

WEDDING AND EVENT TERMS AND CONDITIONS

IMPORTANT INFORMATION: PLEASE READ

SIGNING OF BOOKING FORM ACKNOWLEDGES YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS

1. Wedding ceremonies, functions and events are restricted to pre-approved designated sites. (Please refer to relevant site map).
2. Blanco Catering is appointed to coordinate, manage and bill for wedding ceremony and event locations and associated services within the Botanic Gardens and Botanic Park. Blanco applies the specific guidelines, policies and procedures of the Botanic Gardens.
3. The Botanic Gardens or Blanco do not offer exclusivity to your designated wedding or function site
4. Toilets can be a 'reasonable walk' from some locations
5. A wedding ceremony booking includes use of the gardens for a maximum 2 hour period, addition time attracts a fee.
6. Power or running water is not available to wedding sites for the wedding ceremony package.
7. All litter must be taken off the premises and disposed of by the client. For ceremonies, this includes order of service books, bottles of water, tissues etc.
8. It is required that the client conducts the ceremony and/or function in an orderly manner in compliance with the Botanic Gardens Regulations. The Botanic Gardens of Adelaide or its agents reserve the right to exclude or eject any and all objectionable persons from Garden premises, without liability.
9. No inconvenience shall be caused to other visitors in any of the Gardens or Botanic Park.
10. The Botanic Gardens or Blanco is unable to guarantee an undercover area should there be inclement weather.
11. The client is required to inform all relevant persons involved in organising the function, including colleagues, friends, family and suppliers, of these Terms and Conditions.
12. The Botanic Gardens are a unique and changing environment and it is important to note that the site will change from season to season.

13. The Botanic Gardens or Blanco reserves the right to cancel, postpone or relocate events in situations requiring Adelaide Botanic Gardens staff or contractors to carry out emergency work to utilities, including gas, power, water or irrigation in extreme events.
14. Major events, functions, a range of community and educational activities, maintenance and redevelopment works are conducted in and around each of the Gardens throughout the year. As part of the Gardens normal operating hours, these activities may occur near or adjacent to your reserved site and will operate in conjunction with your function/ceremony.
15. It is the client's responsibility to liaise with permitted external suppliers including hirers and ensure that the Blanco Venue & Event Coordinator is updated at all times.
16. Visitors to any of the Botanic Gardens are subject to any reasonable request made by Botanic Gardens or Blanco Staff.
17. The Bicentennial Conservatory (Adelaide Botanic Gardens) is only available for wedding ceremonies from April to September annually.
18. The Arboretum (at Mount Lofty Botanic Gardens) is available for function and event hire between November – April. Wedding Ceremonies are permitted all year round.
19. Gate security for all events after hours is required. This can be coordinated through the Venue & Event Co-ordinator and is at the expense of the client.
20. All hire equipment is to be removed on the day of the event. If approval has been provided to set-up of leave equipment overnight, the client may be directed by Blanco to engage security for asset protection overnight (of hire equipment, marquees, cool rooms etc) at the client's or hirer's expense. Please communicate all information through to the Venue & Event Coordinator.

21. There is limited lighting within the gardens and the garden facilities for events (evening or otherwise). Paths in the gardens are not lit. The Botanic Gardens of Adelaide may request the hire of temporary lighting to be supplied at the client's expense.
22. Suppliers of power and electrical equipment (relating to a function or event) entering the gardens, must ensure equipment is tested and tagged.
23. Inflatable structures are not permitted in Botanic Park, unless approved by the Botanic Gardens of Adelaide. Permission can be obtained through the Venue & Events Coordinator.
24. Games using hard balls (cricket, golf, football) are not permitted within the Botanic Gardens for safety reasons. Ball games are permitted on Botanic Park.
25. All due care must be taken by participants to ensure they do not cause injury to themselves or others while using any of the Botanic Gardens.
26. Restricted access applies to events held on Schomburgk Pavilion. Hirers cannot obtain access to the Schomburgk Pavilion until 4.00pm on any given day.
27. Memorial services are not permitted in the Botanic Gardens of Adelaide.

Catering and facilities

28. The Botanic Gardens of Adelaide (Adelaide, Mount Lofty and Wittunga) are NOT licensed premises. In the Adelaide Botanic Gardens, the Restaurant, Kiosk and Café Fibonacci are licensed and alcohol can be purchased.
29. The Blanco has exclusive catering rights within the Adelaide Botanic Gardens.
30. Mount Lofty and Wittunga Botanic Gardens are not subject to exclusive catering rights. Clients may engage their own caterer at these venues and may apply for a limited liquor licence. See approval process overleaf.

