



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 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 One Dining on 02 9758738 or email info@onedining.com.au

Evening Functions

The Garden caters for functions of up to 180 guests, utilising one or more pavilions in any number of formats. Let the spaces inspire you to create an event with a difference.

		Cocktail Capacity	Seated Capacity
	Peace Boat Pavilion (Map Reference L6)	30	12
	Water Pavilion (Map Reference G9)	50	48
	Hall of Longevity (Map Reference J10)	100	48
	Total Venue Capacity	180	100

* Maximum capacity includes total attendees

Rate

\$6,000 * 6.5-hour hire from 5.30pm to midnight includes bump in, set up and bump out times ** Exclusive venue hire includes lower section of the Garden only and excludes upper areas *** Service of alcohol and music must cease at 10.30pm to ensure bump-out is completed before midnight.

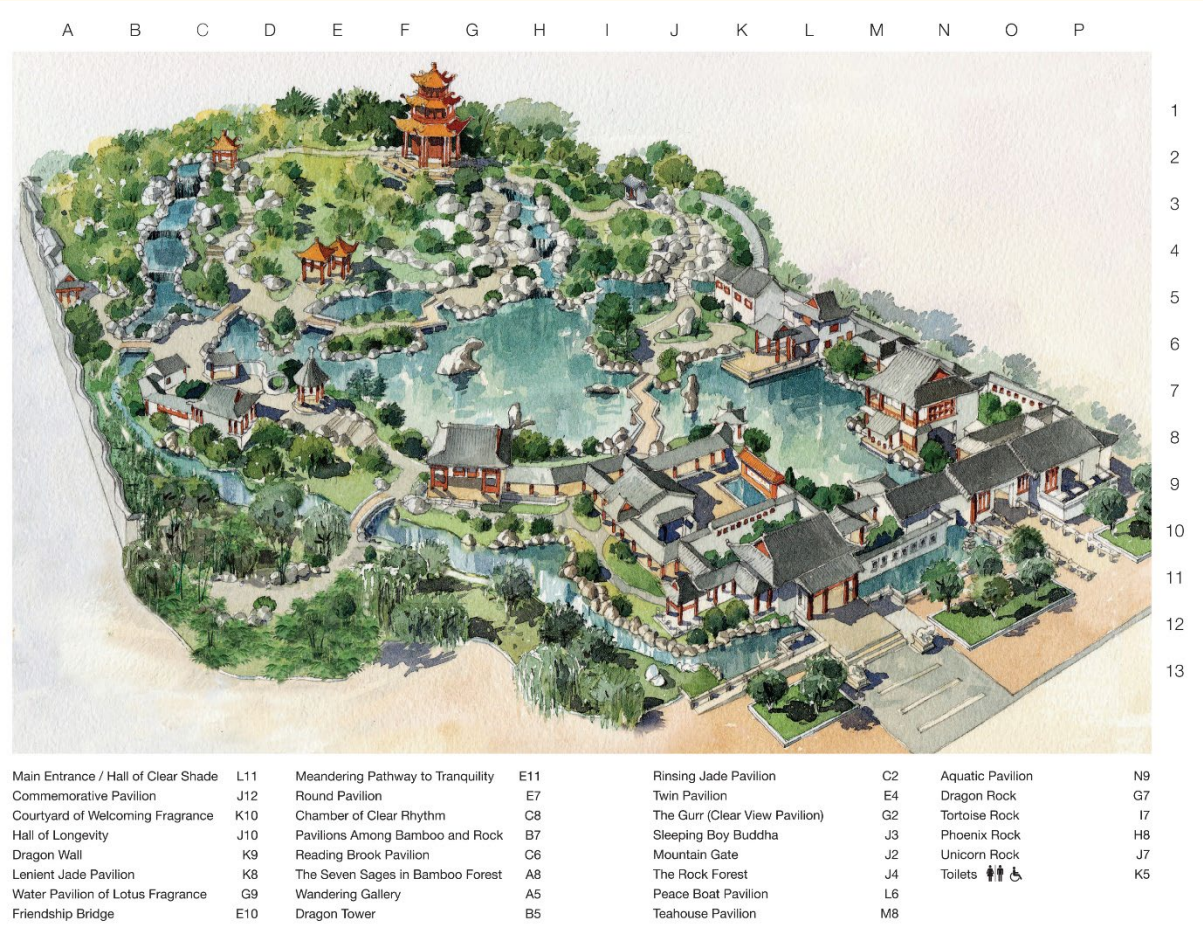
* All rates include GST.
Rates are current at the time of printing. Rate changes may take place without notice. \$1,500 non-refundable holding deposit secures the current rate for 12 months. Additional charges will apply if the function is not completed, and the area returned to the same condition it was in on arrival and bump-out completed by midnight.

