

## USE OF GOONDIWINDI BOTANIC GARDENS FACILITIES

The Goondiwindi Botanic Garden is owned and managed by the community for the community. It is a beautiful, tranquil place, and deserves to be treated with care and respect. However, it is there for everyone, and the stage, catering area, and power for private functions are available for responsible use.

### Terms of Use for Goondiwindi Botanic Garden Facilities for Private Events

*DAYTIME EVENT:* \$200 non-Members  
\$100 Members

*EVENING EVENT:* \$300 non-Members, \$300 refundable bond  
\$150 Members, no bond

*Chairs (120 available):* \$1 each; *Tables (8 available):* \$5 each; *Large gas barbeque:* \$25

### DUTY OF CARE

1. At the conclusion of a daytime event, the Gardens must be left in as good as or better condition than pre-event.
  - Chairs must be returned to the compound
  - The stage power box, catering power box, container, and compound gate must be locked
  - All rubbish must be picked up and placed in the bins - this includes cigarette butts
  - Buildings, signs, plants, lawns and general fixtures and fittings must not be damaged in any way
2. By 7.00 am on the morning following a night time event, the Gardens must be left in as good as or better condition than pre-event.
  - All rubbish must be picked up and placed in the bins - this includes cigarette butts
  - All lights must be turned off
  - Buildings, signs, plants, lawns and general fixtures and fittings must not be damaged in any way
  - Glass is strongly discouraged: if used, any breakages must be cleaned up completely.
3. A \$300 bond is required at time of booking for night time use of the stage with power:
  - The bond will not be refunded if Rule 2 is breached
  - Broken glass will be viewed very seriously and action further to non-refund of bond may be taken
  - If a clean-up is required, the cost will be billed to the host of the function involved

### Terms of Use for Goondiwindi Botanic Garden Facilities for Fundraising Events

1. The Management Committee of Goondiwindi Botanic Gardens Inc (the Committee) or its nominees, and the Committee of the Event involved (the Hirer) or its nominees, are to agree on and attest to the Terms of Use as documented by the Committee Secretary.
2. When the Event involves catering for food and drinks, the Hirer must give the Committee the first right of refusal to provide the catering, with the details and cost to be included in the Terms of Use.
3. The Hirer must obtain any Public Liability Insurance over and above that which is already in place for Goondiwindi Botanic Gardens Inc.

### Duty of Care

1. At the conclusion of a daytime event, the Gardens must be left in as good as or better condition than pre-event.

- Chairs must be returned to the compound
  - The stage power box and compound gate must be locked
  - All rubbish must be picked up and placed in the bins - this includes cigarette butts
  - Buildings, signs, plants, lawns and general fixtures and fittings must not be damaged in any way
  - If a further clean-up and/or repairs to damage is required, the cost will be billed to the Hirer
2. At the conclusion of a night-time event, the Gardens must be left in as good as or better condition than pre-event.
- Chairs must be returned to the compound
  - The lights must be turned off
  - The stage power box and compound gate must be locked
  - Buildings, signs, plants, lawns and general fixtures and fittings must not be damaged in any way
  - By 10.00 am the next morning, all rubbish must be picked up and placed in the bins - this includes cigarette butts
  - If a further clean-up and/or repairs to damage is required, the cost will be billed to the Hirer
3. Glass is strongly discouraged:
- If glass is used, any breakages must be cleaned up completely