

## Fleet Steps Marquee Site Information

*Fleet Steps offers unsurpassed views of Sydney Harbour, the Opera House, the Harbour Bridge and city skyline. These fantastic views are complemented by the historic Fleet Steps, providing a stunning entrance for your guests. The overall effect is one of grandeur that never fails to impress.*

<b>Event Type</b>	<b>Ideal for:</b> <ul style="list-style-type: none"> <li>• Cocktail Functions</li> <li>• Wedding Receptions</li> <li>• Gala Dinners</li> <li>• Balls</li> </ul>
<b>Access</b>	<b>Hirer access:</b> Approved vehicles (for deliveries only) may access Fleet Steps via Fleet Steps Access Rd. Maximum height for vehicles is 3.2 metres. Prior to your event, a schedule of your access requirements will need to be provided to the Functions Coordinator.  <b>Guest access:</b> Fleet Steps, Mrs Macquaries Rd
<b>Areas of Use</b>	Fleet Steps South (Domain Lawn 39) and/or Fleet Steps North (Domain Lawn 40)
<b>Capacity</b>	800 Cocktail 550 Banquet
<b>Cleaning</b>	The site must be left clean and tidy with all furniture, equipment and rubbish removed.
<b>Decorations</b>	Decorations or other items cannot be attached to trees, buildings, heritage features or other fixed structures. Party streamers, confetti, sparklers and fireworks are not permitted.
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• 3 Phase Power</li> <li>• Water</li> </ul>
<b>Fees</b>	Refer to Rate Card
<b>Hours for Hire</b>	<b>Bump in / Bump out</b> 7.00am – 6.00pm (or 30 mins prior to Gardens closing time, whichever occurs first)  <b>Event</b> 10.00am – Midnight (maximum event lengths apply)
<b>Marquees</b>	<b>Fleet Steps South</b> Maximum marquee size 15m x 60m. Limited back of house area available.  <b>Fleet Steps North</b> Maximum marquee size 10m x 30m. Limited back of house area available.
<b>Parking</b>	Parking is available in metered parking bays on Mrs Macquaries Road.
<b>Power</b>	3 phase power and single phase power are available on the site. Generally, additional generators are not required. Hirer to provide all extension leads.



<b>Public Transport</b>	<p><b>Train:</b> The closest train stations are Martin Place Station and St James Station.</p> <p><b>Bus:</b> Bus #441 to the Art Gallery of NSW.</p> <p><b>Taxi:</b> Taxi pick up from Mrs Macquaries Road. Client to arrange if required.</p>
<b>Responsibilities of the Hirer</b>	<p>The Hirer is responsible for organising all aspects of the event including:</p> <ul style="list-style-type: none"><li>• Event management &amp; production</li><li>• Marquee &amp; other structures</li><li>• Catering</li><li>• Toilet facilities</li><li>• Staging, lighting &amp; audio</li><li>• Theming &amp; decoration</li></ul> <p>A representative of the hirer must be present on site at all times during bump in, the event and bump out.</p>
<b>Security &amp; Staffing</b>	<p>A representative of the Trust is required to be present throughout bump in, the event and bump out at the Hirer's expense. Event Security is mandatory. Overnight asset security is optional, however strongly recommended. Refer to the Rate Card.</p>
<b>Sound</b>	<p>As per the Trust's E.P.A. Notice of Preventive Action, the sound emanating from amplification equipment must not exceed 5 db above ambient background levels outside the structure between 7.00am and Midnight and no higher than ambient levels at all other times.</p>
<b>Toilets</b>	<p>A permanent toilet block is available within one minute walk of Fleet Steps. This is suitable for use by event staff during bump in and bump out. This toilet facility is not sufficient for use during the event. Additional temporary toilets must be arranged by the Hirer.</p>
<b>Waste</b>	<p>Waste Management is the Hirer's responsibility. Recycling procedures are mandatory.</p>
<b>Waste</b>	<p>2 Taps available for general use. Hirer is responsible for supplying required hoses to fit a standard tap of 19mm.</p>
<p>To arrange a site inspection or obtain a comprehensive quote, please contact the Events Office</p> <p><b>Functions Coordinator</b> Ph: 02 9231 8111 Fax: 02 9231 8054 Email: <a href="mailto:events@rbgsyd.nsw.gov.au">events@rbgsyd.nsw.gov.au</a> <a href="http://www.rbgsyd.nsw.gov.au">www.rbgsyd.nsw.gov.au</a></p>	



