

AUSTRALIAN ARID LANDS BOTANIC GARDEN WEDDING PACKAGES BOOKING FORM



PortAugusta
CITY COUNCIL



**AUSTRALIAN ARID LANDS
BOTANIC GARDEN**

AALBG WEDDING SITE BOOKING FORM 2023-2024

The Australian Arid Lands Botanic Garden has a unique Wedding Garden space available to hire. The space consists of a wooden arbour and flat ground suitable for event chairs and equipment. The Garden provides amazing views and photograph opportunities.

If you are planning a wedding, we encourage you to have a FREE tour of the space, and to book or enquire with our gift shop staff.

The Australian Arid Lands Botanic Garden's Café can provide drinks/cheese platter packages (to be booked at least 2 weeks prior to event). Please discuss directly with our Café Team Leader regarding options.

The WMC Herbarium – Meeting Room is also available (for additional cost) for small group gatherings inside the Visitor Centre. For more information on this space please contact the Gift Shop direct.

The Wedding Site is available for hire during the hours the Visitor Centre is open, please see below.

Australian Arid Lands Botanic Garden's Visitor Centre (access to toilets, café and gift shop) is open:
Weekdays (April – November) 9.00am - 5.00pm - Weekdays (December - March) 9.00am - 4.00pm
Weekends and Public Holidays - 10.00am - 4.00pm
Australian Arid Lands Botanic Garden is open from 7:30am to Sunset everyday
Phone 08 86419116 Email info@aalbg.sa.gov.au

CHARGES for 2023-2024

Booking Fees to be paid before booking date is confirmed (at least 2 weeks prior).

2023-2024 Rate - \$200

Rate Includes:

- Use of the Wedding Space
- The Australian Arid Lands Botanic Garden provides the use of the site but does not supply furniture/equipment such as chairs etc.
- A guided site visit to ensure suitability of wedding site (to be booked with Gift Shop)
- Exclusive use of the wedding venue/site for the hours specified
- Access to the entire Garden for photos (must remain on paths)
- Access to Visitor Centre for toilet facilities/Café (non-exclusive, as the Visitor Centre is open to the public – please note opening times)

Additional options:

- The Gardens have a silk floral spray which can be hired to adorn the Arbor. Please see Gift Shop staff for more details and pricing.

Charges valid until 15th July 2024.

Location/Access

Please refer to attached map for location of the wedding site.

- Easy access to the wedding site from car park via path (flat, mostly paved). The site is also located within an easy stroll from the Visitor Centre.
- Vehicle access from the car park to the site for the purpose of delivery/set up of chairs etc is only available by prior arrangement with management. Vehicle access for the ceremony is not available.

Conditions of Hire:

To secure your booking, please complete and return last page of this form to the above email and contact the Gift Shop to pay for your site fee.

- Payment can be made in person at the Gift Shop or over the phone via credit card.
- All children must be supervised at all times.
- We ask that you respect the Garden whilst you are here and not damage it in any way.
- The client will be held financially responsible for any damage to the site. If any damage does occur a separate fee will be charged.
- By returning this form you agree to these conditions.
- No pegs (ie tent pegs or similar) are put in the ground
- Consumption of alcohol is not permitted at the wedding site due to licensing restrictions (our Visitor Centre is licensed but the license does not extend past the outdoor veranda areas and the Garden is in a Dry Zone).
- Under no circumstances is confetti, rice, flower petals or similar permitted to be used within the Garden boundary.
- With the exception of chairs & one or two small fold up tables, no additional furniture or structures are permitted without prior authorisation.
- Items must not be attached to trees/shrubs etc. Decorations however may be attached to the wooden arbour structure; care is to be taken to avoid any damage
- Vehicles are not permitted to enter the Garden walking tracks & must not proceed further than the car park (unless special access is approved prior by management).
- The area must be left clean & tidy.
- Please sign and complete the Port Augusta City Council's Filming & Photography Form (https://www.portaugusta.sa.gov.au/_data/assets/pdf_file/0028/1038592/Form-Application-for-Filming-or-Photography.pdf) and return to info@aalbg.sa.gov.au at least 2 weeks prior to Ceremony – this form is required to allow photography onsite for functions.
- A site visit is required no later than 1 week prior to the Event – please contact the Gift Shop to arrange.
- By returning this form you agree to these conditions.

Information & Conditions for Photography at Australian Arid Lands Botanic Gardens

- Photographs can be taken in the Australian Arid Lands Botanic Garden during the Garden's open hours – as above. Please note access to the Wedding site is only permitted during the Visitor Centre open hours.
- Please sign and complete the Port Augusta City Councils Filming & Photography Form (https://www.portaugusta.sa.gov.au/_data/assets/pdf_file/0028/1038592/Form-Application-for-Filming-or-Photography.pdf) and return to info@aalbg.sa.gov.au at least 2 weeks prior to event – this form is required to allow photography onsite for functions.
- All conditions above for the Wedding Site apply to Photography only bookings.



**ONLY FOOD/DRINKS PROVIDED
BY THE AALBG CAFÉ IS TO BE
CONSUMED ON PREMISES**

Please return this page and pay the Hire Fee to confirm your booking.

AALBG WEDDING SITE BOOKING FORM 2023-2024

Contact Details	
Contact Person:	
Postal address:	
Telephone:	Mobile:
Email:	
Payment (required 2 weeks prior to booking):	
<input type="checkbox"/> In person at Gift Shop <input type="checkbox"/> Over the phone via Gift Shop	

Booking Details	
Date of Booking:	
Arrival time:	Departure Time:
No. of people attending:	
Type of Function i.e., wedding, christening etc:	
Drinks/Cheese Platters Required (Need to confirm directly with Café prior to booking):	<input type="checkbox"/> YES <input type="checkbox"/> NO
Photography ONLY – no charge	<input type="checkbox"/> YES <input type="checkbox"/> NO

Additional Details

Privacy Statement: Any persons information you have supplied to or is collected by Port Augusta City Council (PACC) will only be stored and processed by PACC for lawful purposes directly related to the function and activities of PACC. Any personal information will only be disclosed to a third party for the purposes of performing a lawful function or activity and for no other purposes.

Office Use Only	
Booking Application Received Date:	Entered By:
TRIM:	Paid Y or N
Fee: \$200	Payment Type: