All decorations must be approved by the Garden and removed after the function. Decorations must not damage the site.
- Throwing of confetti, glitters, sprays, streamers, poppers or rice is NOT permitted.
- Rose petals and bubbles are permitted.
- No live plant material containing soil is to be used within BMBGMT. (BMBGMT holds internationally important plant collections and this requirement is to protect the collections from any risk of transmission of plant diseases).
- Music and public-address systems – pre-recorded music or a small live ensemble is allowed. Discrete use of amplified or live music and public-address systems is permitted. This use must not impinge on other users of BMBGMT and BMBGMT reserves the right to instruct that the system be turned off if complaints are received from other patrons. The Formal Garden is the only site in the Garden with an electricity supply. Battery powered public address systems may be used as well as generators with silencers.
- All goods brought in by the hirer must be removed from the premises no later than the time specified on the Booking Confirmation, unless prior arrangement has been made.
- Smoke machines are NOT allowed.

6. Cleaning

- Hired sites must be left as found and ready for the next user.
- No food or drink should be left on the premises.
- All rubbish is to be taken away with the hirer. Rubbish disposal can be arranged with BMBGMT for a fee.
- Ice and hot water are NOT to be tipped on any lawn or garden bed. This damages the collection and a fee may be charged to rectify any damage. Ice and hot water are to be tipped onto the edge of a roadway or path only ensuring the safety of all guests and visitors is maintained.

7. Damage

- All damages must be reported to BMBGMT in person or by phone on 4567 3000.
- The hirer is responsible for the full replacement cost of any damages or breakages to the venue, its fittings and contents, and the surrounding grounds or any additional cleaning that is required.
 - If fire equipment is used in an irresponsible manner, the cost of inspection and replenishing will be the responsibility of the hirer.
 - If a fire alarm is activated unnecessarily the hirer will be liable for the fine issued by NSW Fire Brigade.

8. Parking Noise and Surrounding Residents

- The hirer is responsible for the preservation of good order during and following the hire of the facility amongst their guests.
- Vehicles should only be in designated parking areas and STRICTLY not on any grass or planted areas. Hirer will be charged for any damage caused.

9. The applicant agrees:

- under no circumstances to set up in any other areas of BMBGMT other than the section hired.
- to be responsible for the conduct of any visitor/guest during the hire period and ensure the attendance at the event does not exceed the number of guests advised. The cost of any damage caused by any person during the function will be charged to you as the applicant.
- to ensure that guests leave the facility in an orderly manner with respect to surrounding neighbours. The hirer will be responsible for any damage or inconvenience to any residents during the function and/or when leaving the premises and will be charged accordingly.
- to notify the ranger immediately if there is any threat of trouble.
- to report any accidents or injuries which occur while at the facility during times of hire to the ranger on duty.
- that they will occupy the venue at their own risk and hereby releases, fully permitted by law, the BMBGMT, its servants, agents and contractors, and hereby indemnifies the Garden from and against, all claims and all liability which may arise in respect of any accident or damage to property or death of, or injury to, any person of whatsoever nature or kind arising because of any act or neglect of an applicant or any of their invitees.
- to ensure that there is no smoking inside any buildings.

- to ensure no pets or animals are on the premises.
10. BMBGMT holds important plant collections and BMBGMT reserves the right to renovate its collections and/or garden beds at any time.
 11. **Emergency contact** - Please call 4567 3000 or the ranger on 0428 118 563.