



emu valley
rhododendron garden inc

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: _____ Scheduled Times: _____ Guests: _____

Contact Person/s: _____

Email: _____ Phone: _____

Address: _____

Wedding Partner 1: _____

Wedding Partner 2: _____

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 Garden

If you have selected EVRG to cater for your requirements, our Catering Team will be in touch to discuss your needs.

Hire of Equipment: *10 chairs included. Note extra hire requirements below.*

\$5 ea Chairs x

EVRG can assist with hire and set up of selected zones. See our list of available items to dress up your special day.

\$5 ea Tables x

Decoration Package - Request Price List

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



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



Catering

Emu Valley Rhododendron Garden
03 6433 1805



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

Date: _____

Wedding Date: _____ Scheduled Times: _____ Guests: _____

Rehearsal Date: _____ Scheduled Times: _____ Guests: _____

Please factor in any setting up and packing up time into your schedules.

Contact Person: _____ Phone: _____

Email: _____

Address: _____

Wedding Partner 1: _____ Wedding Partner 2: _____

Garden Zone Hire: Main Gazebo American Gazebo Sea of Japan
 Other

Special Requirements: _____

Bridal Car/s Route: _____

Bride's Point of Entry: _____

Function Room Hire: Yes No

Catering for Refreshments:

Provided by: Your Chosen Caterer Emu Valley Rhododendron Garden

Menus: 1 – Cocktail Platters 2 – Fancy Teas 3 – Buffet 4 – Roast Meal

Signing Table: Yes No

Hire of Extra Equipment – Outdoor Chairs are \$5 each, Folding Tables with Tablecloths are \$5 each:

Chairs x Extra Tables x Decoration Package

Please provide details for the following:

Celebrant Appointed: _____ Ph: _____

Wedding Coordinator Appointed: _____ Ph: _____

Wedding Photographer Appointed: _____ Ph: _____

Wedding Caterer Appointed: _____ Ph: _____

Access Arrangements for Elderly or Disabled: _____

Nominated Parking Attendant: _____ Est # Vehicles: _____

Bond Refund: Bank Account - _____

