



## Weddings in Kings Park and Botanic Garden booking form

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternative contact person on the day of your function:

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

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

Approximate numbers expected: Adults \_\_\_\_\_ Children \_\_\_\_\_

### Location

Fraser Lawn

Old Tea Pavilion\*

Rifle Range North

Rifle Range South

Rotunda 1

Rotunda 2\*

Kaarta Gar-up Lookout\*  
(available from 4.00pm to 6.00pm)

Wildflower Pavilion\*

Tuart Lawn

Peppermint Lawn

Water Garden Pavilion\*

Acacia Steps

Dryandra Lookout

Vietnam Memorial Pavilion\*

Amphitheatre\*

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

\* Indicates that power is available at this site.

Is power required?  Yes  No

### Note:

- Bookings cannot be accepted more than one year in advance.
- Venues in the Botanic Garden and Fraser Avenue precincts may be restricted during the summer concert season (from November to December and February to May).
- No bookings are taken in Kings Park in September during the annual Kings Park Festival.

### Function details

To ensure your function runs smoothly, please provide us with as many details as possible.

The Botanic Gardens and Parks Authority (BGPA) will examine your requests and will approve or discuss any concerns as required.

Please refer to the Conditions of Use prior to making your booking. If you have any questions, please discuss your application with the Bookings Officer on +61 8 9480 3624.

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

## Catering and alcohol

Do you propose to have professional catering?  Yes  No

You are required to obtain a quote from Fraser's Restaurant (Ph:+61 8 9481 7100 or email: [reservations@frasersrestaurant.com.au](mailto:reservations@frasersrestaurant.com.au)) for catering **within the Fraser Avenue or Botanic Garden precincts** only; however you are not obliged to employ Fraser's Restaurant if you have received a more suitable alternative quote.

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

Please give details of your chosen caterer:

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

Contact person: \_\_\_\_\_ Ph/Mobile: \_\_\_\_\_

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

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

The use of **external BBQs** will be considered for functions over 80 people and only by professional caterers in designated areas. The use of external BBQ's requires prior permission from the Authority. External BBQ's will be considered at Grass Trees Lawn, Vietnam Memorial Pavilion, Lake View Lawn, Willong Pavilion, Hale Oval, Amphitheatre and Saw Avenue East car park.

Do you propose to bring an external BBQ?  Yes  No

Please provide details: \_\_\_\_\_

Will guests be consuming alcohol?  Yes  No

Kings Park and Botanic Garden is an open public space so you must obtain written permission from the Botanic Garden and Parks Authority (BGPA) to consume any alcohol in the park. Organisers holding a function in Kings Park and Botanic Garden must make a booking and are required to obtain a permit from the Authority if alcohol is going to be consumed, whether it is supplied by the organisers or guests bring their own.

Kings Park promotes responsible service of alcohol and patrons must abide to the parks policy of 2 standard drinks per person in the first hour followed by one standard drink per person every hour thereafter. For further information please refer to the Guidelines for Alcohol Consumption.

An Alcohol Permit is required from:  BGPA

Quantity of liquor to be served: Beer: \_\_\_\_\_ Wine: \_\_\_\_\_ Champagne: \_\_\_\_\_

**Note:** Botanic Gardens and Parks Authority promotes a smoke free and glass free environment.

## 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 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 freestanding 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: \_\_\_\_\_)

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Do you propose to erect a marquee?  Yes  No

The use of marquees are restricted to certain areas. Marquees incur a minimum fee of \$1,500 and a site meeting is required with Botanic Gardens and Parks Authority staff. Please contact the Bookings Officer on +61 8 9480 3624 for further information.

Please provide details including dimensions and hire company where applicable:

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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: \_\_\_\_\_

## Vehicles/parking

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. Please refer to the Conditions of Use for further information. 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: \_\_\_\_\_ Ph/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 where applicable.

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

Contact person: \_\_\_\_\_ Mobile: \_\_\_\_\_

## 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)

If required, have you arranged a site meeting with Botanic Gardens and Parks Authority staff?  Yes  No

Date of meeting: \_\_\_\_\_

## Fees and charges

### Venue fees

**Table 1**

Table 1 includes booking fees for the Old Tea Pavilion, Rotunda 1, Rotunda 2, Kaarta Gar-up Lookout, Wildflower Pavilion, Water Garden Pavilion, Vietnam Memorial Pavilion and Dryandra Lookout.

No. of guests	Cost/2 hrs
1-100	\$260.00
101-250	\$520.00

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## Table 2

Table 2 includes booking fee for all other venues, including Range North, Rifle Range South, Acacia Steps, Amphitheatre and Variety Pavilion.

No. of guests	Cost/2 hrs
1-100	\$100.00
101-250	\$260.00

### Marlee/Roe Gardens

Please use the 'Place of Reflection' application form.

No. of guests	Cost/2 hrs
Maximum 100	\$460.00

## Marquees

The following fees relate to the use of marquees on Grass Trees Lawn, Cinema site, Hale Oval, Saw Avenue East. Conditions apply.

No. of guests	Cost/ 2hrs
1-250	\$1,500.00
251-500	\$3,000.00

## Grassed areas

No. of guests	Cost/2 hrs
1-100	\$100.00
101-250	\$260.00
251-500	\$400.00

## Other costs

Site meeting: \$100.00

## Notes on fees

Please note the following:

- Bookings are taken in 2 or 4 hour timeframes.
- Fees and charges are reviewed annually and can change without notice.

## 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 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 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.

Please complete the section on the next page. If you require any further information, please contact the Bookings Officer between 9 am – 3 pm weekdays.

## Booking summary

Item	Fees
Venue (list your chosen venue or area)	\$
Site meeting	\$
Marquee	\$
<b>Total payable to BGPA</b>	\$

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## Checklist

- Have you made a tentative booking with Kings Park and Botanic Garden for your preferred 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 Conditions of Use?
- Have you completed all relevant information in this application form?
- Have you enclosed your payment 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, the undersigned accepts the Botanic Gardens and Parks Regulations 1999 and Conditions of Use 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: \_\_\_\_\_

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## Tax invoice: PFT009-W

ABN: 30 706 225 320

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.

**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*.

### Office use only

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

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