**MARQUEE SITES RATE CARD - (PRIVATE/CORPORATE FUNCTIONS)**

**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.**

<b>Fleet Steps (DL 39 OR DL 40)</b>	<b>01 April - 30 Sept</b>	<b>01 Oct - 31 March</b>
<b>No of Guests Site Hire (min 3 day hire)</b>	<b>Total cost 3 day min hire</b>	
<200	\$ 5,544.00	\$ 6,490.00
201-350	\$ 9,570.00	\$ 11,330.00
351-550	\$ 12,595.00	\$ 14,960.00
551-750	\$ 16,500.00	\$ 19,800.00
Additional guests > 750 (per person)	\$ 31.90	\$ 37.40
Additional day Bump-in / Bump-out fee:		
1st or 2nd additional day (per day)	\$ 1,155.00	\$ 1,265.00
3rd and subsequent additional days (per day)	\$ 2,310.00	\$ 2,530.00
BGT site representative: Mon-Fri (per hour)	\$ 44.00	\$ 44.00
BGT site representative: Sat-Sun, Pub. Holidays (per hour)	\$ 77.00	\$ 77.00
Overnight asset security	\$ 38.50	\$ 38.50
<b>Max Pax: 800 standing; 550 seated</b>		
<b>Bennelong Lawn (L64)</b>	<b>01 April - 30 Sept</b>	<b>01 Oct - 31 March</b>
<b>No of Guests Site Hire (min 3 day hire)</b>	<b>Total cost 3 day min hire</b>	
< 200	\$ 5,544.00	\$ 6,490.00
Additional Guests >200 (per person)	\$ 31.90	\$ 37.40
Additional day Bump-in / Bump-out fee:		
1st or 2nd additional day (per day)	\$ 1,155.00	\$ 1,265.00
3rd and subsequent additional days (per day)	\$ 2,310.00	\$ 2,530.00
BGT site representative: Mon-Fri (per hour)	\$ 44.00	\$ 44.00
BGT site representative: Sat-Sun, Pub. Holidays (per hour)	\$ 77.00	\$ 77.00
Overnight asset security	\$ 38.50	\$ 38.50
<b>Max Pax: For Function 450 standing; 250 seated</b>		
<b>Rose Garden &amp; Pavilion</b>	<b>01 April - 30 Sept</b>	<b>01 Oct - 31 March</b>
	<b>Site hire per day</b>	
Rose Garden Marquee site per day	\$ 2,200.00	\$ 2,860.00
Additional day Bump-in / Bump-out fee:	\$ 1,155.00	\$ 1,265.00
(7am - 12noon) 1/2 day Bump-in / Bump-out fee:	\$ 660.00	\$ 660.00
BGT site representative: Mon-Fri (per hour)	\$ 44.00	\$ 44.00
BGT site representative: Sat-Sun, Pub. Holidays (per hour)	\$ 77.00	\$ 77.00
Overnight asset security	\$ 38.50	\$ 38.50
<b>Max Pax: For Function 200 standing</b>		
<b>Miscellaneous Charges</b>		
Bond * - All Functions	\$ 2,000	\$ 2,000
Parking Permit per day (Fleet Steps only)	\$ 76.40	\$ 76.40

**Note:**

1. All fees are quoted GST inclusive.
2. The Botanic Gardens Trust recommends engaging a professional event organiser to assist with the event.
3. Additional Miscellaneous Charges may apply.
4. The above rates include **Site Hire Only** - Marquee and facilities to be arranged by the hirer.



## Fleet Steps Marquee Event Proposal

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.

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

**Please Note:** Event approval is subject to other bookings that may be scheduled within the precinct on the date requested. Income from events is essential for the continuing maintenance and improvements to the scientific and educational work of the Botanic Gardens Trust (Trust). Therefore no fee waivers will be given for any event. If your proposal is approved, the Trust will issue a 'Licence Agreement' as a binding contract for the duration of your occupation of the site.