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31. Moderate alcohol consumption is tolerated at Botanic Park.
32. Approval for a Liquor Licence – subject to the event, a special liquor licence may be required for the event. The Venue & Event Co-ordinator will advise if this is required. Applications will require a written request must be made through the Venue & Event Coordinator in the first instance, at least 30 days prior to the event. A letter of support is required from the Botanic Gardens Adelaide where upon approval of your request, a letter will be forwarded to you, which must accompany your limited licence application.
33. Menu selection – the menu must be finalised no later than 14 days prior to the event or reception. Special dietary requirements must be specified 7 days prior to your event.
34. Final guaranteed numbers – the client must confirm the final number of guests for the event no later than 3 business days prior to the event, at which time payment is required based on the quoted costs. Final charges for the event will be based all and any costs incurred for the event, the number of guests attending the event or the final guaranteed numbers, whichever is greater.
- Decorations, furniture, equipment**
35. The throwing of confetti, rose flower petals and rice is not permitted in any of the Gardens or Botanic Park. The client is responsible for the payment of any costs that may be incurred by additional cleaning of the site.
36. The Venue & Event Coordinator must be advised in writing of any freestanding decorative items such as floral compositions, red carpet and columns, which are intended to be used as part of the wedding booking. Decorations must not be attached to trees, buildings or any other fixed structures. Likewise, lawn areas, plants and plant displays and fauna must not be interfered with in any way in any of the Gardens or Botanic Park.
37. Marquees for functions/wedding ceremonies are to be in designated areas determined by underground irrigation and power. The Venue & Event Co-ordinator will organise marquees external supplier and a site visit is required with the client, the approved supplier, Botanic Gardens Curator and the Venue & Event Coordinator.

Music

38. Permission for music and other entertainment arrangements must be approved by the Botanic Gardens. This must be discussed with the Venue & Event Coordinator at the time of booking. Bagpipes are not permitted.

Photography

39. Please ensure you have your wedding photography permit with you on the day of the shoot.
40. For commercial photography undertaken in the Adelaide Botanic Garden, entry into the Bicentennial Conservatory is inclusive. Please indicate upon booking if you require this. Your photographer will be required to show permit for access to the Conservatory.

Barbeques

41. Barbeques are not permitted in the Adelaide Botanic Gardens or in Mount Lofty Botanic Gardens under any circumstances.
42. Wittunga – Permission for a BBQ can be obtained through the Venue & Event Coordinator, who will seek Botanic Gardens Director's approval.
43. The general public and hirers are permitted to use only gas barbeques in Botanic Park.

Vehicles, parking and permits

44. Wedding or private vehicles are NOT permitted into Adelaide, Mount Lofty or Wittunga Botanic Gardens.
45. Wedding cars are not permitted to park in "no standing "zones. This includes the area in front of the Botanic Gardens Adelaide Friends Gate on Plane Tree Drive, along with the area in front of North Terrace Gates. Please ensure drivers are aware of these conditions.
46. Suppliers & Hire companies must have permission by authorised vehicle access permits before entering any of the Gardens or Botanic Park to drop off hire equipment. This permit can be organised through the Venue & Event Coordinator 5 days prior to day of access.
47. Delivery vehicles must not park within the Gardens and are required to leave the Gardens as soon as practicable. Vehicles must not exceed 10 km/h (walking pace) within the Gardens and must adhere to posted speed limits on perimeter roads such as Plane Tree Drive and Botanic Road.

Care to the Grounds

48. All due care must be taken not to damage plant collections and infrastructure.
49. Removal of turf or excavation work is not permitted. Trenching for temporary facilities is not permitted.
50. Mulch, soil, sand or any other loose material must be placed on breathable weed mat to prevent the spillage of substances into the root zone.
51. Trees cannot be pruned without permission of an authorised staff member. Permission will only be granted if the pruning is genuinely beneficial to the tree, and will be carried out by an authorised person.
52. All events must be planned around the existing location of trees. Under no circumstances will a tree be removed or relocated for the sake of convenience.
53. Under no circumstances are nails, screws or other fixtures to be used on any part of a tree. Ropes, wires and cables may not be attached to any part of a tree.
54. Clients are not permitted in the garden beds, to handle plants or climb trees. No interference shall be caused to flora and fauna of the Gardens. Clients will be held responsible for damage to the plants and turf areas, and will be charged the cost of restoration.
55. The Botanic Gardens of Adelaide reserve the right to seek reimbursement to reinstate the site to its original condition if deemed necessary by the Botanic Gardens of Adelaide.
- Waste removal**
56. All contractors, sub-contractors and exhibitors are responsible for the proper disposal of their own waste matter. Under no circumstances can waste matter be left on site. It is requested that the sites are left as they are found.
57. Ice must not be disposed of on the garden beds or lawn as it damages plants. Disposal in garden drain or removal of the ice all together is required.
58. Potentially dangerous materials such as gas cylinders and other materials that might be used by intruders in an irresponsible manner must be removed within 24 hours of the completion of the event.
59. When temporary toilet facilities are used, waste removal must be with 24 hours of the completion of the event.

