

# Weddings in the Gardens

The natural beauty of the Australian National Botanic Gardens provides a stunning backdrop for your wedding. From the lush green rainforest gully, the sunlit rock garden overlooking Australian daisies, to the picturesque lawn areas, the Gardens has eight private outdoor wedding sites for you to choose from.

## Outdoor wedding sites

The following sites are available for exclusive use for your wedding (all sites have access to power):

Site	Capacity	Distance from car park	Shade from trees	Undercover area
Burbidge Amphitheatre	200	500 m	✓	
Ducrou Pavilion	50	500 m	✓	✓
Northern Eucalypt Lawn	200	500 m	✓	
Rock Garden Lawn	150	460 m		✓
Brittle Gum Lawn	100	230 m	✓	
Crosbie Morrison Amphitheatre	100	110 m	✓	✓
Rainforest Gully	10	100m	✓	
Red Centre Garden	50	600m		

## Wedding Ceremony site fees

The cost of a wedding ceremony site at the Gardens is \$700 (GST inc). This includes up to 4 hours exclusive use of a site during opening hours. This fee also includes the photography fee. Additional charges for hire of equipment and services apply. Cancellation fees may be incurred if wedding bookings are cancelled or altered (see *Wedding Booking Form* for details).

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

## Wet Weather Option

The Gardens has limited indoor venues that can be reserved in case of wet weather. If you do not reserve a wet weather indoor option and have inclement weather on the day of your booking, a suitable indoor venue may not be available. The wet weather reservation cost is \$160.



## Premium Package

### *Flora Explorer*

The Gardens' 12-seater electric shuttle bus is available for use. The Flora Explorer comes with a chauffeur and can be used to transport you, your bridal party and your guests to your ceremony or photography locations. The cost of the Flora Explorer is \$150 per hour.

### *Rainforest Mist and Illumination*

The lower boardwalk in the Rainforest Gully has lighting and mist available for wedding photography and the enjoyment of guests. The cost of mist and illumination in the Rainforest Gully is \$100.

## Wedding Coordinator

Bookings for ceremony sites and wet weather backups are made through the Gardens' Booking Officer. Wedding ceremony logistics, catering, equipment hire and reception bookings are coordinated by the Pollen Events Coordinator.

## Equipment Hire and Decorations

Please speak to the Pollen Events Coordinator regarding equipment hire and decorations for your ceremony or reception on 02 6262 1440 or [events@pollencafe.com.au](mailto:events@pollencafe.com.au)  
Some restrictions may apply.

## Receptions in the Gardens

Wedding receptions can be held in an outdoor venue, indoor venue or at Pollen. To book a reception in the Gardens please contact the Pollen Events Coordinator on 02 6262 1440 or [events@pollencafe.com.au](mailto:events@pollencafe.com.au). Reception, ceremony services and equipment hire incur charges. Payment for these are made separately to the site booking fee.

### How to Book a Wedding Site

- To tentatively book a wedding site, check availability or conduct a site inspection, please contact the Venue Booking Officer on 0418 492 450 or [venues@anbg.gov.au](mailto:venues@anbg.gov.au)
- Discuss your ceremony and/or reception requirements with the Pollen Events Coordinator
- 02 6262 1440 or [events@pollencafe.com.au](mailto:events@pollencafe.com.au)
- Complete a wedding booking form and return to the Venue Booking Officer. Full payment is required to confirm a booking. A receipt will be issued.

### How to Book a Wedding Reception or discuss your ceremony needs

- To book a reception in the Gardens or to discuss your ceremony needs, please contact the Pollen Events Coordinator on 02 6262 1440 or [events@pollencafe.com.au](mailto:events@pollencafe.com.au)
- On-site catering, reception, ceremony services and equipment hire incur charges.

