



Venue Hire Booking Form

Please only complete this form if your event is a private event or business function, e.g. meeting, conference or party.

Do NOT complete this form if:

- your event is a **commercial operation** including the buying or selling of goods or services, a ticketed event or fundraiser, or will involve the sale of alcohol. Please email events@anbg.gov.au
- your event is a **wedding**. Please contact Pollen Café direct via events@pollencafe.com.au.
- You require **wedding photography** only. Please contact venues@anbg.gov.au for further information.

VENUE HIRE DETAILS

Date/s of hire		Start time		Finish Time	
Number attending		After hours staffing Weekdays <i>Before 9am; After 4.30pm</i>	\$110/hour x _____ hours	Afterhours staffing Weekends/Public Holidays <i>Before 9am; After 5pm</i>	\$160/hour x _____ hours (minimum 2 hours)
Venue: (Please list all venues you are booking)					
Organisation:					
Contact name:					
Phone:		Email:			
Postal Address (inc. postcode):					

DISCOUNTS

- ☐ Department of Climate Change, Energy, Environment and Water *10% discount*
☐ Friends of the Australian National Botanic Gardens *20% discount*
☐ Deductible Gift Recipient Organisations and Registered Charities *30% discount*
☐ Volunteer run, not-for-profit organisations with aligned purpose+ *30% discount*

NB: Discount does not apply to catering or additional staffing requirements.

ADDITIONAL REQUIREMENTS

Catering	<input type="checkbox"/> I have contacted Pollen on events@pollencafe.com.au or 02 6262 1440 <input type="checkbox"/> I will not be having any catering <input type="checkbox"/> I will be self-catering <input type="checkbox"/> I will be using an external caterer: External caterer _____ Contact phone _____ <input type="checkbox"/> I have not yet decided (let us know 2 weeks before date of your booking)
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Notes	For Flora Explorer bookings or guided tours , please contact the venues team on 0418492450 or venues@anbg.gov.au Please note any other requirements or requests here:		
Floral arrangements	<input type="checkbox"/> I am bringing a floral arrangement <input type="checkbox"/> I am not bringing a floral arrangement	If you are bringing floral arrangements, please read and confirm: Note: Plants must not be brought onto the grounds without prior approval. Floral arrangements must be from a commercial florist only (not a supermarket/general store)	<input type="checkbox"/> I confirm that I am bringing a floral arrangement that is: <ul style="list-style-type: none"> - Free from soil - From a commercial florist (note a supermarket/general store) <input type="checkbox"/> I confirm that I will not place floral arrangements on any of the garden beds at the Australian National Botanic Gardens, and I will take the floral arrangement when I leave <input type="checkbox"/> I accept that the throwing of confetti, rice or flower petals is not permitted

INDOOR VENUES <i>Minimum fee applies to a booking of 4 hours or less</i> <i>After hour bookings available 7am to midnight, staffing fees apply</i>			
Venue	Cost	Capacity and Setup	Equipment Available <i>Please select</i>
CROSBIE MORRISON FUNCTION ROOM, BREAKOUT AREA & KITCHENETTE (Monday – Sunday)	\$600 minimum \$75 per hour	<input type="checkbox"/> Boardroom - up to 16 <input type="checkbox"/> Cabaret - up to 32 <input type="checkbox"/> U-shape - up to 10 <input type="checkbox"/> Workshop - up to 48 <input type="checkbox"/> Standing only - up to 80	Room is equipped with installed double projector and screen. Optional equipment: <input type="checkbox"/> Whiteboard <input type="checkbox"/> PA System <input type="checkbox"/> Lectern
DICKSON ROOM & COURTYARD (inc. Kitchenette) (Monday – Sunday)	\$400 minimum \$37.5 per hour	Permanent boardroom Up to 14 people	Room is equipped with screen and whiteboard
THEATRETTE (Monday – Sunday)	\$110 minimum \$41.43 per hour	Permanent theatrette setup Up to 90 people	Room is equipped with large screen, projector, PA and T-loop. There is a small stage with a lectern, microphone and whiteboard.
SOLANDER STUDIO (Weekend Bookings Only)	\$250 minimum \$25 per hour	<input type="checkbox"/> U-shape - up to 12 <input type="checkbox"/> Boardroom - up to 16 <input type="checkbox"/> Classroom - up to 16 <input type="checkbox"/> Standing only - up to 40	This room has an easy to clean floor and is suitable for workshops. There is no technology installed in the space.
CELIA ROSSER ROOM & COURTYARD (Weekend Bookings Only)	\$250 minimum \$25 per hour	<input type="checkbox"/> U-shape - up to 14 <input type="checkbox"/> Boardroom - up to 14 <input type="checkbox"/> Classroom - up to 12 <input type="checkbox"/> Standing only - up to 40	A Smartboard which can act as a screen or whiteboard is installed in the room.
BANKSIA CENTRE & COURTYARD (Weekend Bookings Only)	\$500 minimum \$100 per hour	See above details for Solander and Celia Rosser Room	

