

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 Cairns Botanic Gardens can be booked. For booking enquiries please phone Marcelle Evenden on 4032 3200 or email:

gardens@cairns.qld.gov.au

Fees and Charges including GST 2011/2012

Use of Flecker Garden	\$92.00 (2 hours)
Use of Centenary Lakes	\$62.00 (2 hours)

Key Areas Available

Area	Fee
Flecker Garden – The Stage Area (has power)	\$92.00
Fitzalan Garden	\$62.00
Fitzalan Garden - Lily Pond	\$62.00
Freshwater Lake – has BBQ area with shelter and power	\$62.00
Saltwater Lake – has BBQ area with shelter	\$62.00

An enclosed 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.

Cairns Botanic Gardens Opening and Closing Times

Week Days:	7.30am – 5.30pm
Week Ends & Public Holidays:	7.30am – 5.30pm

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 Cairns 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 Cairns Botanic Gardens.

OR

Payment can be made in person at the Cairns Botanic Gardens by cash, cheque, money order, MasterCard, Bankcard or Visa, please take the form with you. Payment together with the form may be sent to Cairns 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.*

Emergency Contact

Please call 0408 870 606. This is a weekend emergency telephone number only. All other enquiries should be directed to the information/administration office to Marcelle Evenden on 4032 3200.

Cancelled Bookings

If you wish to cancel a booking, please state in writing and forward to Cairns 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 Cairns 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.

Map

A location map of Cairns Botanic Garden and Centenary Lakes is attached.

Vehicular Access

Vehicles are not permitted to enter the Cairns Botanic Gardens. No vehicles are to park in front of any access gates to Garden 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 Gardens 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 Gardens providing no other party has a booking in the vicinity.
6. The Flecker Garden is to be vacated by 5.15pm 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. Cairns Botanic Garden does not supply these tables or chairs.
9. Directions from Garden staff must be observed at all times. If you have any difficulties on site please see a member of staff.

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 Cairns Botanic Gardens:

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 are:
Address:		Home
City/Suburb		Work
Post Code		Mobile

Ceremony Day & 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

Receipt Code: 210 GL Code: 05220

MARRIAGE CELEBRANT 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 Cairns Botanic Gardens/Centenary Lakes

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 Cairns 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:

Cairns Botanic Garden, Collins Avenue, Cairns QLD 4870. Phone (07) 4032 3200. Fax (07) 4044 3852
Email: gardens@cairns.qld.gov.au

Cairns Regional Council – Information Privacy Statement

Your personal information is being collected for the purpose of processing your Wedding and Naming Ceremonies Botanic Gardens. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.