

Event Booking Form for Gosford Regional Gallery and Gosford Edogawa Commemorative Garden

Name	
Street address	
Town	
Postcode	
Daytime telephone	
Email	

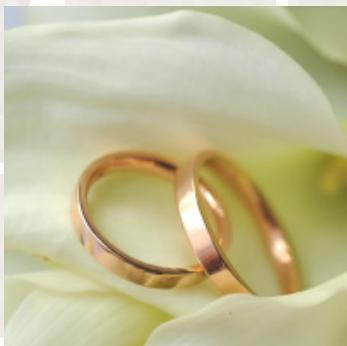
Type of function (please tick box below)

Wedding
 Other

Please state:

Date of event	
Time required	
Anticipated guest numbers	_____
Special requirements	

Office use only:		
Date booking received		
Booking entered into system		
Booking confirmation sent		



**Weddings and Functions
Gosford Regional Gallery
& Edogawa Commemorative Garden**



Weddings and Functions at Gosford Regional Gallery and Gosford/Edogawa Commemorative Garden

Gosford Regional Gallery
36 Webb Street, East Gosford, NSW 2250
☎ 4304 7550 | gallery@centralcoast.nsw.gov.au
www.gosfordregionalgallery.com

Gosford Regional Gallery is proudly owned and operated by Central Coast Council.
Printed by Central Coast Council.



Gosford Regional Gallery

Please complete the form and return to Reception Officer:
gallery@centralcoast.nsw.gov.au
or 36 Webb Street, East Gosford, NSW, 2250

GOSFORD / EDOGAWA COMMEMORATIVE GARDEN

The Gosford / Edogawa Commemorative Garden was a gift from the people of Edogawa (Gosford's Sister City in Japan) to the people of Gosford. The Garden is owned, managed and maintained by Gosford City Council.

The venue is very popular with locals and tourists with over 150,000 people visiting each year.

The tranquil Japanese gardens offer a beautiful outdoor venue for weddings and other organized functions. Weddings are normally held in the Koi Pavilion which provides limited shelter. This space is suitable for small intimate weddings, naming ceremonies and other functions. The surrounding outdoor space is large enough to cater for wedding parties of up to 150 people.

As the Garden is a gift to the people of Gosford, public access throughout normal opening times (9:30am - 4:30pm) must be maintained. Wedding parties do not have exclusive use during these hours.

BOOKING CONDITIONS

Booking Time

Each booking is made for a period of one and a half hours, this includes allocated time for set up and photography. Bookings are made in two hour timeslots to avoid events clashing. Events concluding after 4:30pm will require additional staffing and may incur an additional fee.

Set Up

The Gallery's Reception Officer will be on-site to assist you with the smooth running of your special day and will coordinate the set up and removal of furniture. A table for signing the registry along with limited seating (max 10 chairs) are available as part of your booking.

Rehearsals

Wedding parties are welcome to organise one rehearsal, however a suitable time must be booked in advance.

Functions

For your convenience H&H Catering are the onsite caterer, for further information, please contact them directly: info@handhcatering.com.au

Confetti etc.

Confetti, rice, party poppers, rose petals and fireworks are not permitted anywhere in the Gallery or Garden at anytime.

BOOKING CONDITIONS

Fee

The hire fee is \$495 for a 1.5 hour booking. An additional cleaning/damage fee will be incurred if the Garden is not returned to its original condition following the event. 50% deposit is required at the time of booking, with the remaining balance to be paid 1 week prior to event. Booking is only secure upon the receipt of a deposit.

Cancellation

Cancellations prior to final payment will forfeit the 50% deposit. Cancellations after final payment will forfeit the full amount.

Wet Weather

As the Garden is primarily an outdoor venue, event organisers should be prepared for the possibility of inclement weather. There are several options:

1. The outdoor Koi pavilion is a sheltered structure which accommodates up to 25 people
2. The outdoor Tea House offers more protection and accommodates up to 25-40 people standing

