



Wedding Application Form

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

Kings Park is an ideal location for weddings with its beautiful gardens, stunning views and excellent facilities. Venue fees apply and organisers must ensure they comply with the BGPA [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.

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

Venue availability

There are many venues available for weddings in Kings Park, with specific details and photographs available [on our website](#) to help you decide which venue will suit you best and whether it is available on your preferred date. 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

Partner 1: _____ Partner 2: _____

Street address: _____ Suburb: _____

Postcode: _____ Email: _____

Mobile: _____ Daytime phone 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
Website: www.bgpa.wa.gov.au

Event details

Day and date of function: _____ Time: from _____ to _____

Attendee numbers: Adults _____ Children (under 18 years) _____

Location

Fraser Avenue precinct

- | | |
|---|---|
| <input type="checkbox"/> Exhibition Ground | <input type="checkbox"/> Rifle Range North |
| <input type="checkbox"/> Fraser Avenue Lawn North | <input type="checkbox"/> Rifle Range South Rotary |
| <input type="checkbox"/> Jarrah Pavilion | <input type="checkbox"/> Wishing Well |
| <input type="checkbox"/> Old Tea Pavilion* | <input type="checkbox"/> Ngoolaark Pavilion* |

WA Botanic Garden

- | | |
|--|---|
| <input type="checkbox"/> Acacia Steps | <input type="checkbox"/> Tuart Lawn |
| <input type="checkbox"/> Beedawong Meeting Place | <input type="checkbox"/> Water Garden Pavilion* |
| <input type="checkbox"/> Karri Pavilion* | <input type="checkbox"/> Wildflower Pavilion* |
| <input type="checkbox"/> Peppermint Lawn | <input type="checkbox"/> Botanic Terraces* |

May Drive Parkland

- | | |
|---|---|
| <input type="checkbox"/> Cinema Lawn | <input type="checkbox"/> Sheoak Lawn |
| <input type="checkbox"/> Grass Trees Lawn | <input type="checkbox"/> Vietnam Memorial Pavilion* |
| <input type="checkbox"/> Lakeview Lawn | <input type="checkbox"/> Wollemi Pine Lawn |

Saw Avenue Picnic Area

- | | |
|--|--|
| <input type="checkbox"/> Saw Avenue Amphitheatre | <input type="checkbox"/> Saw Avenue Lawn South |
| <input type="checkbox"/> Saw Avenue Lawn East | <input type="checkbox"/> Variety Pavilion* |
| <input type="checkbox"/> Saw Avenue Lawn North | |

Poolgarla Family Area

- Poolgarla Parkland

Bushland

- Dryandra Lookout

* 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. If you have received 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

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
Website: www.bgpa.wa.gov.au

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, Poolgarla Parkland, 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.

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: _____

Do you propose to erect a marquee? Yes No

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.

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
Website: www.bgpa.wa.gov.au

Please provide details including dimensions and hire company where applicable:

—

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): _____

Set up

Your 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: _____ Hire company: _____

Contact person: _____ Phone number: _____

Photography

A Photography Permit is included if your wedding or function is booked in Kings Park and Botanic Garden (not including Fraser's Restaurant). Written permission for photography within the State War Memorial Precinct from the Returned and Services League (RSL) must accompany your photography application to the BGPA.

Photography is not permitted on the Lotterywest Federation Walkway and 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: _____

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 charged per hour and a minimum two (2) hour booking is required. Fees and charges are reviewed annually and can change without notice.

Venue fees

Venue fees for Acacia Steps, Beedawong Meeting Place, Rotary Wishing Well, Saw Avenue Amphitheatre and the Variety Pavilion:

\$50 per hour for 1 - 100 attendees or \$130 per hour for 101 - 250 attendees

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

\$130 per hour for 1 - 100 attendees or \$260 per hour for 101 - 250 attendees

Venue fees for grassed lawn areas including Cinema Lawn, Exhibition Ground, Fraser Avenue Lawn North, Grass Trees Lawn, Poolgarla Parkland Lakeview Lawn, Peppermint Lawn, Rifle Range North, Rifle Range South, Saw Avenue Lawn East, Saw Avenue Lawn North, Saw Avenue Lawn South, Sheoak Lawn, Tuart Lawn and Wollemi Pine Lawn:

\$50 per hour for 1 - 100 attendees or \$130 per hour for 101 - 250 attendees

Marquees

Bookings for a maximum of 4 hours and conditions apply. Fee does not include the marquee hire.

for 1 - 250 attendees \$1500

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

Other costs

Site meeting: \$100.00

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 \$80.00 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.

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
Website: www.bgpa.wa.gov.au

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 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.

If you would like information regarding a gift registry, please contact the friendly staff at [Aspects of Kings Park](#) on (+61 8) 9480 3900.

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 cancellation of the booking. This agreement is not transferable.

Signed: _____ Dated: _____

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
Website: www.bgpa.wa.gov.au

Booking Summary and Payment



ABN 30 706 225 320

Tax Invoice: Weddings PFT009-W

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.

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
Website: www.bgpa.wa.gov.au