

# Wedding Information Pack



## WELCOME

#### "If I had a flower for every time I thought of you, I could walk in my garden forever." ~ Alfred, Lord Tennyson

We invite you to experience the tranquil surrounds of the Emu Valley Rhododendron Garden, and its many picturesque outlooks. From peaceful lakes reflecting lush greenery in Summer, or avenues of golden and fiery hues in Autumn, or an abundance of multi-coloured blooms during spring. Our Garden offers many attractive backdrops for your Wedding.



Our Function Centre situated near our Lake Grebe, overlooks much of the Garden from its high elevation, and can usually comfortably seat up to 60 guests for your reception.

With its well-appointed commercial kitchen, we can offer you a diverse menu for your guests, including specialty dietary requirements, or caterers of your choice can also be accommodated.

There is ample car parking available, and this facility is readily accessible to the disabled.

## TESTIMONIAL

#### **Renee** - 2022

"Was the perfect wedding venue for us and you guys were so easy to work with. Will be highly recommending this venue."

#### **Ebony** – 2022

"Thank you so much for letting us use your beautiful venue we had the best day!"

#### Danielle - 2017

"They were incredibly helpful and generous and as our wedding planning started a mere 2 months before our chosen date the gardens were happy to accommodate us on such short notice and provided a beautiful venue for our wedding."

## COSTS

- Garden Zone Hire: Up to 100 Guests \$1000. Includes 10 Outdoor Chairs. Ask about our Decoration Packages for more.
- Function Room Hire: \$1500 and includes white tablecloths, chair covers, serviettes, cutlery, crockery and glassware. Also include are the use of projector and microphone.
- An invoice will be issued for the cost of the Venue Hire if you choose to proceed with your Booking Enquiry, with a 50% deposit of the Hire Fee being required within 14 days to secure your booking. Our volunteer Wedding Coordinator will then make initial contact to assist with requirements and available options. The balance of the Hire fee and the Bond are required to be paid a minimum of 60 days prior to the booked date. Should your scheduled payments not be received, you risk cancellation of your booking. Payments accepted via Cash, Credit Card or Direct Deposit.
- Your deposit will be non-refundable if less than 30 days notice of cancellation is given.
  Please see the Terms and Conditions in this document for further information.
- A refundable Bond of \$250 for Garden Zone Hire, or \$500 for the Function Room Hire is also required and will be included on your invoice. Your bond will be refunded within 30 days of your Wedding celebration, provided all conditions have been met. Please nominate your preferred bank account details to enable prompt processing of this transaction.
- NOTE: If both Garden Wedding and Function Room booking are made simultaneously, then the base hire fee will be reduced to **\$2000**, and the bond payable is **\$500**. All fees are GST inclusive.



## **BOOKING FORM**

				Date:		
Wedding Details:						
Wedding Date:		Schedul	led Times:	Guests:		
Contact Person/s:						
Email:				Phone:		
Address:						
Wedding Partner 1:						
Garden Zone Hire:		Main Gazebo *		North America *	Sea of Japan	
		Other:				
		* Power Available				
Function Room Hire:		Yes		No		
Catering Required:		Yes		No		
Provided by:		Nominated Caterer		Emu Valley Rhododendron Garde	en	
If you have selected EV	′RG to cai	ter for your requiremer	nts, our Cat	ering Team will be in touch to disc	uss your needs.	
Hire of Equipment:	10 chair	rs included. Note extra	hire require	ements below.		
\$5 ea		Chairs x		n assist with hire and set up of sele f available items to dress up your		
\$5 ea		Tables x		Decoration Package - Request Pr	ice List	
	Note: E	Note: EVRG has available decorative items to hire for Garden Zone & Function Areas.				
Notes/Requests:						
• Acceptance of this booking will be confirmed upon receipt of the Booking Request, agreement of Terms, and your deposit.						
• Payment will be accepted by Cash, Credit Card or Direct Deposit.						

Bank Details are: Bendigo Bank

Account Name – Emu Valley Rhododendron Garden BSB – 633 000 Account Number – 186 234 688

# PREFERED SUPPLIERS

## Photographers

Jacqui Beven Photography 0400 977 546



Photography by Neil Plain 0409 810 259



Celebrants

Marry Me Tasmania Janelle Wilson - 0498 048 555



Catering Emu Valley Rhododendron Garden 03 6433 1805



Marion's Memorable Ceremonies Marion Marini [CMC] – 0434 180 015



Vehicle Hire Brad Jordan – Vintage Torana 0417 584 328



# TERMS AND CONDITIONS

#### A Public Attraction:

The Emu Valley Rhododendron Garden (EVRG) is open to the public from 10am to 4pm and so therefore a shared space, potentially including booked tours and other events on the day of your Wedding. Your reservation will relate to the specific Garden Zone you have chosen and its immediate surrounds for an agreed period.

