



Place of Reflection—Marlee Pavilion and Roe Gardens Booking Form

The Place of Reflection is a very special venue in Kings Park and Botanic Garden, designed to offer a tranquil and reflective space of significance for the people of Western Australia. To preserve the ambience and significance of the site, and given the sensitivity and special nature of this venue, all bookings in this area are required to adhere to strict guidelines. Applications for weddings, social functions and community group functions will be assessed for suitability at the sole discretion of the Botanic Gardens and Parks Authority (BGPA).

Note this venue is not suitable for corporate functions or birthday parties.

Please refer to the [Term and Conditions](#) and the special conditions in this application form prior to making your booking. If you have any questions, please discuss your application with the Bookings Officer on +61 8 9480 3624.

Please complete the form below:

Contact name:

Postal address:

Postcode:

Daytime telephone number:

Mobile:

Email:

Fax:

Day and date of function:

Time: from:

to:

Approximate numbers expected – Adults:

Children:

Note: Functions are permitted for a maximum duration of 2 hours only and a maximum of 100 people applies.

Type of function

Please specify the type of function and provide details in the form below:

Wedding Community group Social event Commemorative/Memorial event

Bride:

Groom:

Name of organisation:

Please specify nature of event:

Location

Sign placement and power

The Place of Reflection is located within the Botanic Garden precinct and may only be available certain times of the year. No bookings are taken in September during the annual Kings Park Festival and restrictions may apply during the park's summer concert season. Bookings cannot be taken more than one year in advance. Please confirm availability with the Bookings Office.

When organising a function at the Place of Reflection, both the Marlee Pavilion and the Roe Gardens are included. Function organisers are welcome to use one or both of the areas for the event. If the event requires the use of both areas, please select both venues.

Marlee Pavilion Is power required? Yes No

Roe Gardens (power is not available at the Roe Gardens)

FOR MORE INFORMATION CONTACT THE BOOKINGS OFFICER:

KINGS PARK AND BOTANIC GARDEN
Fraser Avenue, West Perth
Western Australia 6005

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

Email: bookings@bgpa.wa.gov.au
Website: www.bgpa.wa.gov.au

Place of Reflection special conditions of use

Special conditions of use apply to the Place of Reflection. Please read the information carefully and provide as many details as possible. The BGPA will consider your requests and will approve or discuss any concerns as required.

For assistance with completing this Application Form please contact the Bookings Officer.

For additional information please refer to the [Terms and Conditions](#) for group bookings in Kings Park and Botanic Garden.

Catering

Do you propose to have professional catering? Yes No

You are required to seek a written quote from Fraser's Restaurant (Ph:+61 8 9481 7100 or email: reservations@frasersrestaurant.com.au) for catering within this area; however you are not obliged to use Fraser's catering if you have received a more suitable alternative quote.

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

Please give details of your chosen caterer:

Company:

Contact person: _____ V^| ^] @ } ^/Mobile:

Have you provided your caterer with a copy of the Catering and Alcohol Guidelines? Yes No

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

Alcohol

Do you propose to serve alcohol? Yes No

Please Note: Alcohol is **not** permitted at Place of Reflection except for a "champagne toast" or similar celebratory drink, the quantity not exceeding more than one standard drink per person.

Quantity of liquor to be served - Beer: _____ Wine: _____ Champagne: _____

Note: For visitor safety and enjoyment, the Botanic Gardens and Parks Authority promotes a smoke free and glass free environment.

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 freestanding and any decorations attached to your own furniture only, not to park infrastructure. 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:

Do you propose to have any musical instruments or 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.

PA system (e.g. microphone) Live music (e.g. classical trio) Other

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Rubbish disposal

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 classed as littering. Littering, including the throwing of confetti, rice, rose petals or ashes is prohibited. Ice from eskies must only 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.

Vehicles/parking

How do you propose to get to the venue (e.g. private vehicles, bridal car, limousine or coach)?

The Authority is unable to reserve any parking area. Vehicles are not permitted to leave the road or parking areas, or park in No Parking zones. This includes wedding cars, limousines and catering vans.

Parking is available in the Roe car park and curb side parking is available along Forrest Drive. You will need to advise the limousine company or driver where to park.

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

Number of cars in your party:

Hire company:

Contact person:

V^|^\] h[} ^/Mobile:

Photography

A photography permit is included if your wedding or function is booked in Kings Park and Botanic Garden (not including Fraser's Restaurant). Photography within the State War Memorial Precinct must be approved by the Returned and Services League (RSL) and the Botanic Gardens and Parks Authority, requiring written permission from the RSL to accompany your application. Photography is not permitted on the Lotterywest Federation Walkway and you must not leave the paths when in the 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 area where the concert is taking place. Your photographer must be aware of the Regulations relating to photography within Kings Park and Botanic Garden. Please provide details of your photographer if available.

Company:

Contact person:

V^|^\] @ } ^BMobile:

Fees and charges

Place of Reflection

All bookings are for a 2 hour period only and a maximum of 100 people applies. Alcohol is permitted for the purpose of a toast only.

Venue hire cost: \$460.00

Site meeting*: \$100.00

*A site meeting may be required for catered functions, please check with the Bookings Office prior to returning this application.

A 75% discount on the venue fee is available for appropriate commemorative occasions being held by families or approved community organisations. Community organisations should contact the Bookings Officer to check if they are eligible for the discount. Discounts do not apply to weddings, engagements, anniversaries or other celebratory occasions.

Booking summary

Please complete the table below.

Item		Fees
Venue	Discount approved by Booking Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Site meeting		\$
Total payable to BGPA		\$

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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 Botanic Gardens and Parks Authority. Please take care when making your booking as 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 \$80.00 applies. Fees will not be refunded after the reserved date or as a result of inclement weather. Please allow 10 working days for your refund to be processed. The Authority reserves the right to cancel a booking at any time.

If you require any further information, please contact the [Bookings Office](#) between 9 am – 3 pm weekdays.

Checklist

- Have you made a tentative booking with Kings Park and Botanic Garden for this venue?
If not, please contact the Bookings Officer on +61 8 9480 3624 to do so prior to returning this application.
- Have you read the [Terms and Conditions](#) applicable to this venue?
- Have you completed all relevant information in this application form?
- Have you enclosed your payment with this booking?

Declaration

In submitting this booking, the undersigned accepts the Botanic Gardens and Parks Regulations 1999 and [Terms and Conditions](#) and any relevant guidelines. Any breach of the conditions or any other relevant law may result in the function being cancelled immediately by an authorised Botanic Gardens and Parks Authority staff member or police officer. This agreement is not transferable.

Signed:

Dated:

Payment details

Tax invoice: PFT014

ABN: 30 706 225 320

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

Please enter your payment details in the form below:

Contact name:

Event title:

Total payment amount (GST inclusive): \$

Payment type: Cash Cheque/money order Credit card: Visa MasterCard

Name on credit card:

Signature:

Card number:

Expiry:

Do you require a receipt? Yes No

Credit card payments can also be made by phone or fax, once the application form has been received. Cheques made payable to: Botanic Gardens and Parks Authority.

Office use only

Receipt number: _____ Date paid: _____

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