

## Rose Garden Information Sheet

*The Royal Botanic Gardens and Domain is a unique and deceptively fragile environment. We ask for your care and consideration while planning an event in the Royal Botanic Gardens and Domain. Please note the following important information and conditions.*

<b>Access - Hirer</b>	<p><b>Vehicle Access</b> Vehicles for function deliveries may only gain entry to the Gardens under escort and with the pre-approval of the events office. Only one vehicle is permitted to enter at any one time. This access is through Conservatorium Gate off Macquarie Street and an access &amp; escort fee will be applicable. No vehicles are to remain parked on site. Please note vehicle access is not permitted for standard wedding ceremony and picnic bookings. Please advise all suppliers that they may require a small trolley to bring in minimal equipment.</p> <p><b>Catering &amp; Toilet Facility Access</b> Access to the catering facility and toilet block will be controlled by the Ranger on duty. This will need to be arranged with the events office prior to your event. Please send an access schedule to the events office 14 days prior to event date.</p>
<b>Access -Guest</b>	<p>Via Conservatorium Gate, Palace Garden Gate or Morshead Fountain Gate on Macquarie Street. You may also enter from other points within the Gardens.</p> <p>Conservatorium Gate is the access point once the gardens are closed for approved functions.</p>
<b>Capacity</b>	<p>80 Cocktail Style Under Pavilion (approx 40 seated on benches) 200 Cocktail Style on Rose Garden Fig Lawn &amp; Pavilion 200 Cocktail Style on Walter Vernon Lawn &amp; Pavilion</p>
<b>Cleaning &amp; Waste</b>	<p>The Trust will clean the venue prior to your booking. It is the Hirer's responsibility to tidy and remove any waste from site, including bottle tops and cigarette butts.</p> <p>Any Hirers who have booked the catering facility must ensure rubbish is placed in the garbage and recycling bins provided with the catering facility. All additional rubbish not placed in the bins must be removed from the site. Recycling is mandatory.</p>
<b>Decorations</b>	<p>Decorations or other items cannot be attached to trees, buildings, heritage features or other fixed structures. Any candles must be encased in glass.</p> <p><b>Please note that decorative flower petals are not permitted in the Rose Garden in order to minimise pest and disease issues.</b></p> <p>No naked flames, fireworks, sparklers, spiking or staking is permitted in the Gardens.</p>
<b>Equipment</b>	<p>It is the Hirer's responsibility to hire any furniture or equipment required. The Trust does not have furniture or equipment available for hire.</p>
<b>Facilities</b>	<p><b>Catering Facility:</b> Modern catering facility with bench space, large refrigerator, power, hot water, a double sink for rinsing of cutlery / crockery, rubbish and recycling bins. This facility is for warming food and/or preparation of cold food only. Detergent, tea towels, sponges etc. must be provided by the Hirer. No deep frying or barbecues are permitted in this facility.</p> <p><b>Toilets:</b> 2 x Unisex toilets (1 accessible)</p> <p><b>Pavilion:</b> 8 undercover bench seats (approx. 40 seated)</p>
<b>Fees</b>	<p>Refer to Rate Card. A bond is required for function bookings.</p>
<b>Hours for Hire</b>	<p>8:00am – Midnight</p>

<b>Lighting</b>	The Pavilion and entry pathway have decorative lighting, however additional lighting for after hours will need to be arranged by the Hirer. Please note there is no permanent lighting inside the Pavilion. Toilet and catering facilities have adequate standard lighting.
<b>Marquees &amp; Structures</b>	Marquees are only permitted with prior approval and the Marquee Hire Rate applies. Marquees may only be installed on the Walter Vernon Lawn. This lawn is the only area in the Rose Garden permitted to host a marquee function and can accommodate a maximum marquee size of 8m x 25m ( <i>see marquee information pack</i> ). No temporary structures are permitted to be erected anywhere in the Rose Garden if booking the area as a Function space.
<b>Paving - Sandstone</b>	Please avoid consuming red wine on sandstone paved areas to avoid potential stains and damage to the heritage stone.
<b>Parking</b>	Parking is available in metered parking bays on Macquarie Street, Hospital Road, Mrs Macquarie's Road or in a local parking station. No vehicles are permitted to park inside the Royal Botanic Gardens.
<b>Power</b>	Internal power points available in catering facility for small appliances (such as an urn). 2 x 10 amp double power point 2 x 15 amp single power point 2 x 20 amp single power point 1 x 10 amp double power point outside catering facility  Walter Vernon Lawn 1 x 50 amp (3 phase) power outlet 1 x 10 amp single power point For larger events, a generator may be needed to supply additional power (venue hirer to arrange). Hirer to provide and securely cover all extension leads.
<b>Public Transport</b>	<ul style="list-style-type: none"> <li>• The nearest train stations are Martin Place and Circular Quay station.</li> <li>• Bus #441 runs from Circular Quay to the Art Gallery of NSW.</li> <li>• Taxi pick up from Macquarie Street. Hirer to organise if required.</li> </ul>
<b>Security &amp; Staffing</b>	A security guard can be provided for the duration of your event. Security is optional while the Gardens are open, mandatory once the Gardens are closed. Please refer to the rate card for fees.  During product launches and corporate functions where decorations and/or vehicle access is required a site representative and/or traffic controller may be required during all bump-in and bump-out activity. Contact the Events Office for more information.
<b>Signage</b>	Permanent signage is present throughout the Gardens. Maps of the Gardens are available online at <a href="http://www.rbgsyd.nsw.gov.au">www.rbgsyd.nsw.gov.au</a> or from the Events Office.
<b>Smoking</b>	Smoking is not permitted in the Rose Garden Pavilion, Toilets or Catering Facility. All cigarette butts must be placed in the receptacles provided.
<b>Sound</b>	As per the Trust's EPA Notice of Preventive Action, the sound emanating from amplification equipment must not exceed 5db above ambient background levels at all times.

