

BALLARAT BOTANICAL GARDENS



**Wedding/Private Function at the Lake
and Gardens Precinct or Other Reserve**

Wedding/Private Function at the Lake and Gardens Precinct or Other Reserve



BOOKING TERMS AND CONDITIONS

The following terms and conditions apply to weddings and private functions at the Ballarat Botanical Gardens, Buninyong Botanic Gardens, Eureka Stockade Gardens, Lake Wendouree foreshore, Victoria Park, and all other City of Ballarat reserves.

Please read the following Terms and Conditions prior to completing and submitting the Online Booking Application form.

1. APPLICATION PROCESS

Application for the use of the Ballarat Botanical Gardens, Buninyong, Botanic Gardens, Eureka Stockade Gardens, Lake Wendouree and other reserves, are all made via the approved online Booking Application Form.

(i) Complete the online booking form

A link to the online booking form can be obtained by contacting the Parks and Gardens administration team on (03) 53205 500 or rccadministration@ballarat.vic.gov.au

Please note that all bookings are subject to approval by management.

(ii) Payment

After completing the online booking form, applicants will be issued a Schedule of Fees, which will advise of payment method.

Full payment is required within 7 days, or booking will be cancelled.

(iii) Confirmation

Upon receipt of payment, a letter confirming your booking location, date and time will be sent to you within seven working days. Please note that tentative bookings are not accepted.

2. TIME LIMITATIONS

Bookings are for a maximum period of two hours, and includes the time required to set-up and pack up any chairs. Once the booking timeframe expires, the area may then be accessed by the general public.

Please be aware that whilst we will ensure no other bookings are taken for the same location during your allocated time, other events may occur simultaneously in the surrounding precincts including concerts, and other large events.

3. GUIDELINES FOR USE

(i) Seating

Council does not provide seating, or storage for seating. Separate arrangements are required to be made by the applicant.

Please advise the Parks and Gardens administration staff in writing of seating details including the type and number of chairs you intend to hire.

It is preferable that the legs of any seating are as broad as possible to avoid puncturing the ground surface.

Any additional seating required after the initial booking, must be in requested in writing and approved by the Lake and Gardens Precinct management prior to the event.

All chairs are required to be carried onto the site.

You are welcome to bring a small table for signing documents etc.

(ii) Structures and Props

Structures, including but not limited to shade structures, marquees, arbours, arches, or decorative frames are not permitted to be erected within the Lake and Gardens precinct or other reserves. Props and fixtures are not permitted to be attached to any assets or plants, or pegged into the ground surface.

Carpets are not permitted within the Lake and Gardens precinct or other reserves.

(iii) Music

Battery operated PA systems and music players, and acoustic music are permitted, provided sound levels do not disturb other users of the Lake and Gardens precinct or other reserves.

Amplified music and electrical PA systems are not permitted.

(iv) Confetti

The use of confetti or other ceremonial material, such as rice, rose petals or glitter is prohibited within the Lake and Gardens precinct or other reserves.

The use of bubbles is a permitted alternative.

Candles and sparklers are not permitted at any of the gardens and reserves.

(v) Plant material/ flowers

To protect our rare plant collections from pests and diseases, plant material is not permitted to be brought into the Ballarat or Buninyong Botanic Gardens, except; bridal bouquets, and flowers/ foliage worn or carried by the wedding party & guests.

Additional floral arrangements, home picked flowers, other plant material, either alive or dead, are not permitted to be brought into the Ballarat and Buninyong Botanic Gardens.

(vi) Clean Up

The reserved area must be left in a clean and tidy condition upon the conclusion of the ceremony or private function. Any litter generated should be disposed of appropriately, and the area left in its original condition.

4. PARKING AND VEHICLE ACCESS

Vehicles, including horses and carriages, are not permitted to enter any gardens, reserve or Lake foreshore, for the purpose of dropping off or picking up guests, equipment or photography.

We do not provide reserved parking.

5. INCLEMENT WEATHER

We do not provide any undercover facility for your ceremony or private function in the event of inclement weather. The Conservatory, Statue Pavilion and Rotundas are not available to book for wedding ceremonies.

Should the hirer decide to cancel a booking due to inclement weather, the Lake and Gardens Precinct Management will not refund any fees paid.

6. RESTRICTIONS ON HIRING

(i) Limit of Hiring

The hirer is only entitled to use the nominated location as specified on the booking application form. The Lake and Gardens Precinct Management reserves the right to let or occupy any other part of the Lake or Gardens Precinct or other reserve at the same time.

7. CANCELLATIONS AND AMENDMENTS

(i) Cancellation by Lake and Gardens Precinct Management

Lake and Gardens Precinct Management reserves the right to cancel any booking by giving notice to the hirer no later than one month prior to the proposed booking date. All fees paid to the City of Ballarat will be refunded.

Lake and Gardens Precinct Management accepts no responsibility for financial or any other type of loss suffered due to cancellation of the booking.

(ii) Cancellation by the Hirer

Should the hirer decide to cancel a booking, City of Ballarat is not required to refund any fees paid, unless notification is received in writing at least one month prior to the booking date.

(iii) Amendments

Any amendments to your booking are required in writing, and can be sent to rccadministration@ballarat.vic.gov.au. Any alterations to the original booking date or time are subject to availability.

(iv) Refusal to Let

The Lake and Gardens Precinct Management has the right to refuse to hire any location within the Lake and Gardens precinct, and other reserves.

8. LIABILITY

In the event of any damages caused to a City of Ballarat facility or asset (including but not limited to structures, trees, garden beds, ground surface, etc.) during the wedding or private function, the applicant will be liable to cover all costs associated to return the facility or asset back to its original condition.

9. DISPUTES

In the event of a dispute arising as to the interpretation of these terms and conditions or of any matter contained therein, the decision of the City of Ballarat with appropriate authority will be final.

10. LOCATIONS AVAILABLE FOR HIRE

All booking locations must be on a grassed, public open space area, excluding garden beds and sports fields.

Wedding parties, guests, chairs or equipment, cannot occupy or block any paths, emergency access points or parking areas.

The conservatory, statue pavilion, rotundas, picnic and bbq shelters are not available for hire.

Popular locations within the Ballarat Botanical Gardens include;

- The Wedding Trees
- Tom Beaumont Lawn
- Rose Garden
- Conservatory Lawn
- Azalea Garden
- Sensory Garden Lawn

11. FEES FOR HIRE

The hire fee for weddings or private functions are as follows:

Ballarat Botanical Gardens	\$145
Buninyong Botanical Gardens	\$145
Eureka Stockade Gardens	\$145
Lake Wendouree Foreshore	\$145

Please note: fees are subject to change each financial year

12. CONTACT DETAILS

If you have any further queries, please contact us via the details below:

Phone: (03) 5320 5500

Email: rccadministration@ballarat.vic.gov.au

Ballarat Botanical Gardens Opening Hours

7.30am–9pm (gates are locked) - October to April

7.30am–6pm (gates are locked) - May to September.

Privacy Statement: Your personal information is being collected by City of Ballarat for the purposes of the use of Lake and Gardens Precinct or Other Reserve facilities. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at ballarat.vic.gov.au.



FOR MORE INFORMATION

Visit ballaratbotanicalgardens.com.au

Call the City of Ballarat Customer Service on (03) 5320 5500



Follow Ballarat Botanical Gardens on Facebook.