OUTDOOR VENUES		
Minimum fee applies to a booking of 4 hours or less After hour bookings available 7am to midnight, staffing fees apply		
Venue	Capacity (persons)	Price
<input type="checkbox"/> Crosbie Morrison Amphitheatre & Lawn	500	Up to 50 attendees <ul style="list-style-type: none">\$160 minimum\$25 per hour 51-100 attendees <ul style="list-style-type: none">\$310 minimum\$50 per hour 101-250 attendees <ul style="list-style-type: none">\$760 minimum\$125 per hour 251-500 attendees <ul style="list-style-type: none">\$2550 minimum\$318.75 per hour
<input type="checkbox"/> Banksia Garden	200	
<input type="checkbox"/> Brittle Gum Lawn	200	
<input type="checkbox"/> Friends Lawn (after hours only, additional fees apply)	200	
<input type="checkbox"/> Rock Garden Lawn	200	
<input type="checkbox"/> Burbidge Amphitheatre	150	
<input type="checkbox"/> Ducrou Pavilion	100	
Escort Ranger Required (Includes one escort in and one escort out) <input type="checkbox"/> \$50 weekday <input type="checkbox"/> \$75 weekend Note: if you have multiple vendors/vehicles that require an escort, please arrange for them to be on site at the same time, if this is not possible, multiple escort fees will be required.		
Wet Weather back up venue (only available weekends) \$260 <input type="checkbox"/> Crosbie Morrison <input type="checkbox"/> Banksia Centre		

Terms and Conditions

1. Use of Venue Space

The Australian National Botanic Gardens (ANBG) is open from 8.30am to 5.00pm daily, except Christmas Day. Venues are available between the hours of 9.00am and 4.30pm. Visitors must vacate the venue by 4:30pm and the ANBG grounds by 5.00pm. ANBG gates are locked at 5.00pm.

Indoor venues will be opened 15 minutes prior to the start of venue hire. Hirers who leave the ANBG after 5.00pm (unless an after-hours booking has been arranged in advance) will be charged an after- hours staffing fee. Venue hire is available out of standard operating hours, an additional fee will apply.

2. Cancellation or Change of Date

Cancellations must be notified by in writing and may incur the following charges:

- Less than 30 days notice - \$50.00 administration fee
- Less than 14 days notice - 50% of hire fee
- Less than 7 days notice - 100% of hire fee

Cancellation fee may be waived if booking is rescheduled at the time of cancellation. Any rescheduling of booking must be within a 3-month period of the original booking date.

3. Parking

Hirers must use the public car park. Parking fees apply and coins and credit cards are accepted. Accessible car spaces are available in the main carpark and adjacent to the Crosbie Morrison building and Banksia Centre, free of charge.

4. Catering

Pollen are the onsite caterers for private functions within the ANBG. Arrangements for catering can be made directly with Pollen at events@pollencafe.com.au or (02) 6262 1440.

External and self-catering is permitted. However, cooking using BBQ and open flames is prohibited. Hirers must notify ANBG Venues and provide contact details when using external and self-catering services. All catering equipment, food and beverages brought into the venue must be removed at the end of hire and the venue is to be left clean and tidy (see item 6). Any ANBG catering equipment used must be placed in the dishwasher and switched on prior to departure.

5. Behaviour and Conduct

The hirer and guests must behave in an orderly manner compliant with applicable laws. The hirer is responsible for their guests. The ANBG reserves the right to remove any person from the premises who displays inappropriate, dangerous or offensive behaviour.

- All visitors must comply with the ANBG Visitor Code of Conduct, ANBG regulations and staff directions whilst in the ANBG.
- Functions must not conflict with the use and enjoyment of the ANBG by other visitors.
- For further information visit <https://parksaustralia.gov.au/botanic-gardens/visit/advice-for-visitors/>

6. Care of the Venue Space

- The venue and facilities must be left in a clean and tidy condition. The kitchen area including benchtops, oven, microwave, fridge and equipment must be wiped and all food and beverages removed.
- All rubbish and recycling must be disposed of in the appropriate bins or taken off site. Please note all outdoor areas of the ANBG are bin free and outdoor venue hirers must take their waste off site.
- On conclusion of the function, all lights, heating and air-conditioning must be turned off.
- Failure to comply with any of these conditions may lead to additional charges.
- For the safety of visitors and the care of the ANBG's living collection, ball games, kites, frisbees, bicycles, scooters, segways and skateboards are prohibited.

