

# Warrnambool Botanic Gardens Function Request FREQUENTLY ASKED QUESTIONS

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***The following questions and answers must be read prior to lodging your booking form to ensure you have a full understanding of your responsibilities in using the Warrnambool Botanic Gardens.***

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**1. How do I request to use the Warrnambool Botanic Gardens (WBG)?**

You need to complete the attached function booking form and submit at least 21 days prior to the date required. It is requested that you mark your preferred location on the attached WBG map.

Once your application has been received you will be contacted by phone to ensure that your chosen date, time and location are available. Once verbally confirmed you will receive a confirmation letter within 14 working days.

**2. What are the fees involved in having a function within the WBG?**

There are currently no fees or charges.

**3. Can you guarantee that a location I have chosen will be exclusively mine?**

No the WBG is classified as public open space and therefore available to the public at all times. However, when booking your selected location we ensure future bookings are aware of any areas already selected and request them to select another location.

**4. Can I ask people to move from my selected location?**

No the WBG is classified as public open space and therefore available to the public at all times.

**5. Am I allowed vehicle access into the WBG?**

Yes vehicles are permitted within the WBG but are to be kept to a minimum. Vehicles must travel at walking pace only. If you have guests with limited mobility we suggest selecting a location closest to an entrance.

**6. Am I allowed to drive vehicles on the lawns?**

No this is strictly prohibited. Vehicles must keep to the path network at all times.

**7. Who is liable for damage to the garden beds/lawns?**

The party/parties who caused the damage will be liable. Repair costs will be sought to rectify any damage from the applicant.

**8. How do I gain vehicle access within WBG?**

If vehicle access is required your confirmation letter will nominate a key number. This letter is then required to be presented to Warrnambool City Council Civic Centre (during business hours, Monday – Friday, 8.30am – 5pm) prior to the event where you will receive your nominated key. This key is then required to be returned to Council Offices the next business day after your event. If you do not obtain the key from the Civic Centre prior to your function you will be unable to obtain vehicle access.

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**9. Do I include my set up and pack down time when requesting to use the WBG?**

Yes your booking should include the time to set up and finishes when you have vacated the area.

**10. Can I use confetti in the WBG?**

No confetti, rice and glitter are strictly prohibited as use of these products that may interfere with the garden. Bubbles and rose petals are permitted.

**11. Do I need to make a booking if I only want my wedding photos within WBG?**

No this is not required but please be respectful of other events taking place within the WBG.

**12. Can I bring alcohol into the WBG?**

Yes BYO alcohol is permitted within WBG.

**13. Do you provide a rubbish removal service?**

No you are required to remove any rubbish that you generate during your function off-site at your own expense.

**14. Can I erect a marquee in the WBG?**

Yes. An on-site meeting must be arranged at least 7 days prior to the event with the WBG staff to locate a suitable site.

**15. Can I have music playing at my event in the WBG?**

Yes music is permitted provided sound levels are kept to a level that does not disturb other users of the WBG.

**16. Can I be asked to relocate to another location within the WBG?**

Yes Council reserves the right to relocate your booking to an alternative location within the WBG in the unlikely event that immediate works are required on your chosen site or where some other unforeseeable circumstances arise ie storm damage.

## **Rotunda**

**17. What are the fees involved in booking the rotunda?**

There are currently no fees or charges.

**18. How do I gain access to the rotunda?**

A key is required to access both the stairwell and kitchen area within the rotunda. By ticking the appropriate boxes on the function booking form the correct key will be allocated.

If you forget to obtain the key from Warrnambool City Council Civic Centre (during business hours, Monday – Friday, 8.30am – 5pm) prior to your function you will be unable to access the rotunda.

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**19. Can I run power leads from the rotunda to other areas within the WBG ie the bridge?**

No power leads are not permitted across roadways and pathways. Power is only accessible from the rotunda and is to be only used around the immediate surrounds of the rotunda.

If power is required away from the rotunda it is suggested you hire a generator or use battery operated equipment.

**20. What facilities are available within the rotunda?**

A fridge, microwave, sink and hot water are available for your usage.

**21. Do you provide chairs, tables, cutlery and crockery?**

No you must self-cater.

**22. How many people does the rotunda hold?**

Downstairs holds 10 people. Upstairs holds 20 people (standing).

**23. What hours is the rotunda available?**

Sunrise to sunset.

**24. Who is liable for damage to the rotunda?**

The party/parties who caused the damage will be liable. Repair costs will be sought to rectify any damage from the applicant.

*Version 3 – October 2012*

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# Warrnambool Botanic Gardens Function Request

Council is collecting the information on this form so that it may consider your application. The information is only used by Council for this purpose and will not be disclosed unless required under law.

## Applicant Details

Name.....Surname.....

Company Name (if applicable).....

Address of Applicant.....

.....Post Code.....

Telephone.....Mobile.....

Facsimile.....Email.....

Nominated person responsible for group organising event to liaise with Council staff on site?

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## Event Details

Date required.....Times required.....

Type of activity.....

Do you require access to any of the following facilities? (tick)

Rotunda (upstairs) (4.15)

Power (4.14)

Vehicle Access (4.15)

Hot Water (4.14)

Fridge (4.14)

*Note – Power is only accessible in the Rotunda.*

Other requests.....

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## Conditions

1. An account may be sent to the applicant to make good any costs incurred by Warrnambool City Council as a result of the function (damage to lawn, paving, services, rubbish removal etc).
2. If portable barbecues are used at any function, then provision must be made to collect and remove from the site any fat or fat run-off, and to stop any fat from reaching and killing grass areas. Ground protection sheets must be used under and around barbecues.
3. If any temporary structures are being erected, the applicant is to provide Siting Approval for Temporary Structures from the Council Building Practitioners.
4. **This form must be returned to Warrnambool City Council, 25 Liebig Street (PO Box 198) Warrnambool 3280, fax 5559 4900 or email [wbool\\_city@warrnambool.vic.gov.au](mailto:wbool_city@warrnambool.vic.gov.au) no later than 21 days prior to the date required, otherwise permission may be withdrawn.**
5. Council reserves the right to withdraw or amend the permission granted at any time due to unforeseen circumstances.
6. By completing this form and returning to Council, does not give the applicant exclusive rights to a particular site at the Botanic Gardens for a specific function.
7. The Botanic Gardens is classified public open space and is available to the public at all times.

## OFFICE USE ONLY

Booking Confirmed? YES  Officer..... Date.....

# Warrnambool Botanic Gardens Function Request LOCATION MAP

