

**HOLROYD GARDENS ROTUNDA**  
**VENUE TERMS AND CONDITIONS FOR HIRE**  
**Cnr Walpole & Pitt Streets, Merrylands | 8757 9090**  
**[www.holroydgardens.com](http://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.
- Public Holidays will attract additional charges. Please enquire with our office on 8757 9090.

**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.
- Hire times may be amended up until payment of final hire fees.
- Changes in times will not be accepted once final hire payments have been paid sixty (60) days prior to your booking date.
- Should the hirer or hirer's external contractors exceed the designated close time as stipulated in the Hire Agreement then additional overtime charges will be invoiced after the Wedding Ceremony and charged at a rate of time and a half for each thirty (30) minutes.

**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.
- Any additional charges will be invoiced after the Wedding Ceremony.

**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.
- The car-park is accessible from Walpole Street.

**6. Decorations, food and beverages**

- Rice, confetti, bon bons, metal scatters, pyrotechnics and streamers are not permitted. Rose petals are allowed but the hirer is responsible to remove and dispose of petals and any and all rubbish at the end of the event.
- All catering including food and beverage tables must be set-up on the outside of the Rotunda.
- A cleaning fee will be charged if the request to remove petals or dispose of rubbish is ignored.
- Any other decorations 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.

## Terms and Conditions Continued

### 7. 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.

### 8. 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.
- Should additional hours be required, please discuss rates and availability with the Events Team at the Holroyd Centre.

### 9. Waste Removal

- The Venue must be cleaned on departure and all rubbish must be removed and disposed of responsibly by the Hirer.
- A cleaning fee will be charged if this condition is not met.

### 10. 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 \$455.00;
- For the Majestic Package a deposit of \$660.00;
- For the Empress Packages a deposit of \$990.00.

### 11. Final Payments

- All payments must be finalised sixty (60) 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.

### 12. Cancellations

All cancellations must be made in writing.

- The Duchess and Princess packages will incur a cancellation fee of \$220.00;
- The Majestic package will incur a cancellation fee of \$440.00;
- The Empress packages will incur a cancellation fee of \$660.00;
- Cancellations within sixty (60) days of the hire date will forfeit all monies paid.
- Should you change your package by cancelling only our vendors such as celebrants and stylists the minimum cancellation fee will apply of \$220.00 per vendor/service cancelled.

### 13. Change of Date

- Council does not transfer booking dates. Hirers must cancel a booking and make a new booking should a transfer/change of date be required.
- Refer point 12 for applicable cancellation fee.

### 14. Park Regulations

- The Hirer and guests must comply with all relevant guidelines, rules and regulations 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 as nominated by Council.
- Should Council be unable to provide the venue or facilities or any other arrangements for your wedding or any part thereof, or to otherwise perform the terms of this agreement and the Council's failure is due to circumstances beyond its decision or control, then Council is not responsible for any costs, damages or expenses that you may suffer or incur.

**Terms and Conditions Continued**

**16. Vehicle Access**

- Only your pre-arranged bridal 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 without restriction to general public use.

**18. External Suppliers**

- Where goods or services are supplied from an external supplier additional terms and conditions may apply, such as additional deposits/bond, earlier confirmation of booking/payments or cancellation fees. You are responsible for any fees that may apply in relation to the supplier’s terms and conditions.
- Clients must ensure that all external contractors hired (for example, entertainers, decorators, stylist, celebrants etc) have all the necessary licences, insurances and approvals to undertake the relevant activity;
- The Council is not responsible in any way for the behaviour or co-ordination of any external service provider hired by the client (for example, entertainers, decorators, stylist, celebrants etc). You hereby agree to release and indemnify Council from all such claims;
- All equipment/decorations provided by external contractors must be removed by the end of the hire period;

***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.***

<p><i>I have read and understood the above mentioned 'terms and conditions of hire':</i></p> <p><b>Applicant's Signature: x.....</b></p>	<p><b>Date</b></p>	
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**HOLROYD GARDENS ROTUNDA**  
**Map of Rotunda and Car Park**  
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*Please note: This diagram is not to scale.*

