

Venue Booking Form



AUSTRALIAN NATIONAL
BOTANIC GARDENS

Reservation #:

Date of hire:	Start time:	Bookings outside 9am – 4.30pm will incur an after-hours fee. Venue will be opened 15 mins prior to your booked start time.
	Finish time:	
Organisation:		Contact name:
		Number attending:
Postal Address:		Postcode:
Phone:		Email:
<input type="checkbox"/> DoEE hirer 10% discount (venue hire fees only) <input type="checkbox"/> Friends of the ANBG 15% discount (venue hire fees only) <input type="checkbox"/> Registered Charity organizations 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 - 9:00 am - 4:30 pm Half-day booking - 9.00 am – 1.00 pm or 12.30 pm – 4.30pm (4 hours or less)			
Crosbie Morrison Room	<input type="checkbox"/> \$720 Full day <input type="checkbox"/> \$480 Half day	Room Set Up	<input type="checkbox"/> U shape <input type="checkbox"/> Boardroom <input type="checkbox"/> Workshop/cafe <input type="checkbox"/> Lecture Default U shape set up
Dickson Room	<input type="checkbox"/> \$480 Full day <input type="checkbox"/> \$360 half day Permanent board room setup	Theatrette	<input type="checkbox"/> \$495 Full day <input type="checkbox"/> \$385 half day or <input type="checkbox"/> \$110 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.					
<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 Half day 101-250 people			
Burbidge Amphitheatre <input type="checkbox"/>	Ducrou Pavilion <input type="checkbox"/>	Brittle Gum Lawn <input type="checkbox"/>	Crosbie Morrison Amphitheatre <input type="checkbox"/>	Rock Garden Lawn <input type="checkbox"/>	Northern Eucalypt Lawn <input type="checkbox"/>
Wet Weather Back-Up Indoor Venue <input type="checkbox"/> \$160 <i>A wet-weather venue cannot be purchased after the booking form is submitted.</i>					

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	
	ADDITIONAL REQUIREMENTS	After hours staff fee: \$100 per hour (min 2 hours) \$ Pre-paid parking pass (non-refundable) \$14 per day X = \$
	Guided Walk: <input type="checkbox"/> I have contacted bookedwalks@friendsanbg.org.au	

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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Name of cardholder: _____	Expiry: <input type="text"/> <input type="text"/> / <input type="text"/> <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: _____

Send to: **Venue Bookings Office, GPO Box 1777 ACT 2601** or venues@anbg.gov.au

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 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 and must be made between the hours of either 9.00 am – 1.00 pm, or 12.30 pm – 4.30 pm.
- Venue hire 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 2018, please check website for current prices.
- Free Wi-Fi, audiovisual equipment and electronic whiteboards are available in all indoor venues.
- All fees are GST inclusive.

Parking

- Hirers must use the public car park. Parking fees are \$3.40 per hour (max \$14 per day). Parking meters take coins and credit cards.
- Prepaid parking tickets are available on request. Payment must be made in bulk by the venue hirer. These tickets can be mailed out prior to the hire when given more than 3 weeks' notice. Alternately, tickets are left for collection on the day at the hired venue.
- 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 butchers paper, note pads, stationery 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.**

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