



BOTANIC  
GARDENS  
OF SYDNEY

# MARQUEE LAWN

WEDDING RECEPTIONS AND EVENTS

While you're dancing under the stars in your custom marquee, you're also contributing to the garden's ongoing mission to preserve biodiversity and advance environmental sustainability. Your wedding at the Australian Botanic Garden becomes not only a celebration of love but also a meaningful investment in the future of our natural world.

The Marquee Lawn at the Australian Botanic Garden Mount Annan offers a versatile and private space for weddings and events. Surrounded by lush gardens, the flat, expansive turf provides the perfect foundation for a custom marquee setup, giving couples the freedom to create a truly personalised experience. The secluded nature of the lawn ensures privacy, making it ideal for intimate celebrations. With its DIY potential, the Marquee Lawn allows for flexibility in marquee installation and event styling, making it a popular choice for wedding receptions where creativity and personalisation are key.



# MARQUEE LAWN

## Capacity

Event Capacity must be kept under 500 patrons for private events.

## Access

### Hire Access

- Approved vehicles (for delivery only) may access Marquee Lawn via Yandelora Circuit, under an escort by the event ranger.

### Guest Access

- Only Bridal Vehicles can be escorted to the Marquee Lawn.
- All guests enter via foot, via the path from Yandelora Circuit. Parking is available in P3 Parking. It is an approximate 250m walk from the P3 parking to Marquee Lawn.

## Marquees

- Marquees must be weighted, not pegged.
- During the construction of any Facilities or other structures the immediate area is to be barricaded and made safe to the public on the Trust Lands.
- Marquees and infrastructure must be placed outside the Tree Protection Zones (TPZ) which is located within the dripline of any tree canopy and/or three metres from the base of any tree.
- Must not impose on any garden bed or cover any pathways.
- Maximum marquee size is 30m x 18m.
- Area is available for a caterer's marquee, toilets and generator.
- All temporary structures must be floored. Any exemption must be requested and approved in writing by the Trust.

## Grass Protection

- Where set up requires sustained movement for assembly from the road edge onto turf, boards or protective flooring must be used to create a path to minimise the wear on turf, compaction of soil and damage to underground services.
- Event Organisers and contractors must supply all protective boarding. The Trust does not have boarding available for hire.

## Toilets

- Temporary toilets must be arranged by the Hirer, as per local council guides.

## Water

- Access to mains water is available. If required, this must be requested prior to site occupation.

# MARQUEE LAWN

## Power

Limited 3 phase power and single-phase power is available on the site. It is likely that you will need to supply an additional generator for your event. Hirer to provide all extension leads and lead covers.

## Equipment

It is the Hirer's responsibility to hire any marquee structures, furniture or equipment required. The Trust does not have these items available for hire.

## Decorations

Decorations or other items cannot be attached to trees or fixed structures. Party streamers, confetti, sparklers and fireworks are not permitted.

## Set-Up and Pack down

- Minimum hire of the venue for a Marquee Installation is 3 days.
- The bump-in and bump-out of infrastructure must be carried out under Trust supervision, may commence from 8.00am only and must cease by 7.00pm or sundown, whichever occurs first (earlier times can be organised, but must be done with the Trust).

## Security, Trust Representation and Licensee Representation

- A representative of the Trust is required to be present throughout bump in, the event and bump out at the Hirer's expense. Event Security is mandatory. Overnight asset security is optional, however strongly recommended.
- A representative of the Trust must be employed by the organiser to supervise any after Garden closing hours activities of the event.
- A representative of the Licensee must be appointed to supervise suppliers and oversee the bump-in and bump-out of the event.

## Site Safety Sign-Off

A site safety sign-off certificate/documentation issued by a Level 1 accredited, independent Building Regulations Consultant, must be submitted to the Venue Management Office prior to the scheduled event opening time.

The written certification must confirm that the Event Site is a safe place for entertainment. Without such certification the event is not approved to operate. Details of the company engaged must be submitted at least 14 days prior to your occupation.

# DOCUMENTATION

Planning a marquee event at the Marquee Lawn in the Australian Botanic Garden Mount Annan is an exciting opportunity to create a unique and personalised celebration. To ensure a seamless and successful event, several key documents are required to meet safety, logistical, and legal standards.