<b>1. ORGANISER</b>		
Contact Name:		
Position:		
Company Name (if applicable):		
Address (for correspondence):		
Phone:	Mobile:	Fax:
Email Address:		
Website Address:		
ABN:		

<b>2. TYPE OF EVENT (May tick more than one)</b>		
<input type="checkbox"/> Corporate Function	<input type="checkbox"/> Product Launch	<input type="checkbox"/> Media Event
<input type="checkbox"/> Wedding Reception	<input type="checkbox"/> Private Function	<input type="checkbox"/> Christmas Party
<input type="checkbox"/> Incentive	<input type="checkbox"/> Other, please specify:	

<b>3. DESCRIPTION OF EVENT</b>	
Name of Event:	
Client's Name:	
Event Day & Date:	
Event Start Time:	Event Finish Time:
Bump-in Dates & Times:	
Bump-out Dates & Times:	
No. of Guests:	No. of Staff:
Cost of Participation/Ticket prices (if applicable):	

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

#### 4. ERECTION OF MARQUEES (WEIGHTED ONLY) & OTHER STRUCTURES

Generally, Trust regulations prohibit the erection of stages, screens, awnings, marquees, portable toilets, catering facilities or similar structures in the Royal Botanic Gardens & Domain. However, the Trust does allow such structures at its marquee sites.

Please specify type, size and purpose of each structure you propose to erect (please list all structures). A rough site plan is also appreciated:

Type of Structure: \_\_\_\_\_ Size: \_\_\_\_\_ Purpose: \_\_\_\_\_

Type of Structure: \_\_\_\_\_ Size: \_\_\_\_\_ Purpose: \_\_\_\_\_

Type of Structure: \_\_\_\_\_ Size: \_\_\_\_\_ Purpose: \_\_\_\_\_

**Please note maximum dimensions permitted:**

**Fleet Steps South (DL39)** – 60 metres x 15 metres maximum

**Fleet Steps North (DL40)** – 30 metres x 10 metres maximum

Note: Once approval for your event has been granted, a detailed **Site Plan** must be submitted to the Trust. CAD plans are available on request from the Event Office.

#### 5. POWER, GENERATORS & WATER

Do you propose to use a generator/s?  Yes  No

Hours of use of generator/s?

Type & size of generator/s (silenced or otherwise)?

**Power:** On-site power is available at Fleet Steps North and Fleet Steps South

**Water:** Event organisers must supply water hoses to connect to 19 mm taps.

#### 6. P.A. (PUBLIC ANNOUNCEMENT) FACILITIES

All special events held in the Royal Botanic Gardens must adhere to licence & Environmental Protection Authority (EPA) guidelines for use of amplification equipment. All steps must be taken to minimise sound disturbance caused to nearby residents and other Royal Botanic Gardens patrons. Times of use will be restricted according to EPA guidelines. Provide as much information as you can about your sound installation.

Do you propose to use a P.A. System or any amplifying equipment?  Yes  No

If Yes, please specify type:

Reasons for use:

Times of use:

Will you require rehearsals and/or sound checks?  Yes  No

If yes:

Proposed Date: \_\_\_\_\_ Proposed Time: \_\_\_\_\_

**NOTE:** If permission is granted, the Trust's officers and the Environmental Protection Authority reserve the right to control the noise levels of any equipment used on site.

#### 7. LIGHTING

Additional to production lighting, special events conducted on Trust lands in the evening must provide lighting for the safe exiting of patrons. Once approval for your event has been granted, a comprehensive Lighting Plan must be submitted.

#### 8. FOOD & BEVERAGES

Please provide information about any food and beverages you will supply.

Will food be sold?  Yes  No

Will beverages be sold?  Yes  No

Will your event involve commercial catering?  Yes  No

Caterer's Name:
Your caterer must have a gold licence. Please attach a copy of this licence. The Restaurant and Catering Industry Association of NSW can provide a list of Gold Licensed Caterers Phone (02) 9211 3500 or visit <a href="http://www.rcnsw.asn.au">www.rcnsw.asn.au</a>
Expected revenue from food & beverages if on sale:
Will alcohol be consumed at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If alcohol is consumed the caterer must hold the Liquor Licence. Please attach a copy of this licence. <b>Supply of alcohol must cease 30 minutes before event finishes.</b>