Inclusions

		Large trestles	Small round tables	Small square tables	Dining chairs	Chairs
	Peace Boat Pavilion (Map Reference L6)	-	-	2	-	12
	Water Pavilion (Map Reference G9)	-	-	2	-	48
	Hall of Longevity (Map Reference J10)	-	-	2	-	48

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

Chinese Garden map



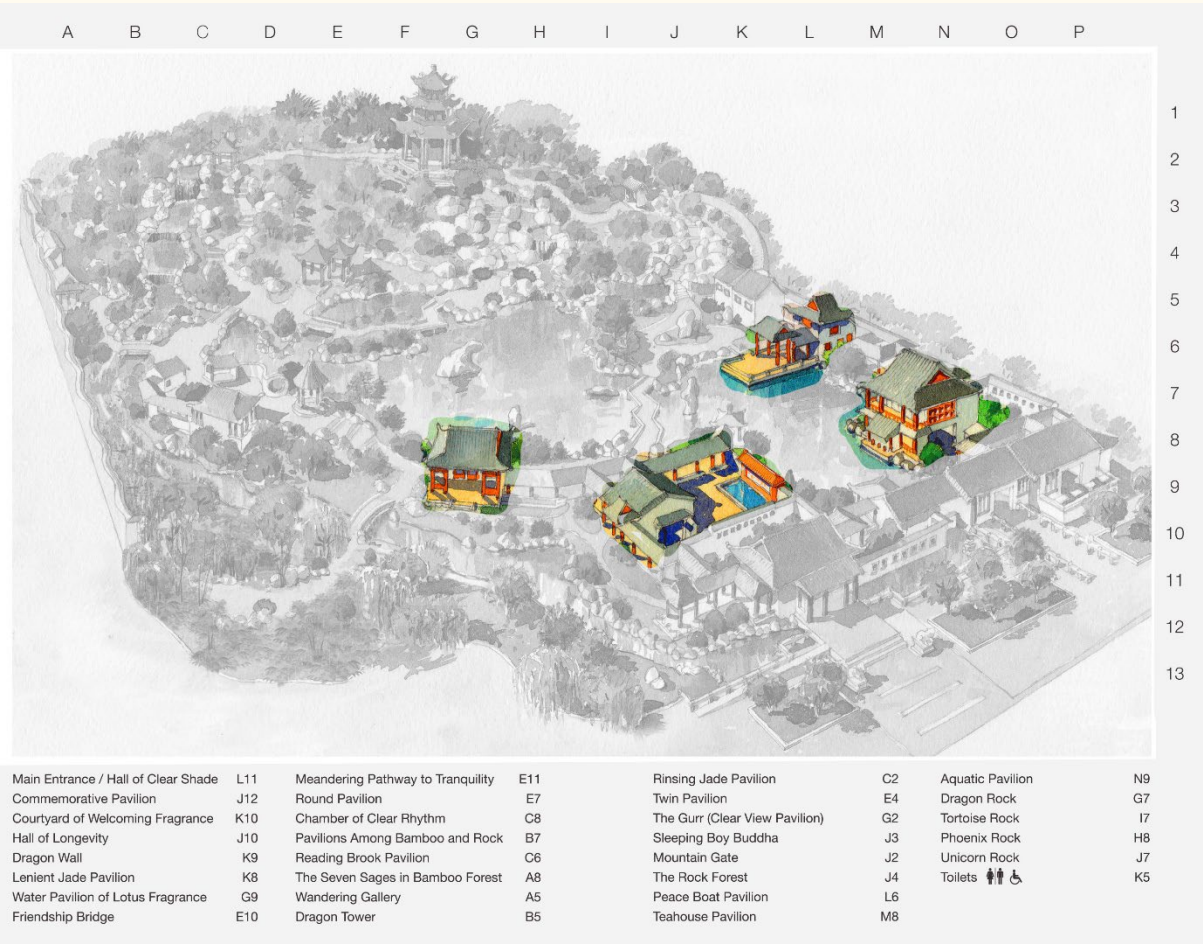
Event hire booking form

Company / organisation:	
Contact name:	Position:
Telephone: (during business hours)	Mobile:
Email:	
Postal Address:	
Event name:	
Please tell us how you prefer us to communicate with you: ☐ Phone ☐ Email	
Type of function:	
Date(s) preferred:	Time(s):
Number of attendees:	
Please attach copies of the following: ☐ Public liability insurance ☐ Event run sheet	
☐ Please tick if you would like to receive information about upcoming events at the Chinese Garden	
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.	
☐ I have read and agree to the terms and conditions.	
Signature:	Date:

For official Use Only			Event number	
Approved by:		Due date:	Paid by date:	Amount Received:
Total Venue Hire:				
Deposit:		/ /	/ /	
Final Payment:		/ /	/ /	
Total bond:		/ /	/ /	

Chinese Garden licensed areas

Liquor licence no. LIQO624014834



Venue / Reference
Teahouse Pavilion (Map reference M8)
Peace Boat Pavilion (Map Reference L6)
Water Pavilion (Map Reference G9)
Hall of Longevity (Map Reference J10)

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 demand 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 a holding non-refundable deposit of \$1500 is paid. You will be notified of approval within 14 days.

