

# Weddings

## Information and frequently asked questions

**Mackay Regional Botanic Gardens offers you a scenic and photogenic location for your wedding, joining or naming ceremony! Boasting a central location, easy access and a variety of landscapes and backdrops, the Botanic Gardens is your first choice or an outdoor ceremony.**

The Café and Gallery has a stunning environment with the backdrop of native Australian and tropical flora to make your next function a truly memorable one. Talk to us about your ideas or hear some of ours; if you have dreamed about it, we can make it happen.

Together we will create the wedding of your dreams and memories for a lifetime.

Although you may be holding your reception at another venue, we encourage you to have your guests stay on after the ceremony and enjoy the spectacular vistas whilst your photographs are taken.

Wherever your ceremony takes place, please consider having your precious photographic memories of the day taken here at the Botanic Gardens. Photographs taken within the Mackay Regional Botanic Gardens are free of charge. However, to save on wedding parties 'doubling up' and using the same venues, please advise us of your planned photographic visit.

### Fees and applications

Weddings, joining and naming ceremonies incur a fee of \$220 GST inclusive. A \$220 wedding/grounds hire bond is also required (prices valid until 30 June 2018). This can be paid at the Botanic Gardens Administration on Lagoon Street or at the Mackay Regional Council Client Service Centre in Gordon Street by cash, credit or cheque. *Cheques must be addressed to Mackay Regional Council, not the Botanic Gardens.*



The fee covers your use of the grounds, botanic preparation of the site and directional signage to help your guests to the ceremony location. Any other fees incurred such as marquee and chair hire and associated set up costs are the responsibility of the hirer.

Receptions in the Café incur additional fees and applications. The Botanic Gardens do not permit marquee receptions on the lawns. Just call and ask us if you have any questions or special considerations.

The Botanic Gardens are an everchanging 'living site'. The garden you book may not look exactly the same for the ceremony as at the time of booking, so consider seasonal

changes when booking a site. Horses and alcohol are not permitted within the Mackay Regional Botanic Gardens and any pets are to be kept on a lead at all times.

Application forms are available from Mackay Regional Council's client service centre on Gordon Street, Botanic Gardens administration on Lagoon Street and online at [www.mackayregionalbotanicgardens.com.au](http://www.mackayregionalbotanicgardens.com.au). *Before filling out your application, please phone the Botanic Gardens to check on available dates.'*

## Frequently asked questions

### **Q. If I have the ceremony at 1pm, how much time is allowed between my wedding and the next one?**

**A.** There is only one wedding per wedding site per day. Ceremonies can occur at the same time in different areas of the Gardens. As you can understand - often accessories like marquees and chairs require time for set up and take down and the site to be cleaned. The Gardens allow a minimum of one hour before and after the ceremony time for this, plus allowing for guest movement. Please let us know if you are requiring a greater preparation/pack up time, so we can better accommodate your booking.



### **Q. What happens if it rains?**

**A.** There is currently NO undercover area large enough to offer a wet weather alternative within the Gardens. Hirers are responsible for their own wet weather back up plan. We recommend you speak with your place of reception to see if the venue can be prepared in case of bad weather and the ceremony needs to be relocated. Most reception venues in Mackay cater for this need. If the wedding site cannot be used on the day due to wet weather, your money will be refunded in full.

### **Q. Can we bring flowers for our ceremony into the gardens?**

**A.** In order for us to prevent diseases and pests entering the Gardens, and to provide clean facilities for visitors, we ask that no flower petals, rice or confetti are thrown or strewn for ceremonies and photos. However bouquets and flower arrangements are allowed as

long as all material that may have dropped from the arrangements is removed.

### **Q. Is anyone available to help set up on the day?**

**A.** We have one gardener on duty over the weekend. The gardener can assist you with signage only. All other duties are the responsibility of the ceremony organisers ie, set up marquees, red carpet, chairs and to clean up the site used at the end of the ceremony.

### **Q. Where is power available?**

**A.** Power outlets are available for the Tropical Sun Garden Lawn, Malta Garden Lawn, Heritage Gardens Shelter and Lagoon Deck.

