

WILLIAMSTOWN BOTANIC GARDENS WEDDING APPLICATION

**HOBSONS
BAY CITY
COUNCIL**



APPLICANT DETAILS

Name(s):					
Postal Address:					
Suburb:		State:		Postcode:	
Email:		Phone:			

BOOKING DETAILS

Date of Booking:		Start Time:		End Time:	
Number of Attendees:					

LOCATION - for ceremony bookings only

Please number preferences 1 – 4 in the boxes provided. If your first choice is not available, the next preferred site will be allocated.

Site 1: Golden Elm Lawn	<input type="checkbox"/>	Site 2: Liquid Amber Lawn	<input type="checkbox"/>
Site 3: Plumbago Lawn	<input type="checkbox"/>	Site 4: Sunset Lawn	<input type="checkbox"/>

Of the following;

Will there be chairs used (max 20):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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FEES

Wedding Ceremony & Photos (HBCC Resident):	\$270.00
Wedding Ceremony & Photos (non-HBCC Resident):	\$400.00
Photographs Only:	\$220.00
Your Total:	\$
Payment Options and Enquiries:	
PERSONAL PAYMENTS - 115 CIVIC PDE, ALTONA	CREDIT CARD PAYMENTS - INSERT DETAILS ON PAGE 2
EMAIL - customerservice@hobsonsbay.vic.gov.au	PHONE - 03 9932 1000

INSURANCE

Public liability insurance is compulsory when booking any Council facility and is included in the booking fee. See '*PUBLIC LIABILITY INSURANCE*' section in the Terms and Conditions

Privacy Statement

Council is collecting the personal information requested on this form for the purpose of processing your application. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the hire of council facilities and that they may apply to Council for access and/or amendment of the information.

Acknowledgement *(PLEASE NOTE: The application will not be processed unless this section is signed)*

I acknowledge having read the "Terms and Conditions of Hire" attached to this form and undertake to comply in all aspects to such conditions.

Name: _____ Signature: _____ Date: _____

WILLIAMSTOWN BOTANIC GARDENS WEDDING PAYMENT

**HOBSONS
BAY CITY
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PAYMENT OF HIRE

Please charge my credit card: **Amount: \$**

**Credit Card
Number:**

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Card Type: Bank Card | Mastercard | VISA | AMEX

Expiry: _____

**Card Holders
Name:** _____

**Card Holders
Signature:** _____

NOTE

Council is collecting this information for the purpose of processing your payment. It is not disclosed to anyone outside Council but may be accessed by you upon request.

If you do not provide this information or make other payment arrangements, your debt will remain due and may attract interest.

WHEN PAID, THIS FORM SERVES AS A TAX INVOICE

OFFCIE USE ONLY

Wedding Ceremony & Photos (HBCC Resident):	\$270.00
Wedding Ceremony & Photos (non-HBCC Resident):	\$400.00
Photographs Only:	\$220.00

Ledger	Description	Value
48700.5615	Facility Hire	\$
52435.5400	Insurance	\$
80000.8010	GST	\$
Total		\$

Cashier ID: _____ **Receipt #:** _____ **Date Paid** _____

For further information: Email: customerservice@hobsonsbay.vic.gov.au Phone: 9932 1000

WILLIAMSTOWN BOTANIC GARDENS TERMS AND CONDITIONS

HOBSONS
BAY CITY
COUNCIL



TERMS AND CONDITIONS OF HIRE – WILLIAMSTOWN BOTANIC GARDENS

1. BOOKINGS

Bookings will be accepted on receipt of a completed application form and full payment a minimum of 14 days before the booking date. Tentative bookings will not be accepted.

2. CONFIRMATION

On receipt of the completed application and booking fee, a confirmation letter will be sent to the hirer.

3. CANCELLATION/CHANGES

A 75% refund will be issued if a written cancellation is received at least 72 hours before the booking date. No refund will be issued to cancellations after this time.

A request for a change to the booking (e.g. time of booking) must be conveyed to Council at least 7 days before the date of booking. A request for changes will be honoured only where it is possible.