Here's a list of essential documentation needed for your marquee event:

- A detailed Event Site Plan indicating the placement of marquees, catering facilities, toilets, bins and other associated structures.
- A Production Schedule including the complete timetable, order of events and schedule of vehicles used from bump in, during and bump out.
- A Waste Management Plan, including recycling measures.
- A Security Plan including a briefing sheet given to Event Security for on the event day procedures and chain of command.
- A Risk and Safety Management Plan identifying and assessing the risks associated with the event as well as the controls put in place to manage the risks, and outlining the safety policy and procedure(s) for the event.
- Where events are held outside of daylight hours, a comprehensive Lighting Plan providing lighting details for the safe entry and exiting of patrons.
- Where amplified sound or noise generating equipment such as generators are used, a Sound Management Plan must be submitted. It should detail how you will reduce sound impacts outside of the site.
- A copy of the caterer's Gold Licence and Liquor Licence must be submitted, as well as evidence that the Alcohol Licence Notification has been sent to the local police.
- Public Liability Insurance Certifications

# MARQUEE LAWN

Marquee Lawn offers a generous 1,800 square meters of versatile event space, making it ideal for large-scale celebrations. imagine guests mingling by stylish food trucks or savouring gourmet treats under the open sky, surrounded by the garden's natural beauty. The Marquee Lawn provides the perfect canvas for a love story to unfold in the most magical setting.



# OUR GARDEN. YOUR DAY.

For couples seeking a picturesque wedding experience at the Australian Botanic Garden Mount Annan, combining a ceremony at one of the garden's enchanting locations followed by a reception at the scenic Marquee Lawn provides an unforgettable celebration and ensures a seamless transition for the couple and their guests.



Choose from several stunning ceremony locations throughout the garden, each offering its own unique backdrop. Our favourites:

## Connections Garden

- Provides a peaceful, immersive setting within the garden's diverse living collection.

## Lakeside Lawn

- Offers a versatile open space with picturesque views of the lake and surrounding landscape.

## Herbarium Forecourt

- A unique location with a modern architectural backdrop, surrounded by the botanic garden's living collection. Ideal for couples seeking a contemporary feel while still being immersed in the garden's beauty.

Each of these ceremony locations includes a photography permit, allowing couples to make the most of the garden's beautiful landscapes.



# WE'RE WITH YOU

Planning a wedding at the Australian Botanic Garden Mount Annan offers not only beautiful settings but also a seamless, stress-free experience thanks to the dedicated venues team. From choosing the perfect ceremony location to organising the finer details, the garden's wedding experts are there to ensure the day goes smoothly.



The garden's dedicated venues team works closely with couples to make the wedding planning process effortless:

- Planning Support
- Coordination of Permits and Approvals
- Vendor Liaison

From the initial inquiry to the final touches, the venues team ensures all the details are taken care of, allowing couples to focus on enjoying the celebration as the day approaches.



# RATE CARD

The rate card for the Marquee Lawn at the Australian Botanic Garden Mount Annan provides a comprehensive overview of all associated costs, helping you plan your wedding with ease. It details important information such as venue hire fees, security requirements, and bond payments, ensuring a transparent and straightforward booking process.

## Venue Hire Fees

The Marquee Lawn offers a flexible 3-day venue hire, designed to give couples ample time for setup, celebration, and pack-down, ensuring a stress-free experience. The tiered pricing structure helps ensure that all aspects of the event are managed smoothly, maintaining a high standard of service and guest experience, regardless of the celebration's size.

- <100 guests \$6,729
- <200 guests \$7,244
- <300 guests \$7,834
- <400 guests \$8,499
- <500 guests \$9,269

## Additional Costs

- Trust Representative (Must be rostered all hours the site is occupied for bump-in and out) \$69 per hour
- Delivery Monitor (depending on bump-in and out requirements, a delivery monitor may be required in peak set up periods) \$69 per hour
- Event Ranger (1 ranger per 100 guests for event duration) \$69 per hour
- Overnight Asset Protection Ranger (optional) \$105 per hour

## Bond

A refundable bond of \$2,000 - \$5,000 is applicable for most events. Final amount is determined upon the venue receiving site plans and infrastructure details.

