



## Corporate Function Application Form

The Botanic Gardens and Parks Authority (BGPA) manages Kings Park and Botanic Garden and Bold Park in Perth, Western Australia.

Kings Park and Botanic Garden offers a number of outdoor venues suitable for a variety of corporate functions ranging from cocktail functions, annual Christmas celebrations and family fun days. Venue fees apply and organisers must ensure they comply with the Botanic Gardens and Parks Authority [Terms and Conditions](#) available on our website.

Please provide all details for your booking. Full disclosure is important to ensure your application is successful. If you require assistance, please contact us. Please note the specific conditions for [Corporate Functions](#) as detailed on our website.

Your booking is not confirmed until you have received written approval.

### Venue availability

There are many venues available for corporate functions in Kings Park, with specific details and photographs available [on our website](#) to help you decide which venue will suit you best. Bookings cannot be accepted more than one year in advance.

If you wish to book Marlee Pavilion and / or Roe Gardens, please use the [Place of Reflection Booking Form](#). Special conditions apply due to the unique nature of the Place of Reflection.

### Block-out periods

The following block out periods aim to avoid issues from noise and traffic disruption intruding on your event. Venues in other Kings Park precincts not directly impacted by BGPA events can be booked as usual.

- 1) Kings Park Festival - Bookings are not available in select venues within the Western Australian Botanic Garden and Fraser Avenue Precinct between 1 - 30 September each year.
- 2) Summer Events Season - All venues in the Western Australian Botanic Garden and Fraser Avenue Precinct are restricted from 23 October to 1 May each year. Venues in the Fraser Avenue precinct are available between 9.00 am – 12 noon only during this period. Afternoon private bookings in these areas will be considered on non-concert days (after concert schedules have been confirmed). A morning booking does not guarantee priority for a change of time to an afternoon booking.

### Contact details

Organisation/Group name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

Street address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile: \_\_\_\_\_ Daytime telephone number: \_\_\_\_\_

Alternative contact person on the day of your function:

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

FOR MORE INFORMATION CONTACT THE BOOKINGS OFFICER:

KINGS PARK AND BOTANIC GARDEN  
1 Kattidj Close, Kings Park  
Western Australia 6005

Phone: (+61 8) 9480 3624  
Fax: (+61 8) 9322 5064

Email: [bookings@bgpa.wa.gov.au](mailto:bookings@bgpa.wa.gov.au)  
Website: [www.bgpa.wa.gov.au](http://www.bgpa.wa.gov.au)

## Event details

Day and date of function: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Attendee numbers: Adults \_\_\_\_\_ Children (under 18) \_\_\_\_\_

Event title for signage (e.g. Kings Park Staff Function): \_\_\_\_\_

## Location

### Fraser Avenue precinct

Fraser Avenue Lawn North

Jarrah Pavilion

Old Tea Pavilion\*

Rifle Range North

Rifle Range South

### WA Botanic Garden

Karri Pavilion\*

Peppermint Lawn

Tuart Lawn

Water Garden Pavilion\*

Wildflower Pavilion\*

### May Drive Parkland

Cinema Lawn

Grass Trees Lawn

Lakeview Lawn

Sheoak Lawn

Vietnam Memorial Pavilion\*

### Saw Avenue Picnic Area

Saw Avenue Amphitheatre

Saw Avenue Lawn East

Saw Avenue Lawn North

Saw Avenue Lawn South

Variety Pavilion\*

### Lotterywest Family Area

Hale Oval

Cork Oak Gazebo\*

Marri Gazebo\*

River Gum Gazebo\*

Willong Pavilion\*

\* Indicates that power is available at this site.

Is power required?  Yes  No

## Catering and alcohol

Do you propose to have professional catering?  Yes  No

If your booking is within the Fraser Avenue Precinct or the Western Australian Botanic Garden, you are required to obtain a quote from Fraser's Restaurant. Phone Fraser's on (+61) 8 9481 7100 or email [hello@frasersevents.com.au](mailto:hello@frasersevents.com.au). If you have receive an alternative, suitable quote you are not obliged to employ Fraser's Restaurant.

Have you received your quote from Fraser's Restaurant?  Yes  No Date: \_\_\_\_\_

Please give details of your chosen caterer:

Company: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Have you attached a copy of the caterer's public liability insurance?  Yes  No

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The use of external cooking equipment (e.g. BBQs) will be considered for functions over 80 people and only by professional caterers in designated areas. Designated areas where external cooking equipment may be considered include Grass Trees Lawn, Hale Oval, Lakeview Lawn, Saw Avenue Amphitheatre and Vietnam Memorial Pavilion. The use of external BBQ's requires additional prior permission from the Authority.