**To make a booking for the Rose Garden and Pavilion, please contact the Events Office**

**Functions Coordinator**

**Ph: 02 9231 8111**

**Fax: 02 9231 8054**

**Email: [events@rbgsyd.nsw.gov.au](mailto:events@rbgsyd.nsw.gov.au)**

**Web: [www.rbgsyd.nsw.gov.au](http://www.rbgsyd.nsw.gov.au)**



**FUNCTION VENUES RATE CARD VALID FROM 1 JULY 2008 UNTIL 30 JUNE 2010**

**Booking and venue fees contribute to the provision of the scientific, conservation and education work of the Trust.**

Venue	Duration	Maximum Capacity	Style	Mon-Thurs	Fri-Sun
<b>Rathborne Lodge</b>					
Function - use of ground level rooms, courtyard, verandah & garden	8am - Midnight	120 people (indoor/outdoor)	Cocktail	\$ 2,420.00	\$ 2,640.00

<b>Lion Gate Lodge</b>					
Function - exclusive use of the Lodge, awning and garden	8am - Midnight	150 people (indoor/outdoor)	Cocktail	\$ 2,640.00	\$ 2,860.00

<b>Maiden Theatre</b>					
Function - exclusive use of indoor venue	1pm - Midnight	120 people (indoor/outdoor)	Cocktail	\$ 1,320.00	\$ 1,320.00

<b>Palm House</b>					
Function - exclusive use of indoor venue	8am - Midnight	120 people	Cocktail	\$ 1,320.00	\$ 1,320.00
Exhibitions - see Exhibition Rate Card					

<b>Rose Garden and Pavilion</b>					
Function - Garden and Pavilion with private toilets and catering facility	8am - Midnight	80 people (under pavilion)	Cocktail	\$ 2,200.00	\$ 2,200.00

<b>Sydney Tropical Centre</b>					
Function - Indoor function areas plus the outdoor courtyard facility	4pm - Midnight	200 people	Cocktail	\$ 2,200.00	\$ 2,200.00

<b>Miscellaneous Charges</b>					
Event Security - per hour (4 hour minimum)				\$ 44.00	\$ 44.00
Bond - All Functions				\$ 1,000.00	\$ 1,000.00
Access to venues outside the hire period (subject to availability)				<b>First Hour</b>	<b>Subsequent Hours</b>
Additional Time - per hour or part thereof				\$220.00	\$77.00

**Notes:**

1. All fees quoted are GST inclusive. Additional Miscellaneous charges may apply.
2. Duration of Function Hire is to include set up and pack up of venue
3. Bookings outside of the Gardens opening times will incur an additional security fee.



## Application for Hire of the Rose Garden for a Function

Please complete this form in BLOCK LETTERS and return to the Events Office by post, fax or email (contact details below).  
Please read the attached Botanic Gardens Trust Conditions of Use before completing this form.

**Please Note: Your booking is not confirmed until you receive a Licence Agreement from the Botanic Gardens Trust.**

Applicant's Surname(s): \_\_\_\_\_ Applicant's First Name(s): \_\_\_\_\_

Company Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
*(if applicable)*

Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Client's Name: \_\_\_\_\_  
*(if different from Applicant)*

Proposed Date of Function: \_\_\_\_\_ No. of Guests: \_\_\_\_\_

Function Time: \_\_\_\_\_ to \_\_\_\_\_ Setup Time: \_\_\_\_\_ Pack up Time: \_\_\_\_\_

Please select the style of Function:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Wedding Reception            | <input type="checkbox"/> Seated Lunch / Dinner  | <input type="checkbox"/> Cocktail Function |
| <input type="checkbox"/> Wedding Ceremony & Reception | <input type="checkbox"/> Product / Media Launch | <input type="checkbox"/> Other: _____      |

Security: Please note a security guard is mandatory if your function extends beyond the closing time of the Gardens. Contact the Events Office for details (4 hour minimum, additional fees apply).

Vehicle Access Required? Yes / No  
(Please note a site representative is required to oversee vehicle movements at the Hirer's Cost)

Choice of Caterer: \_\_\_\_\_

Please list any special requests:  
\_\_\_\_\_  
\_\_\_\_\_

By submitting this form and signing below, you agree to accept the Botanic Gardens Trust Conditions of Use (attached):

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### PAYMENT OPTIONS

#### **Cheque / Money Order / Direct Bank Deposit / Credit Card (Visa or MasterCard accepted)**

Once your application has been received and processed, we will send you a tax invoice for payment including bank details and a credit card authorisation form (on request).

Cheques and Money Orders should be made payable to **Botanic Gardens Trust**.

Please note cash payments are not accepted.

**Events Office  
Royal Botanic Gardens  
Mrs Macquaries Road  
Sydney NSW 2000**

**OFFICE USE ONLY:** Application Received: \_\_\_/\_\_\_/\_\_\_ Confirmation Sent: \_\_\_/\_\_\_/\_\_\_ **Event No:** \_\_\_\_\_  
(September 2009)