### **Q. Are refunds available if the ceremony is cancelled?**

**A.** Yes. You will need to put your request in writing stating reason for cancellation to the Curator - Mackay Regional Botanic Gardens. Refunds are given if notice is provided up to one month before the ceremony. Ceremonies can be rescheduled before the event if sites are available by contacting the Garden Administration Officer at the Mackay Regional Botanic Gardens on (07) 4952 7300 or email: [botanic@mackay.qld.gov.au](mailto:botanic@mackay.qld.gov.au) If the wedding site cannot be used on the day due to wet weather, your money will be refunded in full.

## **Ceremonies**

### **Alcohol**

Alcohol and glass are not permitted in the Botanic Gardens.

### **Balloons**

Balloons are not permitted within the Mackay Regional Botanic Gardens. Balloons can easily blow away, burst and be eaten by hungry birds, fish and turtles - thus often killing the animal.

### **Bocce**

The Bocce court in the Malta Garden is available for more fun 'European flavoured' photographs. Bookings for this court should be made at your time of application to ensure availability. A bocce set can be booked for a \$50 cash

only deposit that is refunded on return of the set. For further information please contact Gardens Administration.

### **Bubbles and confetti (rice)**

Strewn or thrown confetti, rice and flower petals for ceremonies or photographs, are NOT permitted in the Gardens. Flower arrangements are permitted, but must be removed after ceremony and disposed of off site. Bubbles are permitted in the gardens instead of confetti, however please remind your guests that all rubbish is to be disposed of correctly. If you require extra bins in an area, please arrange this with the Gardens Administration before your wedding date.

### **Café hours**

The Café & Gallery is open Wednesday to Friday 10am to 3pm and from 9am to 4pm on Saturday and Sunday.

### **Damages**

Any damages caused to plant collections, garden beds, lawns, buildings or gardens infrastructure as a result of your event will result in the repair/cleaning cost being passed onto you, the hirer.

### **Decorations**

Decorating a ceremony area is permitted but the following conditions apply

- all items brought onto the site MUST be removed and

disposed of offsite at the end of ceremony -

- NO decorations/items are to be hung from or attached to ANY tree, hedge or plant.
- At no time is ANY vehicle permitted within the Mackay Regional Botanic Gardens. There are two car parks within the Gardens and roadside parking the length of Lagoon Street. You are required to park at one of these locations and carry/trolley items in along the internal pathways
- No items are to be pegged/pushed in to the ground. This includes marquee pegs and Bali flags.
- All items must be free standing or tied to solid infrastructure i.e. Heritage Shelter or Malta arches. This is due to underground services throughout the gardens

### **Dogs**

Dogs are welcome in the Botanic Gardens, provided that they are on a leash at all times. However, all droppings must be picked up and disposed of into a nearby bin. Biodegradable Dog Waste Bags are available from dispensers located at a number of locations within the Gardens.

### **Feeding of birds**

Bird feeding - even for photographs, is not encouraged. The bread or rice causes an imbalance in the aquatic habitat, introduces disease in the birds and turtles, and promotes algal growth in the lagoons.

### **Fire and fire works**

Fire or Fireworks are NOT permitted within the Botanic Gardens.

### **Flowers and plants**

The Botanic Gardens are for the enjoyment of all. Please refrain from picking flowers or foliage and supervise children. To help us keep bugs and pests out of the Botanic Gardens, please remove all flowers and plants brought in with you.

### **Hire equipment/trucks**

At no time should vehicles be driven or backed over lawns to deliver hire equipment or passengers to locations within the Botanic Gardens. All vehicles must stop at the closest road access point and equipment be carried or trolleyed along pathways. Please respect that others will be using the area after you.

### **Horses**

Horse riding is not permitted within the Botanic Gardens. Horse - drawn carriages are allowed only on access roads ie. Lagoon Street and Ram Chandra

Place, not footpaths or on lawns within the Botanic Gardens.

### **Litter**

All personal rubbish including decorations are to be taken away from the Botanic Gardens and disposed of appropriately. Strewn or thrown confetti, rice and flower petals for ceremonies or photographs are not permitted. Bouquets and flower arrangements are permitted.