**9. WASTE MANAGEMENT**

Event organisers must engage the services of a waste contractor to ensure all rubbish is picked up during the event and removed from the site. The Trust's contractor Watts Waste (Phone 02 9452 4053) can be contacted for such work. All bins and skips must have lids. Waste plans for the Event must include recycling services. Waste Management is at the Event organiser's expense. The bond for the event will be returned to the licensee after a site inspection has been conducted by Trust Staff at the end of the occupation period.  
**Please outline how you will manage waste during the 3 phases of your event (bump in, during the event & bump out). This will assist in receiving approval for your event.**

**10. SECURITY & CROWD MANAGEMENT**

The Trust's security provider, *Secure Events & Assets (SEAA)*, will be required to oversee the protection of Trust assets, liaise with event and Botanic Gardens Trust staff and provide a general presence at the site. The cost of these services will be borne by the Event organiser. Once your event is approved, a **comprehensive Security Plan** must be submitted to the Trust. **Overnight security is recommended.**

Will you also require additional security for your site, e.g. overnight security for any structure and/or equipment?     Yes     No  
Date(s): \_\_\_\_\_

**11. PROVISION OF FIRST AID FACILITIES**

Any organisation conducting an event **must provide adequate First Aid facilities** for guests. This includes having a qualified First Aid Officer on-site at all times.

Please specify what arrangements have been made regarding First Aid for your event:

Organisation's or officer's name:

Qualifications:

Officer's contact number for the duration of the event:

**12. TRANSPORT & ACCESS MANAGEMENT**

Most paths and access points have weight and height restrictions. Please check these points to ensure transport vehicles can fit without damage to the site. Trucks over 4.3 metres long are not permitted on Trust lands, nor are trucks that are oversized according to RTA regulations or weighing more than 8T per axle. The maximum height for vehicles delivering to the bottom of Fleet Steps is 3.2m No vehicles are permitted to drive on grass and speed limit on site is 10 kph. Changes to road conditions must be managed by qualified personnel and require signage via variable message signs.

### 13. SITE PROTECTION

The Royal Botanic Gardens and Domain is an environmentally sensitive heritage site. Your event plans will need to outline what steps you will take to ensure protection of turf, trees, horticultural exhibits and heritage features. No structures, facilities or equipment may be placed or stored under tree canopies/tree protection zones (TPZ's) and no cutting of tree branches is allowed. The Event organiser will pay for any damage to the Site or the living horticultural collection.

### 14. PUBLIC TRANSPORT

Events conducted on Trust Land should promote the use of public transport. Please attach information outlining how you will arrange for your patrons to arrive at and leave from the event site.

### 15. ADVERTISING/ERECTION OF SIGNS, BANNERS, ETC

The erection of any directional signs, banners, billboards, posters or other printed matter in the Royal Botanic Gardens & Domain is prohibited.

### 16. SPONSORS

Is the event going to be sponsored?  Yes  No

If Yes, please name the Sponsor/s:

*Please attach an outline of the Sponsor's requirements on site.*

### 17. COLLECTION OF MONEY & TICKETING

As a general policy the collection of money, including the selling and hiring of goods and services is not approved by the Trust. Where exceptional circumstances apply however, permission may be granted by the Trust. Therefore please indicate the following.

Do you propose to collect money?  Yes  No

If yes outline security arrangements:

For what purpose is money being collected?

If selling tickets please outline ticketing arrangements and information on ticketing provider.  
*(use separate sheet).*

What is your expected revenue for this event?

### 18. EVENT FEES

Trust staff will advise an estimate of bonds and fees upon assessment of this proposal.  
Final amounts will be provided on approval.

### 19. INSURANCE

The hirer must take out Public Liability Insurance of no less than \$10 million. **This policy must name the Trust and its officers as interested parties.** In addition, Workers' Compensation Insurance must cover any employee of the hirer who is employed in connection with the use of the premises under the terms of this agreement. Copies of both of these policies attached to this proposal will assist with its approval. Copies of these policies attached to the signed licence agreement will be mandatory.

### 20. PREVIOUS EVENT EXPERIENCE

The Trust recommends you employ the services of an event organiser to manage your event. If you are not an event organiser and will not be using an event organiser, you must provide evidence of previous event management experience. The Trust would welcome a brief outline of those events including references.



# Royal Botanic Gardens and Domain Trust

## Fleet Steps



