



### 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](mailto: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](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

### 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 butchers paper, note pads, stationary and mints. Whiteboard markers are provided.
- 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](mailto:venues@anbg.gov.au)  
Australian National Botanic Gardens  
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