



## Booking UWA Gardens & Grounds

### TERMS & CONDITIONS OF HIRE

*The University of Western Australia is privileged to have a unique & beautiful setting. The grounds & memorial buildings are listed on the national heritage register; therefore respect for the grounds & buildings are expected.*

- The **official confirmation letter** for the use of the University grounds **MUST BE PRESENTED** on request to University Security personnel. If this letter is not presented then the party will be asked to leave the University grounds immediately.
- The **Sunken Garden**, the **Tropical Grove** and **Prescott Court** are the only UWA areas available for wedding ceremonies. Please note that Winthrop Hall including its foyer, undercroft and balconies are not available for wedding ceremonies or photography.
- A standard wedding ceremony booking is 1.5 hours – extra time may be requested but will be subject to an additional fee. **Please note that set-up and pack-up of the venue must occur during your booked time.** When booking a wedding ceremony at UWA, the Whitfeld Court and the Great Court will be made available for a one-hour free photographic session **immediately following the ceremony.**
- The University reserves the right to allow access to the grounds for more than one wedding photographic party at any one time. Please note that the **Sunken Gardens and Tropical Grove are not available for photographic sessions.**
- The University will accept bookings for wedding ceremonies, photographic sessions, filming & other events on the understanding that if any booked area is required for University purposes your event would be relocated on the Campus in consultation with you. University grounds are unavailable for wedding ceremonies or photography sessions at certain periods of the year due examinations and other UWA commitments. Please contact the Venues Office to check availability (phone 6488 5900 or email [weddings@admin.uwa.edu.au](mailto:weddings@admin.uwa.edu.au) )
- All cars, including limousines, are to be parked in unreserved marked parking bays in general car parks or in accordance with instructions given by University staff on duty. **UWA Parking regulations apply at all times.**
- **NO confetti, rose petals or rice are to be thrown on University grounds.** The facilities, grounds, trees, shrubs and gardens must be respected and any litter placed in the bins provided. **No ceremonial flame** permitted without a Subiaco Council permit and UWA approval. Quiet music may be played during the ceremony. The playing of bagpipes or any other loud music is prohibited on UWA Grounds without UWA Venues Office approval.
- The person named on the booking form will be held responsible for ensuring that the above conditions are observed. **A fee for the cleaning/repair of an area will be imposed if an area is left in an unsatisfactory condition.**

<u>COST OF HIRE</u>	<u>PUBLIC RATE</u>	<u>*UWA RATE</u>
Ceremonies/other events:	\$ 400.00 1.5 hours	\$ 200.00 first 1.5 hours only
<b>**Cancellation fee:</b>	<b>\$ 100.00</b>	<b>\$ 50.00</b>
<i>Additional 30 minutes</i>	\$150	\$150
<i>Additional 60 minutes</i>	\$250	\$250
<i>Additional 90 minutes</i>	\$400	\$400
Photographic Sessions:	\$100.00 per hour	\$50.00 for the first hr only
<b>**Cancellation fee:</b>	<b>\$50.00</b>	<b>\$20.00</b>

**NB: To confirm a booking an application form plus full payment must be received by UWA Venue Office.**

**\*\*If a confirmed booking is subsequently cancelled the cancellation fee will apply. If the cancellation is within two months prior to the date of the ceremony, the total cost will be forfeited.**

**\*The UWA Rate will only apply if the Bride or Groom is a current UWA Staff member, Student or Graduate of UWA. To qualify for the discounted UWA Rate a staff or student number must be included on the application. The UWA Rate only applies for the first standard booking i.e. 1.5hrs for a ceremony, or 1 hr photographic session. The UWA Rate will not apply to any additional time that is booked.**







REFERENCE:  
RECEIPT:

## ACCEPTABLE METHODS OF PAYMENTS

**Please note: A booking for a Wedding Ceremony/Photographic Session on UWA Grounds will only be confirmed once full payment has been made. There are several payment options available:**

### 1. Credit Card

Please complete the section below and return by fax or post to the UWA Venues Office.

I, \_\_\_\_\_ Hereby authorise  
Please print name

The University of Western Australia Financial Services to deduct \$ \_\_\_\_\_

Being payment for \_\_\_\_\_

From Credit Card listed below:

Bankcard  VISA Card  Master Card

Cardholder's full name \_\_\_\_\_

CARD NUMBER

EXPIRY DATE  /

\_\_\_\_\_  
Signature of Applicant

### 2. Cheque

Please make cheques payable to **The University of Western Australia** and send to:

Venues Office (Weddings) - M713  
The University of Western Australia  
35 Stirling Hwy,  
CRAWLEY WA 6009

### 3. Electronic Funds Transfer (EFT)

Bank Name: Westpac Banking Corporation  
Bank Address: 109 St George's Terrace, Perth WA 6000  
Account Name: The University of Western Australia  
Account No.: 000086  
BSB No.: 036-054  
SWIFT: WPACAU2S

**Once EFT payment has been made; e-mail a copy of the transaction record to [weddings@admin.uwa.edu.au](mailto:weddings@admin.uwa.edu.au). Please ensure the following details are included: receipt number, amount paid, date paid and your contact details to avoid any confusion.**



## PARKING AND FACILITIES FOR WEDDING CEREMONIES AND PHOTOGRAPHY SESSIONS

### PARKING INSTRUCTIONS:

These instructions are only relevant on **weekends or after 5pm on weekdays**. Without exception UWA Parking Regulations apply. PLEASE NOTE: With the exception of ceremonies/photographic sessions held in Sunken Gardens, Tropical Grove or Whitfeld Court the use of the Administration Building Car Park as a set down point is **forbidden**.

### **SUNKEN GARDENS**

- The bridal party and celebrant may disembark in Car Park **22** (outside the Central Admin building) and then Vehicle should move to Car Park **20**
- Guests may park in Car Park **20**

### **TROPICAL GROVE**

- The bridal party and celebrant may park in Car Parks **3 or 19**
- Guests may park in Car Park **3**

### **PRESCOTT COURT**

- The bridal party, celebrant and guests may park in Car Parks **6 or 12**

### **WHITFELD COURT (for Photography)**

- The bridal party may park in Car Park **1**

### **PARKING FEES:**

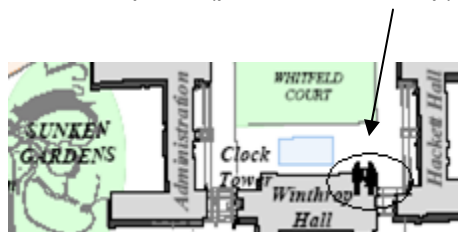
Parking at UWA is free of charge after 5pm on weekdays and all-day on weekends. Vehicles may only park in marked designated car park bays.

### **DELIVERY VEHICLES:**

Please call UWA Security (6488 3020) one week before to arrange a time to drop the bollards down to allow delivery vehicles onto Campus.

### FACILITIES:

The nearest available **public toilets** to both the Sunken Garden and the Tropical Grove are located under the archway on the eastern side of Winthrop Hall (please refer to map).



A female disabled toilet is available on the north side of the General Purpose 2 building which is south of the Art Gallery and a ground floor male disabled toilet is on the west side of the Arts building off the alcove.