

## **Sugarworld Parklands Weddings and Naming Ceremonies Booking Information**

**All bookings must be made over the telephone or in person at the Cairns Botanic Gardens before payment.**

### **Booking Enquiries**

If you are looking for a beautiful outdoor setting for your Wedding or Naming Ceremony, the various function areas at Sugarworld Parklands can be booked. For booking enquiries please phone Marcelle Evenden 4032 3200 or email: [gardens@cairns.qld.gov.au](mailto:gardens@cairns.qld.gov.au)

### **Fees and Charges including GST 2011/2012**

All function areas \$62.00 (2 hours)

The Sugarworld Function map shows the suggested key areas however you are welcome to choose an area that is not listed, by clearly identifying the area on the application form.

### **Sugarworld Parkland Opening and Closing Times**

Everyday: 7.00am – 6.30pm

### **Bookings Times:**

Areas are booked for a two-hour period. For example: Wedding is at 3pm, setup time is from 2pm, and wedding must be completed by 4pm. Next wedding is at 5pm and their set-up time starts at 4pm.

### **Inclement Weather**

In case of inclement weather it is suggested you arrange an alternative venue for your ceremony. If the area booked is not used due to inclement weather please state in

writing and forward to Flecker Botanic Garden, Collins Avenue, Edge Hill QLD 4870. All monies will be reimbursed, however, this process can take up to 3-4 weeks.

### **Payment**

Please note that full payment is required at the time of booking. Payment can be made in person at the Cashiers counter on the ground floor of the Council building in Spence Street by cash, cheque, money order, MasterCard, Bankcard or Visa. Please take the form with you; the cashier will pass the information on to the Botanic Gardens.

OR

Payment can be made in person at the Flecker Botanic Gardens by cash, cheque, money order, MasterCard, Bankcard or Visacard, please take the form with you. Payment together with the form may be sent to Flecker Botanic Gardens, Collins Avenue, Edge Hill QLD 4870. Cheques should be made payable to Cairns City Council. *Please note that no payments are accepted over the telephone.*

### **Cancelled Bookings**

If you wish to cancel a booking, please state in writing and forward to Flecker Botanic Gardens, Collins Avenue, Edge Hill QLD 4870. If a booking is cancelled more than 1 week prior to the wedding date all monies will be reimbursed. However this process may take up to 3-4 weeks.

### **Change of Booking Times**

If you have made a booking but wish to change the time, please contact the Flecker Botanic Gardens Administration Office (07) 4032 3200 for confirmation that the time is available. It is then necessary for a confirmation in writing to be forwarded to the office. Once this confirmation is received an updated permit will be sent.

### **Vehicular Access**

Vehicles are not permitted to enter Sugarworld Parklands. No vehicles are to park in front of any access gates to Parkland and/or obstruct the flow of traffic in car parks.

## **TERMS AND CONDITIONS FOR USE**

1. No confetti or rice is to be used.
2. No vehicles are permitted to enter the Parklands unless an access for delivery of equipment has been approved.
3. The area is to be left in a clean and tidy state.
4. Your booking times are as stated on the confirmation letter. This includes setting up time. To avoid overlap with other wedding parties please ensure you adhere to these times.
5. Photographs may be taken within the Parklands providing no other party has a booking in the vicinity.
6. The Parkland is to be vacated by 6.20pm unless previous arrangements have been made.
7. The site you have chosen for your ceremony cannot be closed off to the public.
8. With the exception of one or two small fold up tables and a small number of chairs, no additional furniture or structures are permitted without prior authorisation. Sugarworld Parklands does not supply these tables or chairs.
9. Directions from staff must be observed at all times. If you have any difficulties on site please see a member of staff.

**SUGARWORLD PARKLANDS  
WEDDING OR NAMING CEREMONY BOOKING FORM**

**All bookings must be made over the telephone or in person at the  
Cairns Botanic Gardens before payment.**

To book an area in Sugarworld Parklands:

1. Contact the Botanic Gardens on 4032 3200 and confirm date and time require is available.
2. Complete details and sign this form
3. Marriage Celebrant completes application form – wedding in a park
4. Pay in full
5. A confirmation of booking will be forwarded as soon as possible.

Title	Given Name	Family Name
Email:		Contact Telephone Numbers
Address:		Home
City/Suburb		Work
Post Code		Mobile

**Ceremony Date:** \_\_\_\_\_

**From:** \_\_\_\_\_ **am/pm** **To:** \_\_\_\_\_ **am/pm**  
*(Please note maximum of 2 hour per booking)*

**Approximate Number of Guests:** \_\_\_\_\_

**Requested Area:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Return Form to:**

Cairns Botanic Garden, Collins Avenue, Cairns QLD 4870. Phone (07) 4032 3200. Fax (07) 4044 3852

Email: [gardens@cairns.qld.gov.au](mailto:gardens@cairns.qld.gov.au)

Receipt Code: 210 GL Code: 05220

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**MARRIAGE CELEBRANT**  
**APPLICATION FORM - WEDDING IN A PARK**

I, .....  
(Marriage Celebrant)

Address .....  
.....P/Code .....

Phone/Fax No.....

email:.....

an authorised Marriage Celebrant, hereby apply for a permit to hold a wedding in the undermentioned park:-

NAME OF PARK                      Sugarworld Parklands  
DATE OF WEDDING                      .....  
TIME OF WEDDING                      .....  
NAMES OF PERSONS BEING MARRIED .....  
.....

I CONFIRM THAT the above agree to the following conditions and that they have indicated this by their signature:-

1. No vehicle is to be driven on any portion of the park.
2. Every effort will be made to ensure that no damage occurs to the park.
3. That no litter, including confetti, will remain after the ceremony.
4. Marquees are not permitted within Flecker Botanic Gardens.
5. The function is not to block access on public pathways.

**Please mark your chosen position on the map shown on the reverse of this form.**

.....  
(Signature of Marriage Celebrant)

.....  
(Signatures of persons being married)

**Return Form to:**  
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Email: [gardens@cairns.qld.gov.au](mailto:gardens@cairns.qld.gov.au)