

## FEES:

### OUTDOOR SITES

\$220 per hour including GST for venue hire

\$110 per hour including GST for photo session

(Photography fee does not apply to patrons who have booked and paid for site hire to conduct their ceremony).

### INDOOR SITES

Conservatory - \$550 per hour including GST

Fuchsia House - \$440 per hour including GST

Photographs only in the Conservatory \$220 & Fuchsia House \$110 per hour including GST

The Visitors Centre Foyer is available for small ceremonies of no more than 50 people at \$220 per hour including GST.

A refund of 50% for cancellation of your venue hire will only be given if we receive a minimum of four weeks' notice in writing prior to the date of the event, or in other special circumstances at the Director's discretion.

Book your site by filling in this application and forwarding it with your payment to the Gardens.

Please bring your signed application and receipt with you on the day as it may be requested.

#### Application

I have read the Conditions of Hire and I hereby agree to comply with these conditions as set out by the Royal Tasmanian Botanical Gardens:

Name(s) \_\_\_\_\_

Postal Address \_\_\_\_\_

Contact Numbers \_\_\_\_\_

Type of event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_ until \_\_\_\_\_

Number of Guests \_\_\_\_\_

Location \_\_\_\_\_

Special Requests / partner's details \_\_\_\_\_

Signed \_\_\_\_\_

PLEASE NOTE: Your personal information will be used for the purpose of hiring a venue within the Gardens that you have selected. The personal information may be used for other purposes permitted by the Royal Tasmanian Botanical Gardens Act 2002 and will be managed in accordance with the Personal Information Protection Act 2004.

#### Payment Options

(Please circle) Bankcard / Visa / Mastercard

Account Number \_\_\_\_\_

Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name as on card \_\_\_\_\_



Ph: (03) 6166 0451

Fax: (03) 6236 3051

Email: [rtbg@rtbg.tas.gov.au](mailto:rtbg@rtbg.tas.gov.au)

[www.rtbg.tas.gov.au](http://www.rtbg.tas.gov.au)



## Venue Hire

- *Weddings and photo sessions*
- *Commercial photography*
- *Memorial services*
- *Naming ceremonies*
- *Corporate and private functions*
- *Training Centre*



## Beautiful Sites Available For Hire

### Japanese Gardens

Evergreen and colourful deciduous trees in a simplistic and natural setting.

### French Memorial Fountain

This fountain is set amongst a landscaped rock garden with a variety of trees and shrubs.

### Anniversary Arch

A romantic carved arch set at the base of stone steps, surrounded by tall shady trees and shrubs.

### Lily Pond (inc bridge and lawn area above)

This pond is surrounded by colourful annuals and shrubs as well as water lilies floating in the Pond.

**All outdoor sites cost \$220 per hour (inc GST).**

### Conservatory

A magnificent setting, this beautiful stone building holds spectacular floral displays creating the most delightful and colourful backdrop to any ceremony.

**This facility can accommodate approximately 80 people. Cost \$550.00 per hour, including GST**

#### Conservatory conditions of use:

- Please do not bring food or drink into the Conservatory building unless formal catering is approved
- Alcohol is not permitted unless purchased from the Gardens restaurant
- Pots, plants or seats must not be moved or disturbed.
- The plants must not be picked.
- No additional decoration is allowed.

- Confetti, rice, petals, etc. must not be thrown in the Conservatory building, grounds or car park areas of the Royal Tasmanian Botanical Gardens.

Administration staff must be notified in advance for:

- Availability of electrical outlet
- To turn water fountain off



## Receptions and Catering

The Gardens offer a fine dining experience in Tasmania's most magnificent location. To tailor a function that meets your unique needs contact us on 6166 0451

### Fuchsia House

This covered site is open on two sides incorporating beautiful garden scenes, perfect for any events.

### Training Centre

Our Training Centre is an intimate conference, workshop or meeting venue in a beautiful setting. Available 7 days a week, its features include:

- Refreshment facilities
- Air conditioned
- Electronic whiteboard
- TV and Video
- Data projector
- Overhead projector
- Toilet facilities

The Centre can be used in either a meeting or theatre layout, accommodating up to 40 people.

Catering can also be arranged through the Gardens Restaurant

**Bookings are essential – please contact our administration staff on 03 6166 0451 for further details.**

## Conditions of Venue Hire

- There is no vehicle access inside the Royal Tasmanian Botanical Gardens. Please advise all drivers of this condition. No reserved parking is available.
- The Gardens are open to the public and while all effort is made to secure a booked site, no site is exclusive and other visitors to the Gardens may encroach on this space.
- A private function after hours will require cleaning & security to be arranged by the Royal Tasmanian Botanical Gardens at additional cost.
- Confetti, rice, petals, etc. must not be used in the Garden grounds or outside the Gardens entrances.
- Visitors must vacate the gardens by closing time
- Bookings may be affected by external factors such as theatre performances and garden works. If this is likely you will be notified as soon as possible.
- The Gardens does not supply furniture and specific permission is required if you wish to bring any equipment or furniture into the Gardens.
- Gardens furniture may not be moved.
- No power is available to outside sites.
- Power outlets are available within the Conservatory provided you supply your own recently-checked and tagged power cords.
- All activities within the Gardens are subject to & must comply with the Royal Tasmanian Botanical Gardens Act 2002, or any subsequent Act. The Act is available at [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)