When other events are booked, due consideration will always be given to each Hirer for privacy and parking. We value your choice of celebrating in our Garden and with close consultation, will endeavour to provide an experience within your expectations.

#### Parking:

We provide one volunteer car-parking attendant to coordinate vehicles and provide direction to your guests. For optimum safety of your guests however, we request that at least one member of the bridal party assists with traffic control, particularly if the Wedding Ceremony is being held in the lower section of the Garden, or if buses are being used to transport guests.

Please make prior arrangement with our staff for anyone attending your Event who needs special access to the designated area for your Wedding.

#### **Basic Equipment - Chairs and Tables:**

A small signing table and tablecloth, with 2 chairs are supplied on request by EVRG, included in the Hire Fee. Also included are 10 outdoor chairs with covers. Additional equipment can be hired.

#### Hired Equipment and Props – Party Hire or Similar:

The Gazebos are the only sheltered areas available in the Garden, so in the event of the likelihood of inclement weather, you may erect a marquee or use the function room as a last resort.

The hiring of all equipment or services; glasses, marquees, music etc. will be the responsibility of the Bride and Groom, or other delegated members on behalf of Bridal Party. Abiding by the terms of any hire, the hire expense and any subsequent damage or breakages will also be the responsibility of the Bride and Groom (or delegated persons).

#### Decorations:

Please consult with our Wedding Coordinator with written plans of your intentions for the use of decorations. Hooks are provided in the gazebos to facilitate hanging of decorations. However, confetti or rice is not permitted as they may pollute our waterways, which run off into the Emu River. There is a strict prohibition on these and similar items.

#### Music:

Musicians are welcome in your designated area. Amplified music needs to be at a reasonable level so as not to disturb other patrons.

#### Refreshments:

Please consult with our staff if you intend to provide refreshments to your guest as limitations apply.

#### Children in the Garden:

Children must be supervised at all times due to the many water features, wildlife and steep banks.

#### Our Wildlife & Dogs:

Due to the nature of this property whereby it is inhabited by native animals, birds and reptiles, under normal circumstances dogs are not permitted unless they are companion animals necessary for mobility or sensory assistance.

However, if you wish to include your family dog in the service and subsequent photos, a written request to our General Manager Geoff Wood must be made. If approved, strict conditions would apply along with a possible charge.

#### Fire Hazards:

Please be aware that to comply with fire safety restrictions, smoking is not permitted within the garden. Lit candles or burners, fireworks or flame torches are also not permitted.

#### **Covid Restrictions:**

At the current time, Hand Hygiene and Sneezing/Coughing etiquette still apply, and Masks are optional inside the venue.

#### Refund of Bond:

Conditions being that the Garden be returned to its original condition prior to the Wedding, that all items, props and any garbage are removed, and that there is no damage done to the Garden and surrounds of the hired area.

#### Force Majeure:

The Hirer agrees to not hold the Emu Valley Rhododendron Garden liable should the Wedding be required to be cancelled for safety reasons: due to threat of fire, extreme weather including high winds and lightning, floods or earthquakes, a virus pandemic, or other causes beyond the control of the Emu Valley Rhododendron Garden.

In the event of any of the above causes for cancellation, the Hirer's fees will be returned in full.

#### Liability:

While EVRG will endeavour to ensure you that your day runs smoothly, and is one to remember for all the right reasons;

- The Hirers are responsible for the behaviour of their guests and ensuring that they abide by any instructions given by the staff or owners of Emu Valley Rhododendron Garden. This is particularly pertinent with the advent of COVID-19 restrictions, which the Bridal Party and guests are expected to adhere to. EVRG is not liable for any injury or loss if guests fail to do so. However, the Hirer will be liable for any direct damage done to the property of, or the reputation of EVRG.
- Although care will be taken to ensure safe storage, no liability will be taken by EVRG for either personal or hired items left at the Garden either prior to the celebration for set up, or before they are packed up afterwards.

Please don't hesitate to ask if you have any questions regarding any of the above information.

#### **Declaration and Signature:**

I have read the Terms above provided to me by the Emu Valley Rhododendron Garden, and agree to the conditions therein.

Signed by (Please Print):

Signed:

Date:

Acceptance of this booking will be confirmed upon receipt of the Booking Request, agreement of Terms, and your deposit.

