

# Facility Terms and Conditions

## Shelters, Multipurpose Room and Site Hire

### Terms and Conditions of Hire

#### 1. Application

Applications can be made:

By email: [wbpb@casey.vic.gov.au](mailto:wbpb@casey.vic.gov.au)

In person: Wilson Botanic Park Berwick  
668 Princes Highway, Berwick

By post: Wilson Botanic Park Berwick  
PO Box 1000  
Narre Warren VIC 3805

A booking will not be made until after receipt of full payment of the booking fee has been received. In some cases, a security bond will be required (see section 2), and payment of the security bond must be made within 7 days of the booking date.

Confirmation of your booking will be provided via email once your application has been approved. All hiring fees are inclusive of 10% GST. GST does not apply to security bonds.

#### 2. Security Bond

Security Bond will be charged for all weddings and functions that are held in the multi-purpose room. Other functions may require a bond if the function is outside normal park operating hours, or a key or code is issued for access to the park.

If, during or immediately after the hire, there is any:

- damage to the gardens
- damage to equipment
- rubbish left on site
- venues/rooms not cleaned thoroughly

management reserves the right to deduct from the security bond up to the full amount for damages / clean-up fees.

Security Bond return where paid electronically will be via direct deposit or a cheque, within a four (4) week period from the conclusion of the booking.

It is required that the hirer/s conduct the function

in a responsible manner, with full compliance of the Wilson Botanic Park Berwick rules and all other statutory requirements.

#### 3. Alterations / Cancellations

Amendments are accepted when submitted in writing or confirmed with the bookings office. On confirmation of the amendment, a revised invoice / email will be sent to confirm details. If additional time or space is added, an additional booking fee may be relevant; refer to hire fees for applicable information.

For all cancellations, 25% of the booking fee will be retained to cover administrative costs associated with the booking.

For bookings cancelled on the day or up to one (1) week prior to the booking a 50% cancellation fee will apply. Any money paid above this cancellation fee will be refunded.

If a booking is cancelled due to inclement weather it will be treated as a cancellation.

#### 4. Time Limitations

Bookings are for the time specified on the confirmation email. Locations must be vacated by the confirmed times. Booking times include setting up and cleaning up after your function.

#### 5. Park Staff

As part of the site hire agreement, hirers and participants must comply with reasonable directions of Wilson Botanic Park Berwick staff or Security Officers.

Staff members have the authority to terminate a booking at any time when compliance of these terms and conditions are not met. Furthermore, the hirer shall forfeit the entire security bond.

## 6. Guidelines for use

### **Equipment**

A number of white chairs, trestle tables and café tables are available for use as part of the multi-purpose room booking. Required equipment must be noted on your booking form.

You are responsible to set up and return this equipment to the area advised and in the same condition as when you received them.

### **Third party providers**

If you are bringing any third-party suppliers on site (jumping castle, face painters, performers, DJs, animal nursery, etc.) a copy of their public liability insurance (PLI) must be provided to the site at least one week prior to booking. No contractor will be allowed on site without valid PLI cover.

### **Rubbish / cleaning**

The hirer/s is responsible for the removal of all rubbish and decorations associated with their function and must ensure the site is cleaned and left in its original condition.

### **Structures**

Structures such as marquees may be considered, however you must have written consent from Wilson Botanic Park Berwick management. All temporary structures must be secured by suitable weights only, and must meet the manufacturers engineering standards.

### **Decorations**

Decorations must be outlined in the booking form. Staff will ensure that these can be accommodated at the site. Only adhesives that do not damage walls or paint can be used to attach decorations onto structures both internally and externally.

All decorations need to be COMPLETELY removed at the conclusion of the booking.

No confetti, rice or fake flower petals are to be used in the park. Bubbles and rose petals are welcome.

## 7. Smoking

Whilst smoking is permitted outdoors in the park, please ensure that all cigarette butts and packaging is disposed of appropriately. No smoking is allowed inside or within 10m of all building structures.

## 8. Vehicle Access

9. There is no vehicle access to Wilson Botanic Park Berwick, with the exception of a permitted wedding vehicle. Up to two carts are available from the Visitors Centre as part of your booking to transport your supplies to and from your booking site. These must be returned to the Visitors Centre by 4.00pm.
10. A wheelchair is available upon request.

## 9. Alcohol

Council's Local Laws do not allow the consumption of alcohol in public places, including Wilson Botanic Park Berwick. An exemption may be granted by the issue of a permit. Permit applications are available at

[www.casey.vic.gov.au/health-safety/local-laws/Local-Law-Permits](http://www.casey.vic.gov.au/health-safety/local-laws/Local-Law-Permits)

A liquor licence is required if alcohol is provided for sale, or part of a ticket cost. In addition, a liquor licence is required if alcohol is provided by a caterer or other service. Visit [www.vcqlr.vic.gov.au](http://www.vcqlr.vic.gov.au) to apply online or download an application form.

## 10. Permission to Occupy

The hirer is only entitled to the reserved use of the nominated location/s of the park on the date/time specified in their confirmation email.

Wilson Botanic Park Berwick management reserves the right to hold other events in the park, which may coincide with your booked date.

No section of the hired location/s shall be sub-let, contract transferred or re-assigned without the written consent from Wilson Botanic Park Berwick management.

Wilson Botanic Park Berwick management has the authority to request further details of the hirer and/or function pending approval.