



VENUE HIRE

A perfect venue for any event in the heart of Sydney.

The natural beauty, architecture and elegance of the Chinese Garden of Friendship at Darling Harbour can provide a unique backdrop for any event.

Sheltered pavilions, graceful bridges, reflective pools and enchanting landscapes create the perfect setting for wedding ceremonies, birthday parties, cultural activations and many other events in the heart of the city.

The Chinese Garden pavilions can be hired exclusively during the day between 10am and 5pm.

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

Venue hire locations

Pavilion / venue		Maximum capacity standing	Maximum capacity seated
	Blue Room (Map reference M7)	50	20
	Water Pavilion (Map reference G9)	50	48
	Peace Boat Pavilion (Map reference L6)	50	12
	Hall of Longevity (Map reference J10)	120	48

Venue hire charges

Daytime Hire (10am – 5pm) Minimum 3 hour hire applies	Pavilion/ Venue	Commercial Fee* (Individuals, organisations, commercial businesses)	Community Fee* (Not for profit organisations, charities)
3-hour hire	Water Pavilion	\$800 – up to 50 people	\$450
3-hour hire	Peace Boat Pavilion	\$800 – up to 50 people	\$450
3-hour hire	Hall of Longevity Pavilion	\$990 – up to 120 people	\$550
All day hire	Blue Room	\$990 – up to 40 people	\$550
Exclusive evening hire (5.30pm–midnight)	Chinese Garden	\$4,500	\$3,150
Per additional hour (after hours)	Chinese Garden	\$692.50	\$485

*All rates include GST. Rates are current at the time of print. Rate changes may take place without notice. A deposit secures the current rate for 12 months. Exclusive daytime or extended access to the Chinese Garden that requires closure to the public is by negotiation; additional charges will apply.

Inclusions

Pavilion / venue		Small square tables	Chairs
	Blue Room	1	20
	Peace Boat Pavilion	1	12
	Water Pavilion	1	48
	Hall of Longevity	1	48

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

Chinese Garden map



Venue hire booking form

Contact name:	Telephone: (during business hours)
Email:	Mobile:
Postal address:	
Please tell us how you prefer us to communicate with you: <input type="checkbox"/> Phone <input type="checkbox"/> Email	
Organisation's name:	Event's name:
Date(s) preferred:	Number of guests:
Start time (available 10am – 5pm; last booking 3pm):	Finish time (bookings for 2 hours only):
Venue preferred:	Other details:
<p>How did you find out about the Chinese Garden as a function venue?</p> <p><input type="checkbox"/> Word of mouth <input type="checkbox"/> Brochure <input type="checkbox"/> Website <input type="checkbox"/> Advertisement (please specify)</p> <p><input type="checkbox"/> Other (please specify)</p>	
<input type="checkbox"/> Please tick if you would like to receive information about upcoming events at the Chinese Garden	
<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:				
Deposit:	/ /	/ /		
Final payment:	/ /	/ /		

Terms and conditions – 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

Please complete the application form and forward it to the Chinese Garden front office. Booking will not be confirmed until \$110 holding non-refundable deposit is paid. You will be notified of approval within 14 days.

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 \$110 holding non-refundable deposit
- Less than 30 days prior: no refund.

Hours for hire

Venue hire of Blue Room is for full day only from 10am until 5pm. Venue hire of pavilions is for three hours only between 10am and 5pm; last booking 2pm. The pavilions may be hired for additional hours.

General conditions

1. Permission is required for proposed entertainment options, including music, or decorative enhancements.
2. Colonnades and pathways must be minimally disrupted
3. 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.
4. The erection of temporary structures, including marquees, requires specific approval
5. Garden management must be advised if any aspect of your booking changes from the way it is described on your application.
6. 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.
7. 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.
8. Fireworks, animals and amplified sound are not permitted.
9. 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.
10. Failure to comply with conditions may result in additional fees and/or bond withheld.

11. 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.
12. 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.
13. No smoking of any substances is permitted in the garden or in its pavilions.

Vehicle movement

14. The Chinese Garden forecourt is a pedestrian precinct; no vehicles are permitted at any time.
15. Paid parking is available nearby.

Cleaning

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

Prohibited

17. The use of rice, rose petals and confetti
18. Bringing food and beverages into the garden
19. Walking on the garden beds
20. Touching the water features and pond
21. Bringing pets or other animals into the garden (Assistance Dogs excepted)
22. The use of candles and other naked flames
23. Volume above L_{Amax} 70B(A) and LC_{max} 90dB(C) on Friday and Saturday and L_{Amax} 65 dB(A) and LC_{max} 85dB(C) from Sunday to Thursday
24. Decorations in water features (ponds and waterfalls)
25. Adjusting the lighting and water features of the garden
26. Smoking
27. Littering
28. Dangerous goods
29. Illegal substances

Risk management and safety

31. 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.
32. 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.
33. All incidents including injury, property damage or loss and near misses must be investigated, documented and reported to management immediately.
34. 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.
35. 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