#### Final Arrangements:

Once you've decided to go ahead with your booking, please use the Booking Form to enable your deposit to be paid to hold your booking. Then use the Final Arrangements form included in this pack to provide us with more specific detail about your wedding. This Final form, or amendments to it, is required to be submitted no later than **30 days before your booked date**. This will allow time for any last-minute adjustments or negotiations if necessary, so that we can assist in making your day a complete success.

# FINAL ARRANGEMENTS

			D	ate:			
Wedding Date:		Scheduled Times:	Gue	ests:			
Rehearsal Date:	:	Scheduled Times:	Gue	ests:			
	Please factor in an	y setting up and	packing up time in	to your schedules.			
Contact Person:			Phone:				
Email:							
Address:							
Wedding Partner 1:	Wedding Partner 2:						
Garden Zone Hire:	<ul><li>Main Gazebo</li><li>Other</li></ul>	Americ	can Gazebo	] Sea of Japan			
Special Requiremen	ts:						
Bridal Car/s Rout							
Bride's Point of Ent							
Function Room Hire:		Yes	No No				
Catering for Refreshr	nents:						
Provided by: 🔲 Your Chosen Caterer 🔲 Emu Valley Rhododendron Garden							
Menus: 1-0	Cocktail Platters	2 – Fancy Teas	3 – Buffet	🔲 4 – Roast Meal			
Signing Table:	Yes 🗌 No						
Hire of Extra Equipme	ent – Outdoor Chairs a	are \$5 each, Foldin	g Tables with Table	cloths are \$5 each:			
Chairs x	📃 Extra Tab	les x	Decoration	ו Package			
Please provide deta	ils for the following:						
Celebrant Appointed	: 		Ph				
Wedding Coordinator	Appointed:		Ph	:			
Wedding Photograph	er Appointed:		Ph	:			
Wedding Caterer App	oointed:		Ph	:			
Access Arrangements	for Elderly or Disable	ed:					
Nominated Parking Attendant:							
Bond Refund: Bank A	.ccount -						

## BECOME AN EVRG MEMBER

The Emu Valley Rhododendron Garden (EVRG) was conceived in 1981 by three men and their passion for the genus Rhododendron. Hilary O'Rourke, the landowner and rhododendron propagator, Noel Sullivan, the learned expert and teacher, and Bob Malone the talented propagator and nurseryman, discovered their shared interest in rhododendron culture, and from it arose the concept of the garden.

As an independent non-profit organisation owned by Members, development has been primarily achieved through voluntary effort by its membership and community supporters. This private garden which has gained significant international acclaim, plays a major role in protecting global biodiversity.

This woodland style garden covers 11ha (27 acres), and has over 23,000 plants, with plans for future development embracing many more. There are large areas featuring hybrid Rhododendrons, as well as many areas dedicated to growing the wild species Rhododendrons and their companions, in a geographical arrangement representing the origins of those species, from Asia Minor across through the Himalayas, on to China, Japan, and across to North America.

Subject to seasonal variations, the large-leafed rhododendrons flower during August and September, followed by the main flowering period between mid-October and December. Vireya rhododendrons are not season dependent and flower all year round. Autumn colours shown by the deciduous companion plants are spectacular during April and May.

Membership provides you with the opportunity to be part of this exciting organisation, whilst enjoying unlimited garden access and if you wish, a direct involvement in continuing developments on our freehold site. Our monthly newsletter will keep you fully briefed. Membership includes a complimentary copy of our booklet "Our Golden Dream" as well as a 10% discount on plants from our plant sales area.

This special invitation is extended to you because of our desire to see an increasing number of our local citizens enjoying the many benefits of this tranquil haven. We look forward to welcoming you to EVRG.

### BECOME A PART OF SOMETHING BIGGER THAN YOURSELF

	Options: Single \$35 🔲 Double \$60 🗌	Host S	\$70 or \$120 (per base Membership) 🔲				
Children are always FREE when with a paying adult							
			Date:				
Name	1: Name	e 2:					
Postal	Address:		Postcode:				
Phone	е: Е	mail:					
Payment can be made by either Cash, Credit Card or Direct Deposit (BSB – 633 000 Acc – 186 234 688)							
	CASH CREDIT CARD	D	IRECT DEPOSIT (Ref: Membership)				
	DONATION (Tax Deductible):		ENEWAL OF ACTIVE MEMBERSHIP				
<b>Note:</b> Host Membership is the same as an Ordinary Member, plus 4 adult guest entries at any one time when accompanied by member.							
Card Number:							
Card Holder's Signature:							
	Plassa past completed form to DO Day 1122 Upper Pur	nia TA(	7220 or omail to onguirios @ourg.com.ou				

Please post completed form to PO Box U33 Upper Burnie TAS 7320 or email to enquiries@evrg.com.au For any queries, please call: 03 6433 1805