If you require any extra bins in the area, please just ask.

Bins are located adjacent to wedding areas. The Heritage Garden bin is located on the Coal Garden wall, along the hedge in the Malta Garden and around the visitors Centre for the Tropical Sun Garden Lawn. Please do not overload the bins as they are emptied by hand.

### **Marquees**

Marquees are not provided by the Botanic Gardens. Marquee Receptions are NOT permitted in the Botanic Gardens. No pegs/stakes are permitted to be pushed into the lawn areas. All marquees and other decorations must be free standing or tied to solid infrastructure i.e. Heritage Shelter or Malta arches. This is due to underground services throughout the gardens.

### **Photographs**

Photographs can be taken at all points within the Botanic Gardens

and are free of charge. However, if you wish to use a certain area, please let us know so that we can avoid 'doubling-up' on usage. Currently all lighting is focussed on major pathways and around the visitors' centre, lagoon decks and administration. Please be aware of this when choosing photos at sunset or dusk.

### **Power access**

There is power available to all four recommended wedding site locations. Please indicate if power access is required on your booking form.

### **Rain**

When hiring a lawn area for a wedding, joining or naming ceremony, it is recommended you speak with your place of reception and check availability of ceremony being relocated if required. There is currently NO undercover area large enough to offer a wet weather alternative within the Gardens. A full refund of fees is given if the lawn cannot be used on the day due to weather.

### **Sprinklers**

Sprinklers will not be operating near or adjacent to wedding bookings. The majority of sprinklers are timed to operate out of daylight hours. However, due to the differing requirements of the plants, some are watered during the daytime. These sprinklers are timed to operate during low water usage periods.

### Tentative bookings

Tentative bookings can be placed on a wedding area for 14 days maximum. To confirm your booking, payment in full is required within your 14 day period. Should a tentative booking pass its 14 days and no payment has been made, management reserves the right to cancel the tentative booking without notice, however efforts will be made to contact you and advise of this action.

### Toilets

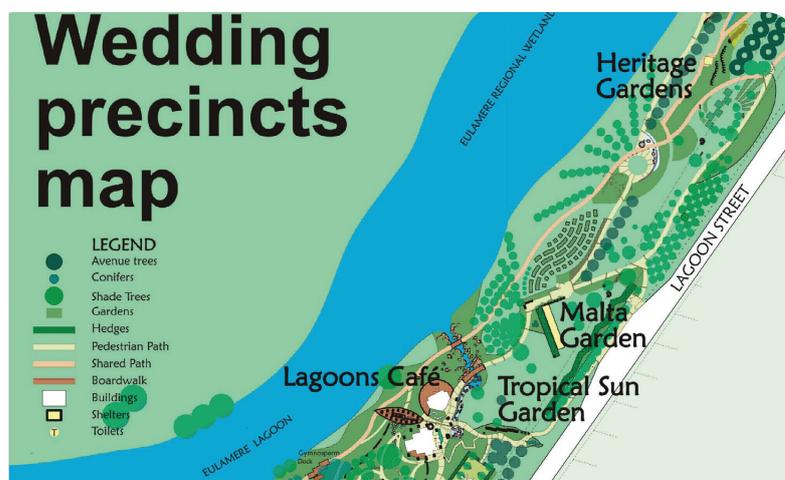
The toilets at the Gardens Administration and Play Gardens are opened at 6.00am and locked at dusk each day. 24 hour facilities are available at Ram Chandra Place near the Mackay Tourist Information Centre.

### Vehicle access and parking

Vehicles (including ALL bridal vehicles) are NOT permitted into any section of the Botanic Gardens. Parking is available in the Tamarind car park, the Lagoon Street car park or along Lagoon Street.

### Walking/wheelchair access

Most areas can be accessed by formed boardwalks or sealed paths – with the Tropical Shade Garden and some short joining paths formed of loose gravel. All wedding areas in the gardens and 'Café and Gallery are wheelchair accessible.



### Wedding reception

If you are interested in The Café and Gallery for a reception venue, directly contact [lagoonscafe@optusnet.com.au](mailto:lagoonscafe@optusnet.com.au)

25 - 30 chairs as there is a slight decline in the grass. Please note this site is 300 metres from the Café/Gallery and main car park.

