



EVENING FUNCTIONS

Step into another world and experience the natural beauty, architecture and culture of one of the only authentic Chinese Gardens outside of Asia.

Sheltered pavilions, graceful bridges and enchanting landscapes provide the perfect setting to enhance your next event. The lower level of the Chinese Garden can be hired exclusively from 5.30pm to midnight.

The Chinese Garden of Friendship is located in the heart of the city, just minutes from Sydney's CBD and Darling Harbour, making it easy for guests to get to and from your function.

For more information or to make a venue hire booking, contact the Chinese Garden front office on 02 9240 8888 or email functions@property.nsw.gov.au.

For information regarding catering, contact Lotus Reservations on 02 8311 5156 or email enquiries@thegardensbylotus.com.au.



**CHINESE
GARDEN**
of friendship

Evening functions

The garden caters for functions of up to 300 guests, utilising one or more pavilions in any number of formats. Let the spaces inspire you to create an event with a difference.

Capacity

		Cocktail capacity	Seated capacity
Pavilion / Venue	Teahouse Pavilion (Map reference M8)	120	50–70
	Water Pavilion (Map reference G9)	50	30
	Peace Boat Pavilion (Map reference L6)	30	20
	Hall of Longevity (Map reference J10)	100	60
	Total venue capacity	300	160–180

Rate

\$4,500* (6.5-hour hire from 5.30pm to midnight)

* All rates include GST.
Rates are current at the time of printing. Rate changes may take place without notice. A deposit secures the current rate for 12 months. Additional charges will apply if the function is not completed and the area returned to the same condition it was in on arrival and bump-out completed by midnight.

Inclusions

The furniture provided in the pavilions is available free of charge for use by the client.

		Large trestles	Small round tables	Small square tables	Dining chairs	Chairs
Pavilion	Teahouse	6	2	–	50	–
	Water Pavilion	–	–	2	–	30
	Peace Boat Pavilion	–	–	2	–	20
	Hall of Longevity	–	–	2	–	30

Chinese Garden map



Event booking form

Company / organisation:	
Contact name:	Position:
Telephone: (during business hours)	Mobile:
Facsimile:	Email:
Postal address:	
Event name:	
Please tell us how you prefer us to communicate with you: <input type="checkbox"/> Phone <input type="checkbox"/> Email	
Type of function:	
Date(s) proposed:	Time(s): (available from 5.30pm to midnight)
Number of guests:	
Please attach copies of the following: <input type="checkbox"/> Public liability insurance <input type="checkbox"/> Event run sheet	
<p>Please read the indemnity clause and the terms and conditions at the back of this pack and sign below to acknowledge your acceptance. I/we agree to indemnify Place Management NSW and/or its manager from and against all actions, claims and demands by (a) person(s) (whether (an) invitee(s) or otherwise) who suffer(s) or sustain(s) any loss, damage or injury arising out of, or as a result of, or in the course of the use of any land, premises or chattels in a manner for which it would be liable at law, which land, premises or chattels are owned or occupied or controlled by Place Management NSW. Personal details will be kept confidential and will not be passed on to a third party without your consent.</p>	
<input type="checkbox"/> I have read and agree to the terms and conditions.	
Signature:	Date:

For office use only			Event no.	
Approved by:		Due date:	Paid by date:	Amount received:
Total venue hire:				
Deposit:		/ /	/ /	
Final payment:		/ /	/ /	
Total bond:		/ /	/ /	

Terms and conditions – Exclusive evening venue hire

The Chinese Garden of Friendship is located in the heart of the city, just minutes from Sydney's CBD and Darling Harbour. Its uniqueness and sensitivity demands increased awareness inside the garden, particularly regarding our visitors, uneven surfaces and water, and outside the garden regarding vehicle access. We ask for your care and consideration and specifically request that this information be relayed to your guests and contractors.

Booking conditions

A function is not considered confirmed until Place Management NSW is in receipt of the Evening Function Agreement duly signed by the client and a holding non-refundable deposit of \$1,100 is paid.

Venue hire charges

Final payment is required thirty (30) days prior to the date of the event. If payment is not received, the booking may be cancelled and the deposit withheld. The schedule of fees takes into account direct and indirect costs associated with the hire, these fees being dependent on the types of activities. A bond may be required as security against possible damages. Venue hire charges may be subject to change without notice.

Cancellation conditions

All cancellations must be in writing.

