



## Site Hire – Conditions and Payment Information

### Confirming your Site Hire:

Your site hire is confirmed when payment is received. To finalise your site booking please fill in and return the application form (page 5) via email at [visitorservices@rtbg.tas.gov.au](mailto:visitorservices@rtbg.tas.gov.au) or come in and see us at the Visitor Hub or Botanical Shop.

### Fees:

#### Premium Sites

##### ***Conservatory & Lily Pond***

- \$550 per booking (Maximum 2 hours) including GST

#### Other Sites

##### ***Japanese Garden, Fuchsia House, Gazebo, Wombat 1, & Anniversary Arch***

- \$220 per booking (Maximum 3 hours) including GST

*Most areas of the gardens are available to book – if a site that you desire is not listed here or if you would like to extend your booking, just ask our friendly staff.*

#### Photography Sessions

- \$110 per booking including GST for photography sessions

*Note that if you are holding your event on site you do not need to pay an additional fee for photography.*

### Receptions:

For information about catering at the Gardens please contact Succulent Restaurant on 03 6234 0606.

## Conditions of Site Hire:

- There is no vehicle access inside the Royal Tasmanian Botanical Gardens – there is no reserve parking.
- 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.
- After hours functions will require cleaning & security to be arranged by the Royal Tasmanian Botanical Gardens at an additional cost.
- Confetti, rice, petals, etc. must not be used in the Gardens or outside the Gardens entrances.
- 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.
- Garden furniture may not be moved – plants must not be picked.
- A strict plant quarantine is currently in effect at RTBG to prevent the spread of Myrtle Rust to our living collections. Any plant material brought into RTBG must be sourced from certified florist and meet the criteria provided in the attached ‘Myrtle Rust Hosts’ page.
- Bookings outside of RTBG business hours may incur an additional charge.
- 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)

## Commercial Operators:

For queries regarding undertaking commercial operations within the Gardens please contact Tory Ross, Manager of Promotions and Marketing, on 6166 0977.

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OFFICE USE ONLY – Please tick: - Skedda  RTBG Calendar  File form  Confirmation Sent

Date: ..... Signature ..... Receipt No.....

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## Notes:

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## **Potential Myrtle Rust Hosts:**

The following plants are banned and are not to be brought into the RTBG under any circumstances;

All members of the Myrtaceae plant family are potential hosts of myrtle rust, including

- Gum trees (Eucalyptus)
- Red Dragon, Black Stallion, Rainbow's End, Krinkly (Lophomyrtus)
- Bottlebrush (Callistemon, Melaleuca)
- Tea tree (Leptospermum)
- Lilly pilly (Syzygium, Acmena, Waterhousea)
- Paperbark (Melaleuca)
- Myrtle (Backhousia)
- Chilean guava (Myrtus or Ugni)
- Midyim (Austromyrtus)
- Rose apple (Syzygium)
- Brush box (Lophostemon)
- New Zealand Christmas bush (Metrosideros)

*Please forward a copy of this document to your preferred florist if you intend to bring any plant materials into the RTBG grounds.*

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## Application & Payment

**Desired Venue**

.....

**Type of Event**

.....

**date.....time.....until.....**

**Special Requests/Number of Guests**

.....

.....

**Conservatory Fountain – on / off / NA (please circle one)**

**If Applicable...**

**Names of Couple for Reserve Sign**

.....

**Name:**

.....

**Postal Address:**

.....

**Phone:**

.....

**Email:**

.....

Payment Information

**Total Amount \$** \_\_\_\_\_

**Type of Card** \_\_\_\_\_

**Name on Card** \_\_\_\_\_

**Expiry Date (MM/YY)** \_\_\_\_\_

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

**CVV** \_\_\_\_\_

*I authorise for the amount stated above to be debited from my card/account for the hire of an RTBG site.*

*I have read and understand the conditions of site hire and I hereby agree to comply with these conditions as set out by the Royal Tasmanian Botanical Gardens.*

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Privacy Policy:** 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.

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