### Suggested garden areas

#### Tropical Sun Garden lawn

Up to 300 guests, beautiful shading trees and some hedges, marquee can be erected.

#### Malta Garden & lawn

Up to 200 guests, hedges/ screens surround the lawn, marquee can be erected . Please note this site is 30 metres from the café/gallery and main car park.

#### Lagoons Lookout deck –

Up to 50 guests, over the lagoon edge, unique setting with views.

#### Heritage Garden

100 guests, 5x5m gazebo and access to power, vine arbour, flower beds. Room for around

**Please ask about other sites within the Botanic Gardens if you have a special request**

#### For all queries, please contact:

Mackay Regional Botanic Gardens,  
9 Lagoon Street,  
West Mackay, Qld 4740.

Botanic Gardens Admin  
is open Monday to Friday,  
9.00am to 5.00pm.

P.O. Box 41, Mackay 4740.  
Phone: (07) 4952 7300  
Fax: (07) 4952 7333  
Email:  
[botanic@mackay.qld.gov.au](mailto:botanic@mackay.qld.gov.au)



# Mackay Regional Botanic Gardens Wedding, Joining or Naming Ceremony Application Form

## CONTACT DETAILS

Contact Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile 1: \_\_\_\_\_ Mobile 2: \_\_\_\_\_

Email: \_\_\_\_\_

## CEREMONY DETAILS

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Garden Location:  Tropical Sun Garden Lawn  Malta Garden Lawn  Heritage Garden  
 Lagoon Lookout Deck  Other: \_\_\_\_\_

Ceremony Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Ceremony start Time: \_\_\_\_\_ am / pm

Ceremony Type:  Wedding/ Joining  Naming

Anticipated No of attendees: \_\_\_\_\_

Are decorators being hired?  Yes  No If Yes, setup start time: \_\_\_\_\_ am/pm

Do you require access to onsite power?  Yes  No

Will a Marquee/ shade tent be set up?  Yes  No

\*Note: Due to the presence of underground services the use of pegs/stakes is NOT permitted. All decorations must be free standing.

Special notes/requests \_\_\_\_\_

Submission of application DOES NOT constitute approval for park usage.

Application is to be submitted a minimum of 30 days prior to nominated date to be considered.

If your application is approved, confirmation of booking will be provided in writing and forwarded to the nominated postal address included on the application.

I \_\_\_\_\_ Acknowledge the Mackay Regional Botanic Gardens:

**Do not permit**

- Alcohol
- Confetti, rice or balloons
- Real rose petals strewn/thrown on lawn
- Vehicles on lawns or pathways
- Decorations being attached to any tree, hedge or plant.
- Permanent alterations to any Botanic Gardens Infrastructure (eg drilling/gluing to hang decorations)
- Cigarette butts thrown in gardens or on lawns
- Horses and horse drawn carriages
- Feeding of birds for photos
- Dogs off leashes
- Fire or fireworks
- The leaving behind of any rubbish.
- I also acknowledge that I am responsible for the site being cleaned of decorations/rubbish once the ceremony is finished.
- I understand that any costs that arise from repairs or cleaning of the site after my ceremony will be passed on to me or may result in the forfeiture of bond.
- I understand The Botanic Gardens are an ever-changing 'living site'. The garden we book may not look exactly the same for the ceremony as at the time of booking.
- I have read the wedding fact sheet provided to me and understand my responsibility in hiring a site within the Mackay Regional

Event Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

PRIVACY DISCLAIMER: Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorization or as we are required by law.

**ALL BOOKINGS ARE TO BE CONFIRMED THROUGH:**

Mackay Regional Botanic Gardens Administration on 4952 7300 between 9am and 4pm, Monday to Friday

Weddings, joining and naming ceremonies do incur a fee. Please check current fees and charges.

Payment is required within 14 days of placing tentative booking to guarantee your site. Failure to pay will result in a cancellation of your booking.

