

## Botanic Gardens Grounds Hire Application

The Mackay Regional Botanic Gardens offers you a variety of gardens and lawns suitable for outdoor ceremonies, private events, and family functions. With its central location, easy access and tranquil views, Mackay Regional Botanic Gardens is an ideal location to celebrate your special day.

The Botanic Gardens Café is Mackay's answer to a unique and memorable reception area. It is available for weddings, corporate events, launches and social gatherings. Email [lagoonscafe@optusnet.com.au](mailto:lagoonscafe@optusnet.com.au) or phone 4952 6930 for all bookings and enquiries.

### Bookings, Fees, and Applications

For all booking enquiries, to book a tour of the ceremony precincts or to check the availability of a date/s, please contact Gardens Administration on (07) 4952 7300 or [botanic@mackay.qld.gov.au](mailto:botanic@mackay.qld.gov.au)

Tentative bookings can be placed for a maximum of 14 days. To confirm your booking, payment in full is

Required within your 14-day period. Should a tentative booking expire, 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.

The hire application can be completed online at [mackayregionbotanicgardens.com.au](http://mackayregionbotanicgardens.com.au) or forms are available from Mackay Regional Council's Client Service Centre on Gordon Street and Botanic Gardens Administration on Lagoon Street.

Once processed, you will be advised if your application is approved, and if so the applicable fee, bond, and payment options available.

To view the current hire fees, please visit the Botanic Gardens website.

### Botanic Gardens are an everchanging 'living site'

The garden you book may not look the same for the ceremony as at the time of booking, so consider seasonal changes when booking a site.

Please note, marquee receptions/functions are not permitted in the Botanic Gardens.



### Ceremony Precincts

#### Malta Garden

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.

#### Tropical Sun Garden lawn

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

#### Heritage Garden

100 guests, 5x5m gazebo, vine arbour, flower beds. Room for around 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.

#### Lagoon Lookout Deck

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

# Grounds Hire Application Form



## Contact Details

Contact Name/s .....

Postal Address .....

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Phone ..... Email .....

Mobile 1 ..... Mobile 2 .....

## Booking Details

Date: ..... Start time: .....am/pm Finish time: .....am/pm

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

Type:  Wedding/Joining  Naming Day  Family Reunion/function  
 Birthday  Other: .....

Anticipated No. of attendees: .....

Do you require access to onsite power?  No  Yes

Is hire equipment/decorations being used?  No  Yes - setup time .....am/pm

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

### I Acknowledge the Mackay Regional Botanic Gardens **Do not permit**

- Alcohol and glass receptacles
- Confetti, rice or rose petals strewn/thrown on lawn
- Vehicles on lawns or pathways
- Decorations being attached to any tree, hedge or plant.
- Balloons
- Permanent alterations to any Botanic Gardens Infrastructure (eg drilling/gluing to hang decorations)
- Horses and horse drawn carriages within the gardens
- 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 the same for the ceremony as at the time of booking.

**Event Contact Signature**..... **Date**.....

**PRIVACY DISCLAIMER:** Mackay Regional Council is collecting your information to process your application form. This information will be only accessed by authorised Council employees and may be given to State Government Departments or Agencies. This information will not be given to any other person or agency unless you have given us permission, or we are required by law.

**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 approved, confirmation of booking will be provided in writing and forwarded to the above nominated postal address.**

OFFICE USE ONLY  
 Code RC/BGWEDD + RC/BOND

Date Received..... Fee Paid..... Receipt 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 the same condition as before the use or activity commenced. Please note the hirer is responsible for the provision of extra bins where required, removal from site immediately after and all associated fees.
  - Alcohol cannot be consumed in a public place in QLD unless a 'designated wet area' is approved. 'designated wet area' approvals are only considered within Mackay Regional Botanic Gardens (MRBG)
- when a licensed provider is engaged.
  - Fireworks are not permitted within MRBG. Fire is only permitted in association with an approved booking for the earth oven.
  - Rice, Confetti, Glitter, Balloons 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 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 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 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 not to restrict/deny pedestrian access to MRBG.
  - Car parking is to be confined to designated parking areas. No vehicle access is permitted within MRBG.
  - The approval holder will ensure that no signage, flags or decorations are attached to or hung from any tree, structure or building within MRBG.
  - All Tents/Marquees/Stalls must 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 MRBG. Please contact Council to discuss any specific 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.
  - 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.
  - MRBG is a public space; making a booking and the associated payment does not include exclusivity to all areas of MRBG, only your designated area. Areas will not be cordoned. If another applicant wishes to use the same area/day as a confirmed booking MRBG will not take the booking, however MRBG cannot take responsibility should members of the public decide to use the area without our knowledge.
  - 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 Coordinator, Mackay Regional Botanic Gardens at least 30 days prior to the booked date. Refunds will not be given for late cancellations.