



**Australian Government**  
**Australian National Botanic Gardens**

# Outdoor Venues

The Australian National Botanic Gardens in Canberra has designated outdoor sites available for use by the public for events that are compatible with the Gardens aim to grow, study and promote Australia's plants.

## About the Venues

Please note the Gardens has no alternative venue in case of wet weather. In the event of inclement weather you may transfer your fee and use an indoor venue should one be available. Additional fees may be payable if an indoor venue is used. The following sites are available for exclusive use and are indicated on the map attached. Vehicles are not permitted beyond the car park.

Site	Capacity	Distance from car park	power	shade
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 8.30 am to 5 pm daily, except Christmas Day
- Venues are available 9 am – 4.30 pm
- Hirers must allow sufficient time to clean and vacate the site before 5 pm

## Outdoor Sites Charges

<b>Full day</b> More than 4 hours between 9am-4.30pm	<b>up to 100 people</b> <b>101-200 people</b>	<b>\$400 (GST included)</b> <b>\$600 (GST included)</b>
<b>Half day</b> Four hours or less between 9am-4.30pm	<b>up to 100 people</b> <b>101-200 people</b>	<b>\$300 (GST included)</b> <b>\$450 (GST included)</b>
<b>Weekends or After hours</b>	<b>Staffing cost may apply, \$80 per hour (min 2 hour)</b> Please contact Visitor Centre for details 02 62509540	

## 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.
- Service parking can only be used by hirers with prior approval for pick up or delivery of equipment.

## Catering and Self Catering

*Hudsons in the Gardens*, located at the Gardens, is our preferred caterer. Contact Wendy Hudson on (02) 6248 9680 or (02) 6250 9550 to discuss your needs. Please note arrangements for catering and payment are made directly with Hudsons.

Hirers can self-cater however no fires or barbeques are permitted in the Gardens. Please note that vehicles are not permitted within the Gardens without prior approval. Please discuss any needs with the Visitors Centre when booking.

## Bookings

**Bookings must be made on the Booking Form.**

- Contact the Visitor Centre on [visitorcentre@anbg.gov.au](mailto:visitorcentre@anbg.gov.au) or 6250 9540 to check availability and make a tentative booking (valid for 7 days).
- 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 and Mastercard only).
- Special requirements should be requested at the time of booking and noted on the booking form.

## Cancellations

Cancellations or some 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.
- 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.
- 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 decide to cancel, defer or relocate the booking.**

## Inquiries

Booking inquiries should be directed to:

**Venue Officer**  
Phone: 02 6250 9540  
Fax: 02 6250 9599  
Australian National Botanic Gardens  
GPO Box 1777  
CANBERRA ACT 2601



# Booking Form Outdoor Venue

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Booking No \_\_\_\_\_

Date of hire \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Reason for hire \_\_\_\_\_

Number attending \_\_\_\_\_ Contact Name / Organisation \_\_\_\_\_

Postal Address \_\_\_\_\_

Ph (w) \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

VENUE	Burbidge Amphitheatre	Ducrou Pavillion	Brittle Gum Lawn	Crosbie Morrison Amphitheatre	Northern Eucalypt Lawn	Rock Garden Lawn
<b>Full day</b> Up to 100 people	<input type="checkbox"/> \$400	<input type="checkbox"/> \$400	<input type="checkbox"/> \$400	<input type="checkbox"/> \$400	<input type="checkbox"/> \$400	<input type="checkbox"/> \$400
<b>Half day</b> Up to 100 people	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300
<b>Full day</b> 101-200 people	<input type="checkbox"/> \$600				<input type="checkbox"/> \$600	<input type="checkbox"/> \$600
<b>Half day</b> 101-200 people	<input type="checkbox"/> \$450				<input type="checkbox"/> \$450	<input type="checkbox"/> \$450
<b>After hours Staff Charges</b> \$80 per hour (min 2 hours) \$ _____				<b>Total incl GST</b>		
<b>Catering</b>	<input type="checkbox"/> <b>Hudsons Catering</b> Contact 6248 9680 to arrange catering.			<input type="checkbox"/> <b>Self-catering</b> I agree to remove all rubbish from the Gardens as there are no bins provided.*		

## Agreement

I agree to abide by the terms and conditions of venue use as stated in the 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

\* If rubbish is left at a venue after your hire, you will be charged for the cost of cleanup at the rate of \$80 per hour.