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60. All litter must be taken off the premises and disposed of by the client. This includes order of service books, bottles of water, tissues etc.

Public Liability Insurance

61. Damages – The client is financially responsible for any damage to the Botanic Gardens caused by the client, guests or other persons attending the client's function. This includes damage caused to plants, turf etc. The client will be charged the cost of restoration.

62. Insurance – The Botanic Gardens of Adelaide and Blanco has public liability insurance to protect it against third party claims for bodily injury and property damage arising out of its negligence. The policy does not cover the liability of any other party. The client is responsible for obtaining and maintaining a public liability insurance policy. However, please note this is not a condition of hire.

63. Public Liability for Personal Items – Except to the extent of its negligence, the Botanic Gardens of Adelaide and Blanco accepts neither responsibility for loss or damage to personal items nor any liability arising out of the use or presence of personal items.

Cancellation and refunds

64. Blanco must be advised in writing if you wish to cancel your booking.

65. Refunds of fees and payments already received by Blanco will follow –

- More than 12 months prior to the event – full refund
- Less than 12 months and more than 6 months prior to the event – 50% of booking fee is refunded
- Less than 6 months prior to the event – booking fee to be retained and all other payments to be negotiated.
- Less than 30 days prior to the event – the booking fee and all payments paid to date will be retained (This includes in the event of inclement weather.)

66. Photography fees are not refundable in the event of inclement weather where photography is prevented.

67. If the booking is cancelled due to fire risk or a total fire ban, a full refund will be provided.

Gates: opening and closing times

Opening

Adelaide

7.30am, Monday – Friday, 9.00am, Weekends

Mount Lofty & Wittunga

9.00am, Daily

Closing

When considering your ceremony times, please note the latest finishing time.

Month	Adelaide	*Mount Lofty & Wittunga
January	6:30 pm	5:30 pm
February	6:00 pm	5:30 pm
March	6:00 pm	5:30 pm
April	5.30 pm	4.30 pm
May	5.00 pm	4.30 pm
June	4.30 pm	4.30 pm
July	4.30 pm	4.30 pm
August	5.00 pm	4.30 pm
September	5.30 pm	4.30 pm
October	6.00 pm	5.30 pm
November	6.00 pm	5.30 pm
December	6.30 pm	5.30 pm

* Mount Lofty & Wittunga close at 4.00pm, Monday to Friday, unless closed due to a fire ban.

Booking Process

The procedure for booking a wedding, function & event or photography in the Botanic Gardens is summarised as follows:

Step 1- A tentative booking can be made with the Botanic Gardens and held for up to 14 days from your initial telephone enquiry. After your 14 day hold has expired, the tentative booking will be deleted and the location will be made available for other bookings.

Step 2- Booking will be confirmed upon receipt of the following documents submitted together:

- Completed and signed booking form, acknowledging the terms and conditions;
- Applicable payment received (Payment will be processed without the signed booking form, acknowledging the terms & conditions)

Step 3- Confirmation Event Sheet and receipt sent by Blanco

Step 4- Catering and setup details to be confirmed 30 days prior to event, with estimated number of attendees. 50% of estimated catering costs to be paid 30 days prior to the event.

Step 5- Final catering, set-up details and payment of outstanding monies, are to be confirmed and paid in full, 3 working days prior to the event with the Venue & Event Co-ordinator. Outstanding amounts are due and payable per the booking form and in full no less than 3 days before event unless otherwise approved by Blanco.

Step 6- Confirmation Event Sheet and receipt sent by Blanco

Methods of Payment

Payment can be made by either credit card, cheque or in person.

Credit Card - VISA, MasterCard, American Express, Diners Club

Cheque- Please make cheques payable to Blanco (attached the signed booking form – 2 pages)

Postal Address

PO Box 2669, Kent Town South Australia 5072

Telephone: 08 8223 3526

Facsimile: 08 8232 1103

Email: botanicevents@blancocatering.com.au

In person

At the Adelaide Botanic Gardens Restaurant,

North Terrace Adelaide by prior appointment