Only one change of date within 12 months of the original booking is permitted.

A refund will not be issued in the event of inclement weather.

4. WEDDING CEREMONY BOOKINGS

One site must be selected which will be allocated exclusively **for two hours**. Ceremonies can take place on the four sites listed. Bookings will not be taken for any other part of the gardens for ceremonies.

Hirers with a wedding ceremony booking may also use the Gardens for photographs at no extra cost within the two-hour period.

5. WEDDING PHOTOGRAPH BOOKINGS

Wedding photograph bookings are permitted **one hour** only. Groups having wedding photos taken are allowed access to any part of the Gardens except sites that are booked for weddings during the same time period. Check the events sheet at the entrance on the day of booking.

6. GUESTS

No more than **75 guests** are allowed on each of the wedding sites. This condition is strictly enforced to minimise the impact on the Gardens.

7. CONFETTI

Confetti and rice are not permitted to be used at the facility. Flower petals and dried flowers are allowed.

8. VEHICLE ACCESS/ PARKING

The entry of any vehicle or horse-drawn carriage, into the reserve is strictly prohibited. Vehicles are not permitted to be left standing on the nature strip or footpath outside the Gardens, including outside the main gates.

Parking is available in designated parking bays around the gardens in Giffard Street and Osborne Street.

9. MUSIC:

Only acoustic instruments or battery-powered tape recorders to play background music are permitted, providing sound levels are kept to a level that does not disturb other users of the Gardens (72 decibels). Bagpipes are not permitted.

10. TEMPORARY STRUCTURES

Marquees, barricades, tents, chairs or tables are not permitted to be erected/placed in the gardens.

A maximum of 20 chairs for the elderly or disabled are permitted, provided that the chairs are placed on protective

matting. The provision of a small table (e.g. card table) for the signing of documents is permitted.

11. EVENT DISPLAY CASE

An event list will be displayed at the main entrance of the gardens stating the details of wedding bookings. Please indicate on the booking form how you would like the names to be shown on the list (e.g. Mr Joe Smith & Ms Jane Jones).

12. CLEANING/LITTER

All litter and refuse must be removed from the reserve at the conclusion of the event. To request additional bins from Council, please contact Council who can provide you with a quotation from Council's waste contractors. The cost of removing excess litter will be met by the hirer and/or may result in forfeiture of bond monies.

13. PUBLIC ACCESS

The general public maintains the right of access to any portion of the Reserve. Areas cannot be cordoned off as the venue is a public facility. It is recommended the hirer arrive at the venue early to reserve the appropriate amount of space required.

14. BOOKING MONITORING

A park ranger or local laws officer may be in attendance to ensure that all parties using the gardens have a permit. If a permit is not valid or permit conditions are violated, a fine can be issued.

15. BREACHES

Council reserves the right to expel person(s) or terminate the function due to any breach or condition of hire and/or misconduct by patrons.

16. PUBLIC LIABILITY INSURANCE

Public Liability Cover insurance is compulsory when hiring any Council Facility. The Botanic Gardens hire fee includes short term/casual hire (24 hours) Public Liability Insurance cover for \$20 million, for death or personal injury, loss or damage to property, occurring during the period of Insurance. The Hirer (the insured) shall bear the first \$250 of any claim arising out of any one occurrence (Property damage claims). The policy specifically excludes participation risk involving sporting activities and amusement rides. All accidents and/or incidents, which may result in a claim being made under the insurance policy, must be reported to Hobsons Bay City Council within 2 days of the incident.

17. INDEMNITY

The Hirer agrees to **indemnify** and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising out of or in any way related to the granting of a Permit and be directly related to the negligent acts, errors or omission of the Hirer. The Hirer's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, contributed to the loss or liability. The Hirer also agrees to hold harmless the Council, its servants and agents, and each of them from all claims resulting from damage, loss, death or injury whatsoever which may otherwise be brought or made or claimed by the Hirer against the Council, except to the extent that the Principal is negligent.

**WILLIAMSTOWN BOTANIC GARDENS
TERMS AND CONDITIONS**

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