Venue hire charges

Final payment is required fourteen (14) 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 to final payment:

- 14 days prior: full refund less a holding non-refundable deposit
- Less than 14 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 pavilion, Blue Room, upper section of the Garden including the mountain zone is not included in the venue hire. Bollards will cordon off these areas.
- Storage of personal items.

Essential information for clients

- 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 thoroughly cleaned and tidied, with all rubbish removed. All guests, staff and event personnel must have vacated the venue by **midnight**, and the venue must be left clean and ready for normal operations. The Garden must be returned to the same condition that it was prior to the function commencing.

General conditions

- **Entertainment and decorations:** Any proposed entertainment, including music, as well as decorative enhancements, must be submitted for approval at least 14 days before the wedding.
- **Garden access:** Colonnades, pathways and garden areas must remain clear and be minimally disrupted at all times.
- **Damage and costs:** The hirer is responsible for any damage resulting from the booking and must cover all direct costs incurred by the Chinese Garden in connection with the event.
- **Temporary structures:** The installation of any temporary structures, including marquees, requires prior approval.
- **Changes to booking:** Garden Management must be notified in advance of any changes to the details provided in the application.
- **Appropriate conduct:** The hirer must not display or permit any images, words, acts or other material that is offensive, inappropriate or likely to cause distress or damage the reputation of Place Management NSW, its employees or members of the public.
- **Political activities:** The Chinese Garden must not be used for activities of a political nature or for purposes inconsistent with the spirit of Chinese and Australian friendship.
- **Shared public space:** Exclusive use of the Chinese Garden is not available during the day. Hirers should be aware that other visitors, activities or events may be taking place during their booking.
- **Non-compliance:** Failure to comply with these conditions may result in additional fees being charged and/or the bond being withheld.

- **Right to refuse an application:** Chinese Garden Management reserves the right to decline an application where the proposed use does not comply with current policies or may adversely affect the Garden, its amenities or other events.
- **Antisocial behaviour:** Chinese Garden Management and authorised officers may require any person displaying antisocial, disruptive or unsafe behaviour to leave the Garden.
- **Smoking:** Smoking or vaping of any substance is not permitted within the Chinese Garden or its pavilions.

Vehicle Access

The Chinese Garden forecourt is a pedestrian-only precinct. General vehicle access is not permitted. Paid parking is available in nearby public car parks. In special circumstances, vehicle access may be permitted for approved deliveries, additional fees will apply.

Cleaning

The hirer is responsible for leaving the pavilion and surrounding areas clean and tidy and for removing all event-related rubbish at the conclusion of the booking. All areas must be left to the satisfaction of Chinese Garden Management.

Prohibited Activities and Items

For the protection of the Garden, its visitors and facilities, the following are not permitted:

- Rice, rose petals, confetti or similar materials
- Bringing food or beverages into the Garden, unless specifically approved
- Walking on garden beds or planted areas
- Touching or entering water features, ponds or waterfalls
- Pets or other animals, except assistance animals
- Candles, naked flames or other flame-producing items
- Decorations or objects placed in ponds, waterfalls or other water features
- Adjusting or interfering with Garden lighting, water features or other infrastructure
- Smoking or vaping of any substance
- Littering
- Dangerous goods or items, including weapons and other potentially hazardous objects
- Drones, fireworks, flares, lasers or laser pointers
- Illegal or illicit substances
- Bicycles, skateboards, rollerblades or skates

Noise:

Noise levels must not exceed L_{Amax} 70 dB(A) and L_{Cmax} 90 dB(C) on Fridays and Saturdays, or L_{Amax} 65 dB(A) and L_{Cmax} 85 dB(C) from Sunday to Thursday. All music and amplified entertainment must cease no later than 10:30 pm.

Risk Management and Safety

- All contractors must complete the required Work Health and Safety induction and provide Safe Work Method Statements (SWMS) where required under the Work Health and Safety Act 2011.
- Contractors must ensure their work does not create hazards or endanger visitors, staff or other contractors. Appropriate barricades, guards and safety signage must be used where required.
- All incidents, including injuries, property damage, loss and near misses, must be reported to Chinese Garden Management immediately and appropriately documented.
- All machinery and equipment used within the Chinese Garden must be in safe working condition, fitted with appropriate safety devices and comply with applicable Work Health and Safety requirements.

For further information on Chinese Garden safety requirements and General Conditions of Entry, please visit darlingharbour.com

For more information:

T (02) 9240 8888

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darlingharbour.com