**OFFICE USE ONLY**

Code RC/BGWEDD, RC/BOND:

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt No: \_\_\_\_\_ ECM No: \_\_\_\_\_

## MACKAY REGIONAL COUNCIL, MACKAY REGIONAL BOTANIC GARDENS

### Terms & Conditions of Hire

- Applications are to be submitted a minimum of 30 days prior to the nominated date for approval to be considered.
- As a requirement of your approval Mackay Regional Council (MRC) may request The Hirer/ Approval holder have public liability cover of an amount not less than Twenty Million Dollars (\$20,000,000.00) as part of a standard public liability insurance policy. A copy of the public liability insurance policy may be requested for sighting by Councils Parks Booking Officer before this application is approved.
- Should any fees, charges or bonds be applicable to this application, no confirmation of booking or letter of approval will be issued until payment has been made.
- Specific Terms and Conditions applicable to the approval of any booking shall be attached to the letter of approval sent to the applicant upon approval of this booking.
- The approval holder is to ensure that the use or activity authorised under the approval does not cause a nuisance.
- The approval holder is to take specific measures to protect the safety of persons who may be involved in, or affected by, the use or activity authorised under the approval.
- The approval holder is required to remove any rubbish created by the use or activity, and to ensure the area used is left in a tidy condition with all refuse & litter to be collected and placed into waste receptacles. In the instance that bins are not provided or are full, all excess litter must be removed from the site by the approval holder immediately at the end of the event. Please note the approval holder is responsible for the provision of extra bins where required & removal of these from site after event.
- Rice, Confetti, Glitter or any other manufactured product is not permitted to be thrown or released. Bubbles are considered an acceptable alternative; however no residue is to remain on concrete pathways or stepped access ways.
- Hirers are permitted to bring their own barbecue into designated areas of Mackay Regional Botanic Gardens (MRBG) provided it is situated at a safe distance from people and vegetation; A drop sheet or drip tray must be placed under the barbecue to protect the surface from damage.
- Any damage caused wilfully, accidentally or by the conduct of the approved use or activity is the responsibility of the approval holder. Where MRC incurs costs or expenses in rectifying any damage caused or contributed to by the approval holder or as a result of the event, the approval holder will pay the amount of those costs or expenses to MRC.
- The approval holder will use the booked area of MRBG for the use/activity stated on the approval and for no other use/ activity.
- The use or activity authorised under the approval is restricted to the specified days and times.
- The approval holder will ensure that no glass or glass receptacles will be used within the MRBG on the date approved.
- All electrical cords, fittings, switches and other electrical equipment must comply with the appropriate Australian Standards and display a current electrical test tag.
- The approval holder is required to obtain any other necessary approval, lease, licence or permit under any other Local Law, Act or Regulation that is required for the use or activity.
- The approval holder is not to restrict/ deny pedestrian access to the MRBG.
- Car Parking is to be confined to designated vehicle parking areas. No vehicle access is permitted within the MRBG.
- The approval holder will ensure that no signage, flags or decorations are attached to or hung from any tree, structure or building within the MRBG. No nails or tacks are to be used on any vegetation or structures.
- Any Tents or Marquees shall be free standing and weighted down with sand bags or similar - no pegs or ground driven devices are to be utilised. Underground services are present in the MRBG. Damage to this infrastructure is prevented by not permitting the use of pegs, spikes, star pickets or other ground driven devices. Please contact Council to discuss any special requirements and hold down options for your event.
- The approval holder will observe, perform and fulfil all the requirements of MRC's Policies and Local Laws not limited to but including food service, noise and waste.
- The approval holder is to carry the approval letter during the use or activity and is to produce the approval for inspection on demand by an authorised person.
- MRBG is a public space; your event/ function booking does not include exclusivity to all areas of MRBG, only your designated area. Areas will not be cordoned off.
- MRC reserves the right to cancel any park, reserve or foreshore booking at any time for any reason including safety concerns of the location. If a cancellation occurs, MRC will endeavour to inform the approval holder and a refund of any fees paid may be negotiated. MRC reserves the right to terminate the event, either before or during the event, if the approval holder is in breach of the terms of this approval.
- Cancellation of bookings must be made in writing to The Curator, Mackay Regional Botanic Gardens at least 30 days prior to the booked date. Refunds will not be given for late cancellations.