7. Damage and Repairs

The hirer is responsible for any expenses relating to repairs, damage, breakages or loss of equipment and/or additional cleaning at a fee determined by the ANBG.

8. Music and Noise

Music and noise are to be restricted to a reasonable level and is to not interfere with other ANBG visitors. Music is expected to be appropriate and not contain any offensive content. The use of amplifier equipment will need written prior approval by the ANBG.

9. Infrastructure

The ANBG has an underground watering network and therefore hirers are not permitted to insert anything into the ground. All infrastructure including marquees and banners must be secured with weights and requires pre-approval in writing.

10. Property

The ANBG will not be held responsible for any loss or damage to any property belonging to either the hirer or their guests. All items of property owned by the hirer and their guests must be removed from the venue by the agreed vacation time.

The hirer is not permitted to remove any ANBG property from the venue without written consent. Furniture may be moved around the hired space but must be returned to its original position at the end of the hire.

11. Deliveries and Collection

It is the hirer's responsibility to arrange access to the ANBG venue for deliveries and collections. Vehicles are not permitted beyond the carpark without prior approval and an ANBG staff escort (fees apply).

12. Decorations

Decorations must have approval in writing from the ANBG prior to the hire. Nails, screws, tape and other hole-punching or potential damaging products must not be used. Non-marking fasteners are permitted. All permitted decorations and fastenings must be removed at the end of the hire.

13. Safety

- Fire exits and extinguishers must remain clear of obstruction at all times.
- Care must be taken by the hirer and guests for personal safety and children must be supervised at all times.
- Hirers are encouraged to familiarise themselves with the venue's emergency evacuation plan and meeting points displayed within the venue.
- ANBG reserves the right to change capacity limits in line with ACT Covid-19 safety requirements or as required.

14. Commercial Activities and Permits

The ANBG is a Commonwealth Reserve managed by the Director of National Parks. Certain activities in Commonwealth parks and reserves will need approval from the Director under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and the Environment Protection and Biodiversity Conservation Regulations 2000 (EPBC Regulations).

It is a requirement of the Act that the ANBG protect and manage the flora, fauna and heritage places within the site. The following regulations and permits apply to ANBG venue hire:

- Plant material including floral arrangements and decorations cannot be brought onsite without written approval from the ANBG prior to the hire. Plant materials must be removed from the venue at the end of the hire. Contact venues@anbg.gov.au
- An approved Other Activities Permit is required for any animals brought onto the site. Assistance animals do not require a permit. Contact permits@anbg.gov.au.
- An approved Other Activities Permit is required for commercial activities including commercial filming and photography (this excludes wedding photography). Contact permits@anbg.gov.au.
- Fees apply for wedding photography. For further information contact venues@anbg.gov.au
- If your event is a commercial operation including the buying or selling of goods or services, a ticketed event or fundraiser, or will involve the sale of alcohol, a *Commercial Event Application Form* must be submitted. This form can be obtained by contacting events@anbg.gov.au

15. Alcohol

If your event includes the sale of alcohol, a *Commercial Event Application Form* must be submitted. This form can be obtained by contacting events@anbg.gov.au. For general venue hire, BYO alcohol is permitted but the ANBG must be notified in writing.

Bookings, Billing and Terms of Payment

Venue bookings are made by completing this form and submitting to venues@anbg.gov.au. Booking confirmation is subject to venue, date and time availability. Full payment of the venue hire fee is required to secure the booking. Additional charges may apply if any of the terms and conditions are broken.

16. Dangerous Conditions

For the safety of all ANBG visitors, the ANBG may be required to cancel the booking in dangerous, or potentially

dangerous weather conditions including days of Total Fire Ban. A full refund or a transfer of booking will be available in these circumstances.

17. COVIDSafe Practices

ANBG Venues applies COVIDsafe practices to venue hire at that Gardens based on ACT Government's advice:

- ensure that attendees do not exceed the maximum capacity of the venue, noting the changing sqm capacities.
- ensure that people do not attend the venue if they are sick.
- check into the venue using the *Check-in CBR* App and QR codes available in all ANBG venues.
- Ensure that attendees comply with the current ACT Health Directions, including wearing masks when required.

The ANBG's [Covid Safety Plan is available on our website](#)

18. Breach of Terms and Conditions

The ANBG reserves the right to reject venue hire applications or to cancel the venue hire booking should the hirer be in breach of any of the terms and conditions. Venue hire fees will not be refunded in the event of a breach.