

# Venue Booking Form



Australian National Botanic Gardens

Reservation #:

<b>Date of hire:</b>	<b>Start time:</b>	Bookings outside 9am – 4.30pm will incur an after-hours fee. Venue will be opened 15 mins prior to your booked start time.
	<b>Finish time:</b>	
<b>Organisation:</b>		<b>Contact name:</b>
		<b>Number attending:</b>
<b>Postal Address:</b>		<b>Postcode:</b>
<b>Phone:</b>		<b>Email:</b>

**Department of Agriculture, Water and the Environment** hirer 10% discount (venue hire fees only)  
 **Friends of the Australian National Botanic Gardens** 15% discount (venue hire fees only)  
 **Deductible Gift Recipient Organizations & Registered Charities** 40% discount (venue hire fees only)  
*Discount does not apply to catering, parking or additional requirements. Please adjust total below in PAYMENT.*

INDOOR VENUES		Full day booking is 9:00 am – 4:30 pm. Half-day booking is 4 hours or less.	
Crosbie Morrison Building	<input type="checkbox"/> <b>\$750</b> Full day <input type="checkbox"/> <b>\$500</b> Half day	Set-up Options	<input type="checkbox"/> Boardroom (up to 16 attendees) <input type="checkbox"/> Cabaret (up to 32 attendees) <input type="checkbox"/> U-shape (up to 10 attendees) <input type="checkbox"/> Workshop/café (up to 48 attendees) <input type="checkbox"/> Standing only (up to 100 attendees)
	Dickson Room Seats 16 <input type="checkbox"/> <b>\$490</b> Full day <input type="checkbox"/> <b>\$370</b> half day Permanent boardroom setup		Theatrette Seats 90 <input type="checkbox"/> <b>\$400</b> Full day <input type="checkbox"/> <b>\$280</b> half day or <input type="checkbox"/> <b>\$110</b> per hour for ____ hours Permanent Theatrette setup

OUTDOOR VENUES						Full day booking is 9:00 am - 4:30 pm. Half day booking is 4 hours or less.					
Crosbie Morrison Lawn <input type="checkbox"/> Capacity: 250	Brittle Gum Lawn <input type="checkbox"/> Capacity: 250	Rock Garden Lawn <input type="checkbox"/> Capacity: 200	Ducrou Pavilion <input type="checkbox"/> Capacity: 150	Burbidge Amphitheatre <input type="checkbox"/> Capacity: 200	Banksia Garden <input type="checkbox"/> Capacity: 200	<b>up to 50 attendees</b> <input type="checkbox"/> <b>\$150</b> Half day <input type="checkbox"/> <b>\$250</b> Full day		<b>51-100 attendees</b> <input type="checkbox"/> <b>\$300</b> Half day <input type="checkbox"/> <b>\$500</b> Full day		<b>101-250 attendees</b> <input type="checkbox"/> <b>\$750</b> Half day <input type="checkbox"/> <b>\$1250</b> Full day	
Wet Weather Back-Up Indoor Venue <input type="checkbox"/> <b>\$200</b> <i>A wet-weather venue cannot be purchased after the booking form is submitted.</i>											

<b>CATERING</b>	<input type="checkbox"/> I have contacted Pollen on <a href="mailto:events@pollencafe.com.au">events@pollencafe.com.au</a> or 02 6262 1440 <input type="checkbox"/> I will not be having any catering		<input type="checkbox"/> I will be using an external caterer
	<b>ADDITIONAL REQUIREMENTS</b> <b>After hours staff fee:</b> \$100 per hour (minimum 2 hours) = \$		<b>Weekend staff fee:</b> \$150 per hour (minimum 2 hours) = \$
<b>Guided Walk:</b> <input type="checkbox"/> I have contacted <a href="mailto:bookedwalks@friendsanbg.org.au">bookedwalks@friendsanbg.org.au</a>			

BOOKING PAYMENT			
Payment of \$	(includes GST)	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card
Card number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of cardholder:	Expiry: <input type="text"/>		

I agree to abide by the terms and conditions of use as stated in the ANBG Venue Booking information (on the next page).

Signature of hirer	Date:
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Send to: **Venue Bookings Office, GPO Box 1777 ACT 2601** or [venues@anbg.gov.au](mailto:venues@anbg.gov.au)

## 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. Instead, please email [events@anbg.gov.au](mailto:events@anbg.gov.au) to obtain a Commercial Event Application Form.
- Your event is a **wedding**. Pollen Café are the onsite wedding coordinators. Please contact Pollen direct via [events@pollencafe.com.au](mailto:events@pollencafe.com.au) or visit [www.pollencafe.com.au/weddings](http://www.pollencafe.com.au/weddings).
- You require wedding photography only. Please contact [venues@anbg.gov.au](mailto:venues@anbg.gov.au) for further information. Fees apply.

## Please complete this form if:

- your event is a private event or business function, e.g. meeting, conference or party

## Venue Hire Booking Information

- The Gardens are open from 8.30 am to 5.00 pm daily, except Christmas Day.
- **Venues are available between the hours of 9.00 am – 4.30 pm.**
- Contact [venues@anbg.gov.au](mailto:venues@anbg.gov.au) or 0418 492 450 to check availability.
- Full payment and a completed booking form are required to confirm a booking.
- Special requirements should be requested at the time of booking.
- A **full day booking** is 9:00 am – 4:30 pm. A **half day booking** is 4 hours or less.
- Venue hire out of standard operation hours will attract an additional fee to cover staff costs.
- Room hire charges listed on this form are effective to 31 December 2021, please check website for current prices.
- All fees are GST inclusive.
- Free Wi-Fi, audiovisual equipment and whiteboards are available in all indoor venues.
- The Gardens Covid Safety Plan is available from the [Gardens website](#). Hirer must abide by current ACT health restrictions and requirements.
- Hirers must use the public car park. Parking meters take coins and credit cards.
- Service parking can only be used by hirers with prior approval for pick up or delivery of equipment.

## Catering

Pollen are the **onsite catering providers** for private functions within the Gardens. Arrangements for catering and payment are made directly with Pollen [events@pollencafe.com.au](mailto:events@pollencafe.com.au) or 02 6262 1440.

## Cancellations

Cancellations must be notified in writing and will 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

For public safety in dangerous or potentially dangerous weather conditions Gardens staff may be required to cancel the booking. Refund or transfer of the booking fee will be available in these cases.

## Conditions of use

- Visitors must comply with the Visitor Code of Conduct, Gardens regulations and staff directions whilst in the Gardens.
- Events must not conflict with the use or enjoyment of the Gardens by other visitors.
- Vehicles are not permitted beyond the car park with Ranger escort which must be arranged prior to hire date.
- Hirers are responsible for ensuring the venue is left clean and tidy.
- Hires must vacate the Gardens prior to 5:00pm unless an afterhours fee has been paid.
- Hirers are responsible for providing their own butchers paper, note pads, stationery and mints.
- Any breakages or damage to the room will be charged to the hirer.
- Self-catering and use of a catering company other than Pollen are subject to prior written approval.
- Any variation to stated conditions is subject to prior approval and additional charges may apply.

Send to: **Venue Bookings Office, GPO Box 1777, Canberra ACT 2601** or [venues@anbg.gov.au](mailto:venues@anbg.gov.au)