

# Function & Event Hire

## Terms & Conditions

Shelters, Multipurpose Room, Weddings, Events and Site Hire  
1 July 2020 to 30 June 2021

### Terms and Conditions of Hire

#### 1. Application

Applications can be made:

By email: [wbp@casey.vic.gov.au](mailto:wbp@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 be confirmed upon the receipt of Booking Form and full payment of Function & Event Fees. In some cases, a security bond will be required (see section 2). Payment of the security bond must be made within 7 days prior to the booking date.

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

#### 2. Security Bond

Security Bond will be charged for all functions that are held in the multi-purpose room. A Security Bond will also be charged for all Wedding Packages and Event Site Hires.

Amount of Bond payable is listed on Function & Event Hire Fees & Charges.

If, during or immediately after the hire, there is any damage to the gardens, facilities or equipment, rubbish left on site or uncleaned facility, management reserves the right to deduct from the security bond up to the full amount for damages / clean-up fees.

**Security Bond Penalties** will be identified and emailed to the hirer, as part of the confirmation process.

**Security Bond Refund** if paid electronically will be returned via direct deposit or a cheque, within a four (4) week period from the conclusion of the booking. You will receive an email following your booking and a subsequent site inspection by WBPB Staff.

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 only considered when submitted in writing. 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 Facility Hire – Functions & Events Fees & Charges for applicable information.

Cancellations are only considered when submitted in writing.

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

**ALL CANCELLATIONS** are entitled to request 75% refund of fees. 25% of the Function & Event Hire Fee will be retained to cover administrative costs associated with the booking.

**1 TO 7 DAYS ADVANCE NOTICE OF CANCELLATION**  
Bookings cancelled a minimum of 24 hours, or up to one (1) week prior to the booking will receive a 50% refund. Any money paid above this cancellation fee will be retained to cover administrative costs associated with the booking.

##### **WITHIN 24 HOURS - CANCELLATION**

Cancellations received within 24 hours of the Function & Event taking place, a 100% cancellation fee will apply.

#### 4. 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

## 5. 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.

You are responsible to set up and return all equipment to the area as documented and presented at time of induction, 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.

## 6. Time Limitations

Bookings are for the time specified on the confirmation email. Locations must be vacated by the confirmed times. Booking times include set up, pack down and cleaning time.

## 7. Permission to Occupy

The hirer is only entitled to the reserved use of the nominated location(s) of the park on the date and 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.

## 8. 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 or Park Rules are not met. Furthermore, the hirer shall forfeit the entire security bond and there will be no refund of Function & Event Hire Fees.

## 9. Alcohol

Council's Local Laws do not allow the consumption of alcohol in public places, including Wilson Botanic Park Berwick.

## 10. 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.

## 11. Vehicle

There is no vehicle access to Wilson Botanic Park Berwick, with the exception of a permitted wedding or event vehicle.

All Functions will be supplied with 2 Trolleys at the Visitor Centre just prior to hire start time. Trolleys must be returned to Visitor Centre prior to 4pm.

A Wheelchair is available upon request.