

Eurobodalla Regional Botanic Gardens

Deep Creek Dam Rd
off Princes Highway
5 km south of Batemans Bay, NSW

Opening Hours

Wednesday - Friday 9 am to 4 pm
Saturday, Sunday & Public Holidays 10 am to 4 pm
Open daily in NSW school holidays
Closed Good Friday and Christmas Day

Phone: 02 4471 2544 Visitor Centre
(on days the Gardens is open)
Fax: 02 4471 2500
Website: www.erbg.org.au

Mailing address for payments:
PO Box 1324 Batemans Bay NSW 2536

Address for payment in person:
Batemans Bay Community Centre
Museum Place Batemans Bay
Phone: 4472 3153

Suitable areas for ceremonies

Lawn area on the northern side of the Visitor Centre

Known as The Forum, this has a raised area useful for ceremonies and events. It is close to the car park and the Visitor Centre facilities. Power is available.

Stage area in Deep Creek Glade

A grassy landscaped area with a stage, relatively close to the Visitor Centre. Power is available.

Amphitheatre

Tiered seating overlooks a lake 100 m south of the Visitor Centre. This area has been a popular choice for weddings. The nearest toilets are at the Visitor Centre. Power can be arranged.

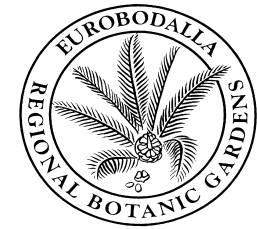
BBQ area 150 metres from Visitor Centre

Has two large undercover gas barbecues, with some protected seating and tables. Toilets are nearby. Power is not available.

Arboretum

The arboretum provides a number of scenic venues for ceremonies. Power is not available.

Ceremony Booking Form



Eurobodalla Regional Botanic Gardens



The Botanic Gardens is a lovely venue for events, including weddings, naming ceremonies, community group functions and open air concerts.

This form is for booking an area for wedding and other ceremonies.



EUROBODALLA SHIRE COUNCIL

Terms and Conditions

1. Opening and Closing Times of the Eurobodalla Regional Botanic Gardens

Open: Wednesday to Friday 9 am to 4 pm
Saturday, Sunday and Public Holidays 10 am to 4 pm
Open daily in NSW school holidays

Closed: Mondays and Tuesdays outside NSW School holidays as well as Christmas Day and Good Friday.

2. Booking Times:

The ceremony, including set up and pack up time, is to take place **entirely within opening hours**. Areas are booked per hour. Your booking times are as stated in the confirmation letter. To avoid overlap with other bookings, please ensure you adhere to these times.

The site you have chosen for your ceremony cannot be closed off to the public as the Gardens is available for public access during opening hours. However, it can be reserved for your use by signage, except in the barbecue area.

3. How to Pay

Please note that full payment is required at the time of booking.

Payment can be made in person on weekdays at the counter at the Batemans Bay Community Centre by cash, cheque, or money order. Please take this form with you. The Council officer will pass the information on to the Botanic Gardens. Please contact the Community Centre prior to your visit to ensure there will be someone in attendance. The phone number is 4472 3153

OR

Payment together with the form may be sent to the Shire Bookings Officer, PO Box 1324, Batemans Bay 2536
Cheques should be made payable to Eurobodalla Shire Council. Money orders are also accepted but credit facilities are not available.

Please note that no payments are accepted over the telephone. No bookings are made without full payment.

4. Inclement Weather

In case of inclement weather it is suggested you arrange an alternative venue for your ceremony.

If the area booked is not used due to inclement weather please request a refund in writing and forward to Shire Bookings Officer, PO Box 1324, Batemans Bay 2536. All monies will be reimbursed within four weeks.

5. Contact

Contact to make preliminary arrangements and on the day of the ceremony should be made via the Gardens Visitor Centre on 4471 2544 on days the ERBG is open.

6. Cancelled Bookings

If you wish to cancel a booking please state in writing and forward to Shire Bookings Officer, PO Box 1324, Batemans Bay, 2536. If a booking is cancelled more than one week prior to the wedding date all monies will be reimbursed within 4 weeks but no refund of the ceremony fee will be made if less than one week's notice is given.

7. Change of Booking Times/Area

If you have made a booking but wish to change the time or area required, please contact the Visitor Centre at the Botanic Gardens on 4471 2544 for confirmation that your requirements can be met. It is then necessary for you to send a confirmation in writing to the booking officer. Once this confirmation is received an updated permit will be sent.

8. Map

A map of Eurobodalla Regional Botanic Gardens is available.

9. Equipment

No equipment such as tables and chairs is supplied as standard by the ERBG. Chairs can be made available at a cost of \$1 per chair. With the exception of one or two small fold up tables and a small number of chairs, furniture or structures are not permitted without prior authorisation.

10. Vehicular Access

There is ample room in the carpark for vehicles. Vehicles are not permitted in other areas of the Botanic Gardens except by prior arrangement. However agreement is subject to conditions on the day.

11. Marquees

Marquees, including the ERBG's marquee, may be erected on some areas only, by special arrangement in each case.

12. Decorations

Decorations are not permitted unless prior arrangements have been made with the ERBG. No confetti or other scattered decoration is to be used within the Gardens.

13. Photographs

Photographs may be taken within the Gardens in opening hours without additional charge, if during the hours of the pre-paid booking. If time is required after these hours, add the staff time to your payment.

14. Music and Public Address Systems

Public address systems are not permitted in the Gardens. Quiet pre-recorded music or a small live ensemble is allowed.

Ceremony Booking Form

Eurobodalla Regional Botanic Gardens

No bookings will be made over the telephone.

To book an area in the Gardens

1. Contact the Gardens on 4471 2544 and confirm date and time availability
2. Complete and sign this form. See 'How to Pay'.
3. A confirmation of booking will be forwarded as soon as possible.

Title.....Given Name.....

Family Name.....

Address.....

Postcode.....

CONTACT TELEPHONE NUMBERS

Home.....Work.....

Mobile.....

Ceremony Date.....Type.....

Approximate Number of Guests.....

Area required.....

Booking time: fromto

(to include set up and pack up time, and photographs)

Amount to be paid

Wedding fee for lawn area, per hour..... = \$315.00

Bond (maximum—refundable if site left clean and hours not exceeded)...= \$552.00

Staff support estimated (ie for photographs, pack up) = \$

Chairs @ \$1 per chair = \$

Total.....= \$.....

Staff support (opening hours) (eg to supervise any authorised equipment delivery or for marquee set up) is charged at \$42.00 per hour.

Staff support (after hours) is charged at \$84.00 per hour, minimum two hours. If possible please arrange set up and pack up within opening hours.

If the booking time as paid for is exceeded, payment for such additional time will deducted without notice from the bond monies. You will be notified of the reasons for the deduction when the bond is refunded.

EUROBODALLA SHIRE COUNCIL REVIEWS ALL FEES AND CHARGES ANNUALLY. THESE FEES APPLY TO BOOKINGS FOR WHICH PAYMENT HAS BEEN RECEIVED BEFORE 30 JUNE 2012.