Do you propose to bring any external cooking equipment?  Yes  No

If yes, please provide details of caterer:

Company: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Will guests be consuming alcohol?  Yes  No

Kings Park and Botanic Garden is a public open space so you must obtain written permission from the BGPA to consume any alcohol in the park. Event organisers must obtain a written permit from the Bookings Officer if alcohol is to be consumed. This is required regardless of whether it is supplied by the organiser or if guests bring their own.

BGPA promotes responsible service of alcohol and patrons must abide to the policy of two standard drinks per person in the first hour followed by one standard drink per person every hour thereafter. For more information please refer to the Australian Alcohol Guidelines at [alcohol.gov.au](http://alcohol.gov.au).

Quantity of liquor: Beer: \_\_\_\_\_ Wine: \_\_\_\_\_ Champagne: \_\_\_\_\_

Other: \_\_\_\_\_

## Rubbish disposal

BGPA promotes a smoke-free and glass-free environment. To maintain public health and safety, all rubbish must be removed or placed inside rubbish bins. Leaving the rubbish next to a rubbish bin is littering. Littering, including the throwing of confetti, rice, rose petals (real or artificial) is prohibited. Ice from eskies must be emptied onto mulched areas. Under no circumstances can ice be emptied on the lawn as it causes damage to the grass. You may incur a fine if rubbish or litter is left behind after the function.

## Equipment and infrastructure

To protect the park and its infrastructure, nothing can be staked into the ground, nailed, hung or attached to any structure or tree. Any equipment or furniture must be free-standing and decorations attached to your own furniture only. Candles, lanterns and other open flames are not permitted.

Do you propose to bring external furniture, free standing structures or decorations?  Yes  No

Tables (how many): \_\_\_\_\_  Chairs (how many): \_\_\_\_\_  Carpet

Flower arrangements (potted plants/soil are not permitted)

Other (please provide details): \_\_\_\_\_

Note: all furniture and props must be approved by the BGPA. Any unapproved items will not be permitted.

Do you plan to use an event stylist company/service?  Yes  No

Company: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

The use of marquees is restricted to certain areas. Marquees incur a minimum fee of \$1500 and a site meeting is required with BGPA staff. Please contact the Bookings Officer for further information.

Do you propose to erect a marquee?  Yes  No

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Please provide details including dimensions and hire company where applicable:

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Will you be playing music?  Yes  No

Live music (e.g. classical trio)  Pre-recorded

If live, please provide details:

Company: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Do you propose to have any electrical equipment?  Yes  No

A 15 amp power outlet is available at some sites. Please check the output of your electrical equipment beforehand. All sound must be kept to an acceptable level that does not impact on other visitors. There is a maximum run time of 30 minutes for PA systems and Speakers.

PA system (e.g. microphone)  Speakers  Other (please specify):

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## Set up

Your two (2) or four (4) hour hire includes an additional 30 minutes set up and 30 minutes pack up either side of the booking time.

## Vehicles and parking

Kings Park provides free parking only for those visitors within the park boundaries. Visitors are not permitted to park their vehicle in Kings Park and then leave Kings Park boundaries by any other means (on foot, by bus or in another vehicle).

Vehicles are not permitted to park on lawns or in 'No Parking' zones. Verge parking is available in some areas, where signposted. Equipment can be unloaded from a vehicle where parked in a designated loading zone or parking bay. The organiser is responsible for advising participants where to park. Parking cannot be reserved.

For more information refer to the [Kings Park and Botanic Garden Parking section](#) of our website.

Have you advised your caterers and guests where to park?  Yes  No

Number expected: \_\_\_\_\_

## Photography

A Photography Permit is included if your function is booked in Kings Park and Botanic Garden (not including Fraser's Restaurant). Filming and Photography within the State War Memorial Precinct must be approved by the Returned and Services League (RSL) and the Botanic Gardens and Parks Authority which will be sought during the booking process.

You must not leave paths when in bushland areas. If another group has reserved a particular gazebo or area, please respect their booking. If a concert is scheduled for the day of your booking, you will not be permitted into the concert area. Your photographer must be aware of the Regulations relating to photography within Kings Park and Botanic Garden. Please provide details of your photographer where applicable.

