



Place of Reflection - Marlee Pavilion and Roe Gardens Application Form

The Botanic Gardens and Parks Authority (BGPA) manages Kings Park and Botanic Garden and Bold Park in Perth, Western Australia.

The Place of Reflection is a special venue located in the Western Australian Botanic Garden in Kings Park, designed to offer a tranquil and reflective space of significance for the people of Western Australia. Venue fees apply and organisers must ensure they comply with the Botanic Gardens and Parks Authority [Terms and Conditions](#), available on our website.

Please provide all details for your booking. Full disclosure is important to ensure your application is successful.

Your booking is not confirmed until you have received written approval.

Venue availability

To preserve the ambience and significance of the site, all bookings in this area are required to adhere to strict guidelines. Bookings cannot be accepted more than one year in advance.

This venue is not suitable for corporate functions or birthday parties. Applications for weddings and community group functions will be assessed for suitability at the sole discretion of BGPA.

Block-out period

The following block out period aims to avoid issues from noise and traffic disruption intruding on your event.

Summer Events Season - Restricted from 23 October to 1 May each year. Bookings are available between 9.00 am – 12 noon only during this time. Afternoon private bookings will be considered on non-concert days (only once BGPA concert schedules are confirmed).

A morning booking does not guarantee first priority for a change of time to an afternoon booking.

Contact details

Name of group or organisation: _____

Contact person: _____

Street address: _____ Suburb: _____

Postcode: _____ Email: _____

Mobile: _____ Daytime telephone number: _____

Alternative contact person on the day of your function:

Name: _____ Mobile: _____

Event details

Please specify the type of function and provide details:

Wedding Community group Commemorative/Memorial event

Partner 1: _____ Partner 2: _____

FOR MORE INFORMATION CONTACT THE BOOKINGS OFFICER:

KINGS PARK AND BOTANIC GARDEN
1 Kattidj Close, Kings Park
Western Australia 6005

Phone: (+61 8) 9480 3624
Fax: (+61 8) 9322 5064

Email: bookings@bgpa.wa.gov.au
Website: www.bgpa.wa.gov.au

Will you be playing music? Yes No

Live music (e.g. classical trio) Pre-recorded

If live, please provide details:

Company: _____

Contact person: _____ Phone number: _____

Do you propose to have any electrical equipment? Yes No

A 15 amp power outlet is available at some sites. Please check the output of your electrical equipment beforehand. All sound must be kept to an acceptable level that does not impact on other visitors. There is a maximum run time of 30 minutes for PA systems and speakers.

PA system (e.g. microphone) Speakers Other (please specify): _____

Set up

Your two (2) hour hire includes an additional 30 minutes set up and 30 minutes breakdown either side of the booking time.

Vehicles and parking

Kings Park provides free parking only for those visitors within the park boundaries. Visitors are not permitted to park their vehicle in Kings Park and then leave Kings Park boundaries by any other means (on foot, by bus or in another vehicle).

Vehicles are not permitted to park on lawns or in 'No Parking' zones. Verge parking is available in some areas, where signposted. Equipment can be unloaded from a vehicle where parked in a designated loading zone or parking bay. The organiser is responsible for advising participants where to park. Parking cannot be reserved.

For more information refer to the [Kings Park and Botanic Garden Parking section](#) of our website.

Have you advised your caterers and guests where to park? Yes No

Number expected: _____ Hire company: _____

Contact person: _____ Phone number: _____

Photography

A Photography Permit is included if your wedding or function is booked in Kings Park and Botanic Garden (not including Fraser's Restaurant). Filming and Photography within the State War Memorial Precinct must be approved by the Returned and Services League of Western Australia (RSLWA) and BGPA which will be sought during the booking process. Photography is not permitted on the Lotterywest Federation Walkway and you must not leave paths when in the bushland areas. If another group has reserved a particular gazebo or area, please respect their booking. If a concert is scheduled for the day of your booking you will not be permitted into the concert area. Your photographer must be aware of the [Regulations](#) relating to photography within Kings Park and Botanic Garden. Please provide details of your photographer where applicable.

Company: _____

Contact person: _____ Phone number: _____

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Fees and charges

All bookings are for a two (2) hour period only and a maximum of 100 people applies.

Fees and charges are reviewed annually and can change without notice.

Venue fees

Venue fee: \$460

A 75% discount on the venue fee is available for appropriate commemorative occasions being held by families or approved community organisations. Community organisations should contact the Bookings Officer to check if they are eligible for the discount. Discounts do not apply to weddings or photography sessions.

Booking summary

Venue fee \$ _____ Discount approved by Booking Officer? Yes No

Total payable to BGPA \$ _____

Payment details

Full payment must be forwarded with this application. All fees and charges include GST. Your booking is not confirmed until you receive written confirmation from BGPA.

Take care when making your booking. We are unable to arrange a refund unless a booking is cancelled more than 10 days prior to the function/event and a non-refundable fee of \$80 applies. Please allow 10 working days for your refund to be processed.

Kings Park and Botanic Garden is an outdoor venue and fees will not be refunded as a result of inclement weather. The Authority reserves the right to cancel a booking at any time.

Checklist

I have made a tentative booking with Kings Park and Botanic Garden. If not, please contact the Bookings Officer before returning this application by emailing bookings@bgpa.wa.gov.au or calling (+61 8) 9480 3624.

I have read and understand the BGPA [Terms and Conditions](#).

I have completed all relevant information in this application form.

I have enclosed payment details with this booking.

If you would like information regarding a gift registry, please contact the friendly staff at [Aspects of Kings Park](#) on (+61 8) 9480 3900.

Declaration

In submitting this booking application, the organiser accepts the Botanic Gardens and Parks Regulations 1999 and all [Terms and Conditions](#). Any breach of the conditions or any other relevant law may result in infringement and/or the cancellation of the booking. This agreement is not transferable.

Signed: _____ Dated: _____

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Western Australia 6005

Phone: (+61 8) 9480 3624
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Email: bookings@bgpa.wa.gov.au
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Booking summary and payment



ABN 30 706 225 320

Tax Invoice: Weddings PFT014

This document is a tax invoice upon completion of the form and when payment is made, as prescribed by the *A New Tax System (Goods and Services Tax) Act 1999*.

Contact name: _____

Organisation: _____

Activity: _____ Contact number: _____

Payment details

Total payable to BGPA \$: _____ (inclusive of any GST amount)

Cash or EFTPOS (in person only)

Cheque (made payable to Botanic Gardens and Parks Authority)

Electronic funds transfer BSB: 066 040 Account: 19800048

Commonwealth Bank

Reference: BGPA Booking reference number

Credit card (Visa or MasterCard only)

Name on credit card: _____ Signature: _____

Card number: _____ Expiry: _____

Credit card payments can also be made by phone, once the Application Form has been received.

Do you require a receipt? Yes No

Office use only

Receipt number: _____ Date paid: _____

Thank you for your payment.

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