



Commercial Event Application Form

The Australian National Botanic Gardens (ANBG) is a Commonwealth Reserve managed by the Director of National Parks. Certain activities in Commonwealth parks and reserves will need approval from the Director under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and the Environment Protection and Biodiversity Conservation Regulations 2000 (EPBC Regulations).

Events may be held at the ANBG under a Licence Agreement. Event applications are assessed for appropriateness against the ANBG’s vision and mission.

To apply to hold an event at the ANBG, please complete this form and forward to events@anbg.gov.au

EVENT TYPE
<p>WEDDINGS – Is your event a wedding?</p> <p><input type="checkbox"/> Yes – Pollen Café are the wedding coordinators onsite. Please contact Pollen direct via events@pollencafe.com.au or visit www.pollencafe.com.au/weddings You are NOT required to complete this form.</p> <p>VENUE HIRE – Is your event a private event or business function e.g. meeting, conference or party?</p> <p><input type="checkbox"/> Yes – Please email your requirements and preferred dates to venues@anbg.gov.au You are NOT required to complete this form.</p> <p>EVENTS - Is your event a commercial operation including the buying or selling of goods or services, a ticketed event or fundraiser, or will involve the sale of alcohol?</p> <p><input type="checkbox"/> Yes – Please complete and submit this form to events@anbg.gov.au</p>

VENUES					
<i>The ANBG has the capacity to hold commercial events outdoors only</i>					
Crosbie Morrison Amphitheatre & Lawn	Brittle Gum Lawn	Cafe Lawn	Rock Garden Lawn	Burbidge Amphitheatre	Northern Eucalypt Lawn
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity:	Capacity:	Capacity:	Capacity:	Capacity:	Capacity:
Non Covid - 980 Covid 2sqm - 494 Covid 4sqm - 210	Non Covid - 280 Covid 2sqm - 136 Covid 4sqm - 68	Non Covid - 1000 Covid 2sqm - 529 Covid 4sqm - 260	Non Covid - 1200 Covid 2sqm - 600 Covid 4sqm - 300	Non Covid - 200 Covid 2sqm - 90 Covid 4sqm - 22	Non Covid - 6000 Covid 2sqm - 2980 Covid 4sqm - 1492

FEES

Event hire fees are calculated on a case-by-case basis with the following considerations:

- number of event patrons.
- duration of event – single or multiple days.
- day and/or night events.
- use of power.
- use of water.
- number of ANBG staff and duties required – both during business and/or after hours.

Fees will be calculated upon receipt of this *Commercial Event Application Form*.

If your application is successful, a bond payment will be required to secure your booking.

EVENT DETAILS

Organisation:	Contact name:	
ABN:		
Postal Address:		Postcode:
Phone:	Email:	
Name of event:		

Please provide an overview of your event including details of activities, entertainment and purpose of your event. Please include your experience in managing outdoor events (500 words max).

Date/s of hire:	Event date and start time: Event date and finish time:
Bump in date: Bump out date:	Bump in time: Bump out time:
Do you require overnight storage of equipment and/or infrastructure?	
<input type="checkbox"/> No. <input type="checkbox"/> Yes. Please provide details i.e. what equipment/infrastructure and how many days/nights require storage?	
How many people do you expect to attend your event including staff, contractors etc?	
Who are the target audiences for your event?	
If this is a ticketed event, how will ticket sales be managed? What is the proposed cost per ticket?	
Do you require assistance from ANBG staff including bump- in and out, and during the event?	
<input type="checkbox"/> No. <input type="checkbox"/> Yes. Please indicate what your requirements are from ANBG staff.	
Do you require access to power?	
<input type="checkbox"/> No. <input type="checkbox"/> Yes. How many power outlets and voltage is required?	
Do you need access to water?	
<input type="checkbox"/> No. <input type="checkbox"/> Yes.	
Please indicate if you will be providing any of the following for your event:	
<p>Note: the ANBG does not provide the items listed below, unless specified. It is the responsibility of the event manager to organise items at their expense. The ANBG is not responsible for these items whilst onsite.</p> <input type="checkbox"/> Electricity generator. <input type="checkbox"/> Tentage (marquees, tents, sun-shelters). Please provide details i.e. how many, size, how will they be weighted/secured?	

- Amusement structures (e.g. jumping castles). Please provide details e.g. how many, size, how will they be weighted/secured?
- Fencing, barriers, barricades, bunting, star pickets, stakes. Please provide details e.g. how many, size, how will they be weighted/secured?
- Lighting and sound equipment.
- Stage/s. Please provide details e.g. how many, size.
- Cinema/projection screens. Please provide details e.g. how many, size.
- Portable toilets. How many?
- Scaffolding (including screen supports, sound towers and/or camera towers). Please provide details.
- Portable drinking water bubblers.
- Hoppers and rubbish/recycle bins.
- Signage, flags or banners.
- Concession vans or tents. Please provide details e.g. how many, type. Do they require power?
- Event Manager and event staff parking. Minimal staff vehicles may be permitted on location with prior approval and issue of ANBG parking permit. All other vehicles must park in the ANBG public carpark. Parking fees apply between 8.30 am – 5.00 pm daily.
- Live plant material. A permit from the ANBG **MUST** be sought if bringing in any forms of live plant material into the Gardens.
- The sale of alcohol. A signed letter from the ANBG General Manager can be obtained to support an ACT Government liquor licence application. Liquor cannot be sold at the ANBG without a liquor licence.
- Other. Please provide details.

