



Events including wedding & civil ceremonies, naming ceremonies, renewal of vows ceremonies, engagement & wedding photography

### **Where do I start?**

If you are considering the Auburn Botanic Gardens as a potential venue why not visit beforehand. Entry fees, opening times and other general information can be found on the Cumberland City Council's website.

Familiarise yourself with the 'Conditions of Entry'. These are listed on the Auburn Botanic Gardens main page. Download and read 'Hire Arrangements for Parks and Sports Field Terms and Conditions'

### **How do I find out if the date and time I want are available?**

Online booking system – Bookable via Council's website - <https://cumberland.bookable.net.au>

Bookings can be done via the online booking system

### **What happens next?**

The booking will be assessed and confirmed:

- You'll receive a letter confirming your booking
- You'll receive an invoice for the fee that's payable – the invoice will include information on when it has to be paid

**Remember if you don't pay the invoice by the due date your booking will be cancelled**

### **What is the minimum booking period?**

- Events and Ceremonies
  - Minimum booking period is 1.5 hours

To assist the smooth running of the Gardens, Council ensures there is a 30 minute break between events and ceremonies.

- Wedding Photography (No Ceremony)
  - The minimum booking period for wedding photography is 1 hour per section.

### **Can I take my event or wedding photographs anywhere in the Gardens?**

No. You can only take photographs in the section of the Gardens you have booked and paid for.

### **Can I arrive early to set up?**

Unfortunately, not. The Gardens are used extensively throughout the year and therefore early arrivals aren't permitted as they could conflict with other hirers.

It is important that you book sufficient time for setting up, the actual event or ceremony and then pack away

### **What happens if I run overtime?**

You will lose your security bond even if you arrived late.

Remember it's less expensive to book and pay for an extra ½ hour than to lose your security bond. Make sure you give yourself sufficient time to do everything.

***Be aware, arrival and departure times are recorded by Gardens staff and reported to the Council's Bookings Team***

### **What happens if I arrive late?**

Unfortunately, you won't be given additional time as this may impact on other hirers. You will have to ensure that you complete everything in the time that's left.

### **Do guests attending the event or ceremony have to pay to get into the Gardens?**

Not if they arrive during the time you've booked and paid for.

If more people attend on the day than booked and paid for, an additional charge per person for Non-Cumberland LGA residents over 16 may be applied.

### **Am I guaranteed exclusive use of the section I've booked and paid for?**

No. The Auburn Botanic Gardens is provided for everyone's enjoyment so exclusive use cannot be guaranteed. However, Council will ensure that only one event or ceremony is permitted in each section at any one time.

### **Are receptions allowed in the Gardens?**

No, however there are a number of local venues that can be used for such purposes.

### **Does Council provide tables and chairs?**

Unfortunately, Council doesn't provide tables and chairs but there are businesses in the Cumberland LGA that hire them.

***Remember tables and chairs must only be set up on concrete or paved surfaces***

### **Are marquees permitted?**

Unfortunately, marquees aren't permitted inside the Gardens.

### **Is power supplied?**

Electrical power is available in the 'Undercover Wedding Pavilion' in the Scented Garden and in the Moon Gate area of the Japanese Garden.

If you need power, please arrange this with the Curator at least a week before the date of the event or ceremony.

## **Can I use sound equipment?**

Yes, but please make sure noise levels are kept low and do not disturb other hirers and visitors to the Gardens.

Remember under the Protection of the Environment Act 1997 Council has the authority to issue fines if noise is deemed excessive. As a general rule, the level of noise at the edge of the ceremony or event should not be more than 60 dbi. This is the level of noise made in regular conversation.

## **Can we bring food and alcohol into the Gardens?**

Food is not permitted in the Gardens but is permitted in areas outside like the Community Picnic Area. A small amount of alcohol is permitted for toasting purposes. However, this needs to be approved in advance by the Curator.

## **Are decorations allowed?**

Decorations are permitted as long as they don't damage Council property or the Gardens' flora. All decorations and fastenings must be removed at the end of the hire period.

## **Can I drive into the Gardens?**

Vehicles are not permitted in the Gardens. This includes wedding cars. The only exceptions being:

- Hirers of the Scented Garden and the Sunken Rose Garden. Council's Bookings Team may give approval for a maximum of two cars to use the Avenue of Remembrance to drop off and pick up equipment. When this has been completed, the cars must be immediately removed
- On weekdays, small mini buses transporting elderly or disabled visitors can enter the Gardens through the Avenue of Remembrance and park near the Equal Access Playground

## **Is confetti or rice permitted?**

No. Neither are permitted anywhere in the Gardens or the surrounding precinct.

## **What happens to my security bond?**

The security bond will be kept by Council until after your event or ceremony.

If everything goes well and the terms and conditions of hire are met, the security bond will be returned to you. This will take up to 7 business days from the date of inspection. The security bond will be paid directly into your bank account or credit card. That's why it's important to complete the bonds refund EFT details on your checklist when you complete your bookings

If the terms and conditions of hire aren't met, your security bond may be retained by Council.

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### **Cumberland City Council**

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