Company: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

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## Site meetings

A site meeting may be necessary for functions over 100 people, for some catered functions or if you are planning to erect a marquee. The Bookings Officer will be able to inform you if a site meeting is required. Site meetings will incur an additional fee (refer to Fees and Charges within this booking form).

## Fees and charges

Bookings are taken in two (2) or four (4) hour timeframes. Fees and charges are reviewed annually and can change without notice.

### Venue fees

Venue fees for Variety Pavilion and the Willong Pavilion:

2 hours for 1 - 100 attendees: \$260 or 101 - 250 attendees: \$460

4 hours for 1 - 100 attendees: \$520 or 101 - 250 attendees: \$920

Venue fees for Jarrah Pavilion, Karri Pavilion, Old Tea Pavilion, Vietnam Memorial Pavilion, Water Garden Pavilion and the Wildflower Pavilion:

2 hours for 1 - 100 attendees: \$460 or 101 - 250 attendees: \$1000

4 hours for 1 - 100 attendees: \$920 or 101 - 250 attendees: \$2000

Venue fees for grassed lawn areas including Cinema Lawn, Fraser Avenue Lawn North, Grass Trees Lawn, Hale Oval, Lakeview Lawn, Peppermint Lawn, Rifle Range North, Rifle Range South, Saw Avenue Lawn East, Saw Avenue Lawn North, Saw Avenue Lawn South, Sheoak Lawn and Tuart Lawn, Saw Avenue Amphitheatre:

4 hours only for 1 - 100 attendees: \$460 or 101 - 250 attendees: \$830

### Marquees

Bookings are for a maximum of 4 hours, fees do not include the hire of the marquee and conditions apply.

for 1 - 250 attendees: \$1500

For functions of over 250 attendees please refer to our [Medium-sized Events Pack](#).

### Other costs

Site meeting: \$100

### Booking summary

Venue Choice \_\_\_\_\_ Fee \$ \_\_\_\_\_

Site meeting (if required) \_\_\_\_\_ Fee \$ \_\_\_\_\_

Marquee \_\_\_\_\_ Fee \$ \_\_\_\_\_

Total payable to BGPA \$ \_\_\_\_\_

### Payment details

Full payment must be forwarded with this application. All fees and charges include GST. Your booking is not confirmed until you receive written confirmation from BGPA.

Take care when making your booking. We are unable to arrange a refund unless a booking is cancelled more than 10 days prior to the function / event and a non-refundable fee of \$80 applies. Please allow 10 working days for your refund to be processed.

Fees will not be refunded as a result of inclement weather. The Authority reserves the right to cancel a booking at any time.

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## Checklist

- I have made a tentative booking for my preferred venue. If not, please contact the Bookings Officer before returning this application by emailing [bookings@bgpa.wa.gov.au](mailto:bookings@bgpa.wa.gov.au) or calling (+61 8) 9480 3624.
- I have read and understand the BGPA [Terms and Conditions](#).
- I have completed all relevant information in this application form.
- I have enclosed payment details with this booking.

## Declaration

In submitting this booking application, the organiser accepts the Botanic Gardens and Parks Regulations 1999 and all Terms and Conditions. Any breach of the conditions or any other relevant law may result in infringement and / or the cancellation of the booking. This agreement is not transferable.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

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## Booking summary and payment



ABN 30 706 225 320

### Tax Invoice: Corporate functions PFT009-C

This document is a tax invoice upon completion of the form and when payment is made, as prescribed by the *A New Tax System (Goods and Services Tax) Act 1999*.

Contact name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Activity: \_\_\_\_\_ Contact number: \_\_\_\_\_

### Payment details

Total payable to BGPA \$: \_\_\_\_\_ (inclusive of any GST amount)

Cash or EFTPOS (in person only)

Cheque (made payable to Botanic Gardens and Parks Authority)

Electronic funds transfer      BSB: 066 040 Account: 19800048

Commonwealth Bank

Reference: BGPA Booking reference number

Credit card (Visa or MasterCard only)

Name on credit card: \_\_\_\_\_ Signature: \_\_\_\_\_

Card number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Credit card payments can also be made by phone, once the Application Form has been received.

Do you require a receipt?     Yes     No

Office use only

Receipt number: \_\_\_\_\_ Date paid: \_\_\_\_\_

Thank you for your payment.

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