The refundable bond is applicable to ensure the protection and maintenance of the Marquee Lawn and surrounding areas during your wedding event. This bond serves as a security deposit, covering any potential damages, additional cleaning requirements, or unexpected costs that may arise from the event setup, guest activities, or pack-down. It helps maintain the garden's pristine condition for future visitors and events. If no damages or extra costs are incurred, the full bond amount will be refunded, giving couples peace of mind while enjoying their special day.



BGOS

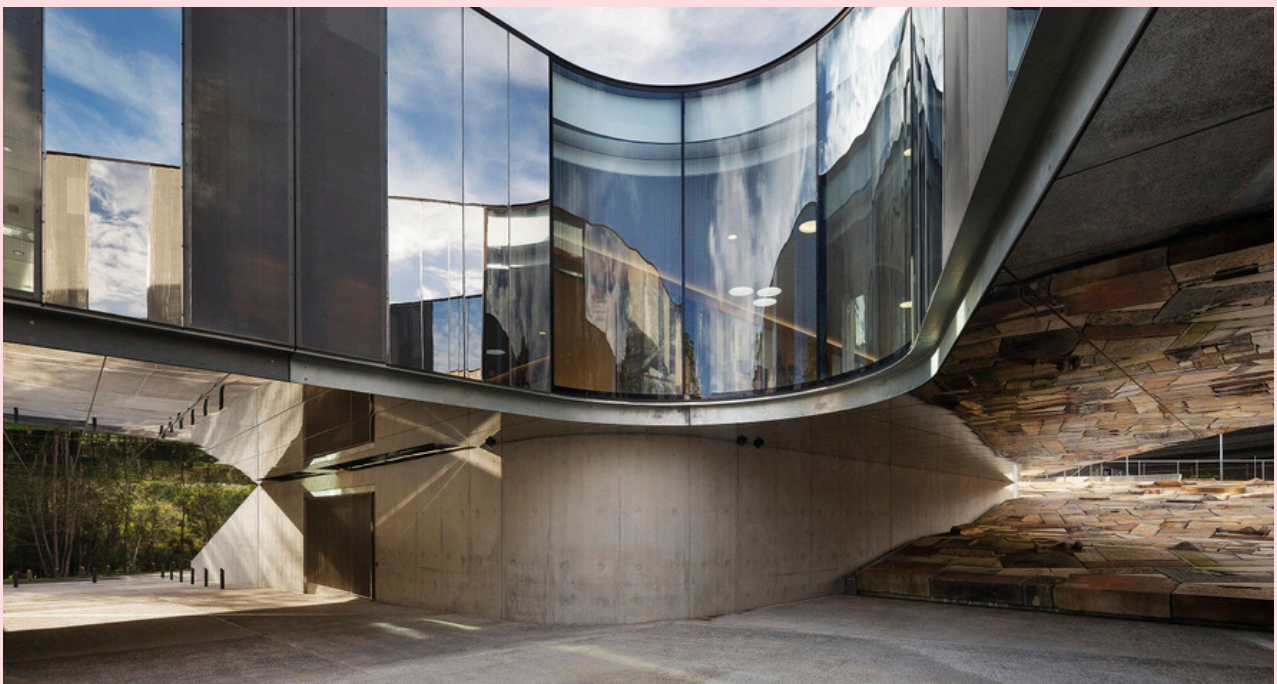
# BE A FORCE FOR NATURE

For couples who cherish the beauty of nature and value sustainability, the Australian Botanic Garden Mount Annan offers a breathtaking and meaningful setting for your wedding. By choosing this venue, you not only enjoy a stunning backdrop but also support vital botanical research and conservation efforts led by our dedicated science and horticulture teams.

Every donation, no matter the size, makes a real difference on the future of the Botanic Gardens.

Your support allows us to advance our essential efforts in science, sustainability and horticulture. It also helps keep the Gardens serene and accessible for everyone to enjoy. Your generosity not only preserves the beauty and educational value of these beloved spaces but also ensures they flourish for generations to come.

In addition to venue hire, ways to give  
Online: [botanicgardens.org.au/donate](https://botanicgardens.org.au/donate)  
Email: [foundation.friends@botanicgardens.nsw.gov.au](mailto:foundation.friends@botanicgardens.nsw.gov.au)  
Phone: 02 9231 8182







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## Contact the Team

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