If a booking is cancelled, the following will apply:

- 30 days prior: full refund less \$1100 holding non-refundable deposit
- Less than 30 days prior: no refund.

Hours for hire

Venue hire is from 5.30pm to midnight. The service of alcohol and music must cease at 10.30pm to ensure bump-out is completed by midnight.

Hire exclusions

- The Teahouse interior, Blue Room and upper section of the garden (unlicensed area), refer to map. The mountain zone is not included in the venue hire. This includes the area north of the Water Pavilion and east of the curved bridge leading to the mountain zone. Bollards will cordon off these areas.
- Storage of personal items.

Essential information for clients

- All guests and staff must vacate the premises by midnight.
- There is no client or guest parking on site. Paid parking is available nearby.
- Entertainment providers and other contractors must carry out a site induction with Place Management NSW personnel prior to the event.
- A detailed run sheet for the event is required one week prior to the event.
- At the conclusion of the function, all areas must be tidied and cleaned thoroughly, all rubbish removed. The garden must be returned to the same condition that it was prior to the function commencing.

General conditions

- Permission is required for proposed entertainment options, including music, or decorative enhancements.
- Colonnades and pathways must be minimally disrupted.
- Any damage resulting from an approved booking shall be recompensed by the applicant. All direct cost incurred by the Chinese Garden in relation to the event must be covered by the applicant.
- The erection of temporary structures, including marquees, requires specific approval.
- Garden management must be advised if any aspect of your booking changes from the way it is described on your application.
- The hirer shall not cause any display of images, words, acts or other material of a crude, offensive nature that is likely to embarrass or distress or in any way injure the reputation of Place Management NSW, its employees or any member of the public.

- The hirer is not permitted to utilise the Chinese Garden in a way that is considered political in nature and not in the spirit of Chinese and Australian friendship.
- Fireworks, animals and amplified sound are not permitted.
- Exclusive use of the Chinese Garden is not available during the day. As a site hirer, the organiser should be aware that other activities may be occurring or in place during your period of use.
- Failure to comply with conditions may result in additional fees and/or bond withheld.
- Chinese Garden management reserves the right to reject any application as non-conforming if the proposed use doesn't conform with the current policy or if use threatens the amenities of the garden or other events.
- Chinese Garden management and its authorised officers have the right to remove any person exhibiting antisocial behaviour, i.e. anyone causing annoyance, nuisance or injury to another person or the community.
- No smoking of any substances is permitted in the garden or in its pavilions.

Vehicle movement

- The Chinese Garden forecourt is a pedestrian precinct; no general vehicles are permitted at any time.
- Authorised access may be given upon request. In the event all vehicles would be escorted on site by a Darling Harbour Rangers' representative.
- Paid parking is available nearby.

Cleaning

The applicant is responsible for cleaning the surrounding area and removing all rubbish to the satisfaction of Chinese Garden management. Cleaning charges may apply.

Prohibited

- The use of rice, rose petals and confetti
- Bringing food and beverages into the garden
- Walking on the garden beds
- Touching the water features and pond
- Bringing pets or other animals into the garden (Assistance Dogs excepted)
- The use of candles and other naked flames
- Volume above L_{Amax} 70B(A) and L_{Cmax} 90dB(C) on Friday and Saturday and L_{Amax} 65 dB(A) and L_{Cmax} 85dB(C) from Sunday to Thursday
- Decorations in water features (ponds and waterfalls)
- Adjusting the lighting and water features of the garden
- Smoking
- Littering
- Dangerous goods
- Illegal substances

Risk management and safety

- All contractors must have work health safety induction training and have completed safe work method statements as required by the Work Health and Safety Act, 2011.
- Contractors' work practices must not cause hazards or endanger visitors or staff. The work site must be safe, with appropriate safety barricades, guards and signage in place where necessary.
- All incidents including injury, property damage or loss and near misses must be investigated, documented and reported to management immediately.
- All machinery used within the Chinese Garden must be in safe working condition with appropriate safety devices fitted and all machinery must conform to appropriate WorkCover legislation.
- For safety information at the Chinese Garden and for General Conditions of Entry, please visit darlingharbour.com

For more information:

T (02) 9240 8888

**E functions@property.nsw.gov.au
darlingharbour.com**

Chinese Garden licensed areas

Liquor licence no. LIQ0624014834



Number	Pavilion / Venue
4	Hall of Longevity
6	Water Pavilion
16	Peace Boat Pavilion
17	Teahouse Pavilion