

HOLROYD GARDENS ROTUNDA
VENUE TERMS AND CONDITIONS FOR HIRE
Cnr Walpole & Pitt Streets, Merrylands | 9840 9900
www.holroydgardens.com

The hirer acknowledges that no obligations in relation to the Venue will arise unless and until hire documentation has been executed by all relevant parties and all fees are paid.

1. Venue Hire

- The Ceremony must take place in the designated area only (please refer to map attached).
- This Agreement provides for exclusive use of The Rotunda area between the hours specified in the hire agreement.
- The Hirer may not prevent access to any other area of the park or disrupt the use of the park by any member of the general public.

2. Booking Times

- Minimum booking length is two hours unless otherwise agreed. The Ceremony, including set up must start and finish within the time designated by the Hire Agreement and must take place during daylight hours for safety reasons. Council reserves the right to hire the Venue more than once per day.

3. Site Care

- The Hirer agrees to hire the Venue in its prevailing condition at the time of hiring. Upon hire expiry an inspection of the Venue will be carried out by a member of the Council. The Hirer hereby accepts liability for any damage caused to the Venue and/or surrounding areas and agrees to pay any costs incurred in the repair or replacement of damaged property. Council will hold the credit card supplied as a guarantee for this purpose.

4. Indemnity

- The Hirer agrees to use the Venue at their own risk and releases and waives any right to make a claim against Council for loss, theft, cost, expense or damage arising directly or indirectly from the use by the Hirer of the Venue.
- Should there be an accident or injury arising through the hirer's use, the hirer MUST notify Council within 7 days of the incident. The Hirer shall do nothing, which will or is likely to prejudice or render void Council's insurance policies.

5. Parking

- Parking at Holroyd Gardens is limited and unreserved. Vehicles may park in designated car park shown on the attached map.

6. Decorations

- Rice, confetti, bon bons, pyrotechnics and streamers are not permitted. Rose petals are allowed but must be removed at the end of the event. Any other decoration must be discussed with and approved by Council. Please note that contractor/supplier vehicles are not allowed into the park, they are restricted to the car park.

7. Signage

- Temporary signage is not permitted. In particular, signs indicating exclusive use of the Venue are strictly prohibited.

8. Music

- Amplified music and public address system is permitted. There is 1 x 10Amp GPO at The Rotunda site available to hirers. Noise levels are to be kept to a level so as to ensure that sound does not disturb other park users.

9. Furniture and Equipment

- Council accepts no liability for furniture or equipment brought to the site. The set up and removal of any items must be carried out within the booked time.

10. Waste Removal

- The Venue must be cleaned on departure and all rubbish must be removed and disposed of responsibly by the Hirer.

11. Deposits

To secure your booking of the Holroyd Gardens Wedding Ceremony Venue the following deposits are required:

- For the Duchess and Princess Packages a deposit of \$365.00;
- For the Majestic and Regal Packages a deposit of \$500.00.

12. Final Payments

- All payments must be finalised seven (7) days prior to your event;
- Final payments may be deducted from Credit Card supplied;
- In the event of further charges requiring to be levied, the credit card supplied will be debited.

13. Cancellations

- The Duchess and Princess packages will incur a cancellation fee of \$165.00;
- The Majestic and Regal packages will incur a cancellation fee of \$330.00;
- Cancellations within sixty (60) days of the hire date will forfeit deposit paid.

14. Park Regulations

- The Hirer and guests must comply with all relevant laws applicable to Holroyd Gardens;
- The opening and closing times of The Holroyd Gardens Park must be adhered to.

15. Other information

- Days not available for hire include Christmas Day, Boxing Day and such other days nominated by Council.

16. Vehicle Access

- Only pre-arranged vehicle can access the rotunda directly (Max. 1 vehicle). This vehicle is restricted to movement only to and from The Rotunda (1 trip only) and is prohibited from traveling to other areas in the park;
- These vehicles must be insured;
- Contractor vehicles/suppliers are not allowed into the park, they are restricted to the car park.

17. Wedding Photos

- Council is more than happy for the hirer to utilize other areas of Holroyd Gardens for their photos.

Please Note: Once away from The Rotunda Area the hirer has no greater right to access any area of the park than any other regular user of the park.

I have read and understand the terms and conditions of hire:

Signature: _____ Print Name: _____

HOLROYD GARDENS ROTUNDA
Map of Rotunda and Car Park
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Please note: This diagram is not to scale.