# Wedding Booking Form

## Contact Details

<b>Names</b>	
<b>Address</b>	<b>Postcode</b>
<b>Email</b>	
<b>Mobile phone</b>	
<b>Contact name and number for wedding day</b>	

## Wedding details

<b>Date of hire</b>	
<b>Time of ceremony site hire</b>	<b>Start</b> <b>Finish</b>
<b>Time of ceremony</b>	
<b>Number of people attending</b>	

We will be holding the following at the Australian National Botanic Gardens:

- Photography only (\$200 inc. GST)
- Ceremony (includes photography fee)
- Reception

## Wedding Ceremony Site

<b>First preference (4 hours / \$700 inc. GST)</b>	<b>Second preference (4 hours / \$700 inc. GST)</b>	<b>Wet weather reservation location (\$160 inc. GST)</b>
<input type="checkbox"/> Burbidge amphitheatre	<input type="checkbox"/> Burbidge amphitheatre	<input type="checkbox"/> Crosbie Morrison Room
<input type="checkbox"/> Ducrou Pavilion	<input type="checkbox"/> Ducrou Pavilion	<input type="checkbox"/> Dickson Room
<input type="checkbox"/> Brittle Gum Lawn	<input type="checkbox"/> Brittle Gum Lawn	<input type="checkbox"/> Other
<input type="checkbox"/> Crosbie Morrison Amphitheatre	<input type="checkbox"/> Crosbie Morrison Amphitheatre	Please specify _____
<input type="checkbox"/> Northern Eucalypt Lawn	<input type="checkbox"/> Northern Eucalypt Lawn	
<input type="checkbox"/> Rock Garden Lawn	<input type="checkbox"/> Rock Garden Lawn	
<input type="checkbox"/> Rainforest	<input type="checkbox"/> Rainforest	
<input type="checkbox"/> Red Centre Garden	<input type="checkbox"/> Red Centre Garden	

## Gardens' Premium Package

<input type="checkbox"/> <b>Flora Explorer (\$150 up to 1.5 hrs)</b>	Time from	Time to
<input type="checkbox"/> <b>Rainforest mist and lights (\$100)</b>	Mist - time from	Time to
	Lights - time from	Time to

<b>Wedding ceremony site bookings and enquires:</b>	<b>Wedding receptions in the Gardens, ceremony logistics and equipment hire needs:</b>
Gardens' Venue Bookings Officer T: 0418 492 450 E: <a href="mailto:venues@anbg.gov.au">venues@anbg.gov.au</a>	Pollen Function Coordinator T: (02) 6262 1440 E: <a href="mailto:events@pollencafe.com.au">events@pollencafe.com.au</a>

## Conditions of Use

- The Gardens are open from 8:30 am – 5:00 pm daily, except Christmas Day. Visitors must vacate the Gardens by 5.00 pm, unless otherwise arranged with the Pollen Function Coordinator. A security charge is applicable if the site is required after hours.
- The Visitor Code and Gardens' regulations must be observed and visitors must comply with staff directions.
- 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 without prior approval.
- Hirers and guests must use the public car park. Parking fees are \$3.20 per hour (max \$13.00 per day). **Please note:** Parking meters take coins and credit cards.
- There are no bins in the Gardens. Hirers are responsible for ensuring the venue is left clean and tidy.
- The throwing of confetti, rice and flower petals is not permitted.
- Domestic pets are not allowed in the Gardens.
- **Plants must not** be brought into Gardens without prior approval.
- Cancellations and alterations to confirmed bookings must be notified in writing and will incur the following charges:
  - Cancellation with less than 30 days notice \$50
  - Cancellation with less than 14 days notice 50% hire fee
  - Cancellation with less than 7 days notice 100% hire fee
- For public safety in dangerous or potentially hazardous weather conditions, Gardens' staff may be required to cancel the booking. Refund or transfer of the booking fee will be available in these cases.
- Any variation to stated conditions is subject to prior approval and additional charges may apply.

## Agreement

I agree to abide by the terms and conditions of use:

Signature of hirer \_\_\_\_\_ Date \_\_\_\_\_

## Booking Confirmation and Payment

Full payment and completed booking form are required to confirm a booking.

Payment includes site hire, wet weather backup fee, Flora Explorer fee and Rainforest mist and lights package fee.

Payment of \$ \_\_\_\_\_ by **Cheque** or **credit card**: Mastercard / Visa (please circle)

Card Number:

Cardholder name (block letters) \_\_\_\_\_ Expiry date \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Cheques payable to: **Australian National Parks Fund (ABN 13 051 694 963)**

Please return to: **Gardens' Booking Officer**, Australian National Botanic Gardens

GPO Box 1777 ACT 2601

Fax: (02) 6250 9599

Email: [venues@anbg.gov.au](mailto:venues@anbg.gov.au)