



# Wedding Ceremonies in the Gardens

The Australian National Botanic Gardens boasts a number of spectacular outdoor locations for your wedding. The Gardens tree shaded lawns, spectacular native flowers, water features and undercover areas will add to the feel of your special day.

## Outdoor Sites

The following sites are available for exclusive use and are indicated on the map attached:

Site	Capacity	Distance from car park	Onsite Power	Shade from trees	Undercover area
Burbidge Amphitheatre	200	500 m	✓	✓	
Ducrou Pavilion	50	500 m	✓	✓	✓
Northern Eucalypt Lawn	200	500 m	✓	✓	
Rock Garden Lawn	150	460 m	✓		✓
Brittle Gum Lawn	100	230 m	✓	✓	
Crosbie Morrison Amphitheatre	100	110 m	✓	✓	✓

## Opening Hours

- The Gardens are open from 8:30am to 5:00pm daily, except Christmas Day.
- Hirers must allow time to clean up and vacate the site before the gates are locked at 5 pm.
- A security charge is applicable if the site is required after hours.
- After hours wedding ceremonies and receptions may be arranged with Hudsons in the Gardens.

## Wet Weather Options

The Gardens' has Indoor Venues that can be reserved in case of wet weather, see indoor venue booking for details. If you do not reserve a wet weather indoor option and have inclement weather on the day of your booking, we may be able to move your event to an indoor venue should one be available. You will be required to pay the difference between in fees between venues.

- Wet Weather option reservation \$150



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## Charges (GST included)

### Wedding ceremony

Charges apply for exclusive use of a site and include the photography fee.

- \$550 for up to 3 hours.

### Wedding photography only

A booking is required for wedding photography within the Gardens when the ceremony is held elsewhere.

- The charge is \$200.

## Parking

- Hirers must use the public car park. Parking fees are \$2.00 per hour (max \$9.00 per day).  
**Please note:** Parking meters take coins only.
- Vehicles are not permitted beyond the car park, service parking can only be used by hirers with prior approval from the Gardens.

## Wedding Receptions/Catering

- *Hudsons in the Gardens*, located in the Gardens, is our caterer. Visit <http://hudsonscatering.com.au/> for menus and information.
- Wedding receptions can be held in an outdoor venue, indoor venue or Hudsons Cafe.
- Wedding ceremonies and receptions are arranged by Hudsons and may be after standard closing times of the Gardens.
- Contact Wendy Hudson on (02) 6248 9680 or (02) 6250 9550 to discuss your needs.
- Please note arrangements and payment for catering must be made separately.

## Wedding Venue Booking Guidelines

- Bookings for wedding ceremonies and receptions are managed by the Wedding Coordinator, Wendy Hudson from *Hudsons in the Gardens*.
- Contact Wendy Hudson on (02) 6248 9680 or (02) 6250 9550 to check availability and make an appointment.
- Full payment is required to confirm a booking. Receipts will be issued. Payment may be made by cash, cheque, money order or credit card (Visa / Mastercard only). Cheques should be made payable to: **Australian National Parks Fund (ABN 13 051 694 963)**.
- Conditions of venue use and the Wedding Booking Form may be obtained from: <http://www.anbg.gov.au/gardens/visiting/venuehire/wedding-ceremonies-5-2006.pdf>; *Hudsons in the Gardens* or the Visitor Information Centre
- Special requirements should be discussed at the appointment with the Wedding Coordinator and noted on the booking form.



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## **Cancellations**

Cancellations and alterations to confirmed bookings must be notified in writing and will incur the following charges:

- 14 days or more notice \$25.00 administration fee
- less than 14 days notice 50% of hire fee
- less than 7 days notice 100% of hire fee

## **Conditions of Use**

- Visitors must vacate the Gardens by 5 pm, unless otherwise arranged with the wedding coordinator.
- The Visitor Code and Gardens regulations must be observed and visitors must comply with staff directions.
- Events must not conflict with the use or enjoyment of the Gardens by other visitors.
- The sale of alcohol is not permitted.
- Vehicles are not permitted beyond the car park.
- Hudson's provides a full catering service in the Gardens.
- For self catering there are accessible sites lower in the Gardens.
- There are no bins in the Gardens. Hirers are responsible for ensuring the venue is left clean and tidy.
- Commercial and fundraising activities are subject to prior approval and permits.
- The throwing of confetti, rice and flower petals is not permitted.
- Any variation to stated conditions is subject to prior approval and additional charges may apply.

**For public safety in dangerous or potentially dangerous weather conditions Gardens staff may be required to cancel the booking. Refund or transfer of the booking fee will be available in these cases.**

## **Inquiries**

Please direct inquiries to:

**Wedding Coordinator, Wendy Hudson**

Phone: (02) 6250 9550 or 6248 9680

Fax: (02) 6248 9690

Email: [HUDSONSCATERING@BIGPOND.COM](mailto:HUDSONSCATERING@BIGPOND.COM)



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# Wedding Venue Booking Form

## Ceremony

Booking no \_\_\_\_\_

Date of hire \_\_\_\_\_ Time of hire \_\_\_\_\_ to \_\_\_\_\_ Time of ceremony \_\_\_\_\_

Number of people attending \_\_\_\_\_ Location of reception \_\_\_\_\_

Celebrant \_\_\_\_\_ Photographer \_\_\_\_\_

## Groom and Bride

Groom's name \_\_\_\_\_

Bride's name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone b.h \_\_\_\_\_ a.h \_\_\_\_\_

Phone b.h \_\_\_\_\_ a.h \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

## Contacts

Person making the booking (if different to bride or groom) \_\_\_\_\_

Address \_\_\_\_\_ Phone b.h. \_\_\_\_\_ a.h. \_\_\_\_\_

Mobile \_\_\_\_\_

Who is preferred contact  bride  groom  person making the booking

VENUE	Burbidge Amphitheatre	Ducrou Pavillion	Brittle Gum Lawn	Crosbie Morrison Amphitheatre	Northern Eucalypt Lawn	Rock Garden Lawn
For 3 hours incl. GST	<input type="checkbox"/> \$550	<input type="checkbox"/> \$550	<input type="checkbox"/> \$550	<input type="checkbox"/> \$550	<input type="checkbox"/> \$550	<input type="checkbox"/> \$550
<b>Catering</b>	<input type="checkbox"/> <b>Hudsons Catering</b> Contact 6248 9680 to arrange catering.			<b>Total Venue Hire including GST</b> _____		



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**Agreement**

I agree to abide by the terms and conditions of use as stated in the Wedding Venue Booking guidelines

Signature of hirer \_\_\_\_\_ Date \_\_\_\_\_

**Booking Confirmation and Payment**

Full payment and completed Booking form are required to confirm a booking.

**Payment of \$** \_\_\_\_\_ by cash / cheque / money order / credit card (please circle)  
**Credit card type:** Mastercard / Visa (please circle)

Cardholder name (block letters) \_\_\_\_\_ Expiry date \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Cheques payable to: **Australian National Parks Fund (ABN 13 051 694 963)**  
Send to: **Visitor Centre**, Australian National Botanic Gardens, GPO Box 1777 ACT  
2601 or fax 6250 9525

Please return to:  
**Wedding Coordinator, Wendy Hudson** Australian National Botanic Gardens GPO Box 1777 ACT 2601. fax  
6250 9550. Email: [HUDSONSCATERING@BIGPOND.COM](mailto:HUDSONSCATERING@BIGPOND.COM)