CATERING

- I have contacted Pollen on events@pollencafe.com.au or 02 6262 1440 for onsite catering.
- I will not be having any catering.
- I will be using an external caterer. Name of company_____
- There will be several food and beverage vendors, including tents and vans on site. Who and how many?_____

TRANSPORT	<p>Will you be providing a patron transport service from the ANBG carpark to the event?</p> <p><input type="checkbox"/> No.</p> <p><input type="checkbox"/> Yes. I will be arranging my own transport vehicle.</p> <p><input type="checkbox"/> Yes. I would like to enquire about hiring the ANBG's Flora Explorer.</p> <p><i>The ANBG will provide a map of the approved route for transport vehicles.</i></p>
ACCESSIBILITY	<p>Will your event cater for those with accessibility needs e.g. wheelchairs?</p> <p><input type="checkbox"/> No.</p> <p><input type="checkbox"/> Yes. Please provide details.</p>
MARKETING	<p>Would you like to advertise your event on the ANBG website and social media platforms?</p> <p><input type="checkbox"/> No.</p> <p><input type="checkbox"/> Yes. When would you like your advertising to go live? <i>Please note marketing requirements in APPLICATION PROCESS below.</i></p>
ATTACHMENTS	<p>Please submit the following documentation along with this application form:</p> <p><input type="checkbox"/> Public Liability Insurance Certificate of Currency (minimum \$20 million).</p> <p><input type="checkbox"/> Details of planned event services such as first aid, catering, waste management, cleaning.</p> <p><input type="checkbox"/> Risk Management Plan, including WHS overview.</p> <p><input type="checkbox"/> Covid Safety Plan. The ANBG's Covid Safety Plan is available from our website.</p> <p><input type="checkbox"/> Security Plan for events greater than 100 patrons, events with liquor or events with infrastructure left onsite overnight. Please include details of security company, times onsite etc.</p> <p><input type="checkbox"/> Draft Site Plan detailing the proposed layout of your event.</p>

APPLICATION PROCESS	TIMEFRAME
1. Choose an appropriate venue by visiting the ANBG website parksaustralia.gov.au/botanic-gardens/venues/ or arranging a site visit by emailing events@anbg.gov.au .	
2. Complete this <i>Commercial Event Application Form</i> along with the required documentation (see list above under ATTACHMENTS) and send to events@anbg.gov.au .	6 months prior to bump-in
3. The ANBG will assess your application and supporting documentation and will advise you by email whether your application is successful.	Within six weeks of receipt of application and requested attachments.
4. If your application is successful, the ANBG will tentatively book your requested venue for the dates and times requested.	Within six weeks of receipt of application and requested attachments.
5. The ANBG will email you the Licence Agreement for review and signing.	Within four weeks of successful notification.
6. Submit signed Licence Agreement with the following documentation: <input type="checkbox"/> Run Sheet including bump-in/bump-out and event timings.	3 months prior to bump-in.

<input type="checkbox"/> Crowd Management Plan such as crowd flow, ingress/egress, transport management, traffic management. <input type="checkbox"/> Emergency Response Plan including evacuation plan and meeting points, emergency services locations, advise how participants will be informed of emergency. Note: the ANBG must cancel all events on days of total fire ban and in dangerous weather conditions – see details in Licence Agreement. <input type="checkbox"/> Incident reporting procedures. <input type="checkbox"/> Alcohol licence (if selling alcohol). <input type="checkbox"/> Engineering certification for large structures.	
<p>7. Payment to the ANBG (amount to be advised by ANBG). See details in Licence Agreement.</p> <p>Your tentative booking will be confirmed by the ANBG once all required documentation and payment is received.</p>	3 months prior to bump-in.
<p>8. Supply ANBG with marketing text and high-res image by emailing events@anbg.gov.au.</p> <p>Note: any event marketing collateral – digital, print and social media featuring the ANBG logo, or any mention of the ANBG requires ANBG approval prior to publishing. Please allow two weeks for ANBG approvals.</p>	2 months prior to bump-in.
<p>9. Event briefing meeting with ANBG events team and applicant.</p>	6 weeks prior to bump-in.
<p>10. Event de-brief meeting and/or event report provided to the ANBG including final attendance numbers, marketing overview and feedback.</p>	Within 6 weeks post event.
<p>11. Refund of Bond payment. Conditions apply.</p>	Within 6 weeks post event.

Application Terms and Conditions

- Event applications are assessed on the suitability of the venue. Please be sure to take venue limitations into consideration when booking and planning your event. Unsuitability of a venue for an event will cause delays in the application process and may lead to your application being denied.
- Special requirements should be requested at the time of booking. Special request may be denied after booking has been confirmed.
- If your event application is successful, additional terms and conditions will be outlined in the Licence Agreement.
- Bond payment and a signed Licence Agreement are required to confirm a booking.

Contacts

The Events Team
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