

Australian National Botanic Gardens		Reservation #:
Venue Booking Form		
Send to: Venues Officer Australian National Botanic Gardens, GPO Box 1777 ACT 2601 or venues@anbg.gov.au		
Date:	Start time:	Finish time:
Include set up and pack up time		
Contact name / Organisation:		Number attending:
Postal Address:		Postcode:
Phone:	Mobile:	
Email:		

INDOOR VENUES		
Crosbie Morrison <input type="checkbox"/> \$720 Full day <input type="checkbox"/> \$480 Half day	Dickson Room <input type="checkbox"/> \$480 Full day <input type="checkbox"/> \$360 half day	Theatrette <input type="checkbox"/> \$495 Full day <input type="checkbox"/> \$385 half day or <input type="checkbox"/> \$110 per hour for ____ hours

OUTDOOR VENUES					
<input type="checkbox"/> \$480 Full day up to 100 people <input type="checkbox"/> \$725 Full day 101-250 people		<input type="checkbox"/> \$360 Half day up to 100 people <input type="checkbox"/> \$545 Full day 101-250 people			
<input type="checkbox"/> Burbidge Amphitheatre	<input type="checkbox"/> Ducrou Pavilion	<input type="checkbox"/> Brittle Gum Lawn	<input type="checkbox"/> Crosbie Morrison Amphitheatre	<input type="checkbox"/> Northern Eucalypt Lawn	<input type="checkbox"/> Rock Garden Lawn

CATERING	<input type="checkbox"/> Contact Pollen on events@pollencafe.com.au or 02 6262 1440	
ADDITIONAL REQUIREMENTS	After hours Staff: \$100 per hour (min 2 hours) \$	Pre-paid parking pass (non-refundable) \$13 per day X = \$

BOOKING PAYMENT	
Payment of \$ (includes GST)	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card
Name of cardholder:	
Card number:	Expiry:
I agree to abide by the terms and conditions of use as stated in the ANBG Venue Booking information.	
Signature of hirer	Date:

Venue Hire Booking Information

- The Gardens are open from 8.30 am to 5.00 pm daily, except Christmas Day.
- Venues are available 9.00 am – 4.30 pm weekdays.
- Contact venues@anbg.gov.au or 0418 492 450 to check availability.
- Tentative bookings are valid for 14 days. Full payment and a completed Booking Form are required to confirm a booking.
- Special requirements should be requested at the time of booking.
- A **half day booking** is 4 hours or less, a **full day booking** is 9:00 am - 4:30 pm.
- Venue hire on weekends and out of standard operation hours will attract an additional fee to cover staff costs. Minimum Staff Services Fee of \$200, includes up to 2 hours, and \$100 per hour thereafter.
- Room hire charges listed on this form are effective to 30 December 2017, please check website for current prices.
- Free wifi, audiovisual equipment and electronic whiteboards are available in all indoor venues.

Parking

- Hirers must use the public car park. Parking fees are \$3.20 per hour (max \$13 per day). Parking meters take coins and credit cards.
- Prepaid parking tickets are available on request. Prepaid parking tickets are non-refundable.
- Service parking can only be used by hirers with prior approval for pick up or delivery of equipment.

Catering

- Pollen are the catering providers for private functions within the Australian National Botanic Gardens. Arrangements for catering and payment are made directly with Pollen 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

Conditions of use

- Visitors must vacate the Gardens by 5.00 pm (unless an after-hours booking has been arranged in advance). Hirers who leave after 5.00 pm will be charged the after-hours staffing fee of \$100 per hour (minimum \$200).
- 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.
- The sale of alcohol is not permitted.
- Vehicles are not permitted beyond the car park.
- Hirers are responsible for ensuring the venue is left clean and tidy.
- Hirers are responsible for providing their own paper for presentation easel.
- Any breakages or damage to the room will be charged to the hirer.
- Commercial and fundraising activities are subject to prior approval and permits.
- 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.
- **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.**

Venue Office

Phone: 0418 492 450 **Email:** venues@anbg.gov.au
Australian National Botanic Gardens
GPO Box 1777 CANBERRA ACT 2601