Auburn Botanic Gardens
Frequently Asked Questions

(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 Auburn Botanic Gardens main page.

Familiarise yourself with the ‘Conditions of Entry’. These are listed on the Auburn Botanic Gardens main page. Download and read the application form and terms and conditions of hire arrangements. A link is on the Auburn Botanic Gardens main page.

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

Contact Council’s Facilities Bookings Team for availability on 8757 9000 or at council@cumberland.nsw.gov.au

How do I lodge an application?

The options are:

- Visit: Cumberland Council, Auburn Branch, Civic Place, 1 Susan Street, Auburn
- Post: The General Manager, Cumberland Council, PO Box 42, Merrylands, NSW 2160
- Fax: 9840 9734
- Email: council@cumberland.nsw.gov.au

Remember to keep a copy of the terms and conditions of hire for your own reference. Be aware that if you submit an incomplete application it will be sent back to you. What happens next?

The application will be assessed and if the date and time you want are available:

- 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 happens if the date or time isn’t available?**

The Facilities Bookings Team will contact you to discuss alternate arrangements.

**What is the minimum booking period?**

**Events and Ceremonies**

- Where less than 100 people are involved the minimum booking period is 1½ hours
- Where more than 100 but less than 250 people are involved the minimum booking period is 2½ 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 $250 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 Curator.

**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 of $4 per person for non-Auburn 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?**

Unfortunately not. 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. The Curator 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 30 days from the date of the event or ceremony. The security bond will be paid directly into your bank account. That’s why it’s important to complete the Security Bond Refund Form when you submit your application.

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