

Information about hiring space at Mt Penang Gardens

Mt Penang Gardens is the Central Coast's newest tourist attraction and as such is in high demand. Please be mindful about the garden, as it is a living environment. We trust that you will respect our specific conditions for ceremonies and receptions held within Mt Penang Gardens.

Mt Penang Gardens is open to the public as a tourist attraction garden from 9:30 am until 4:30 pm every day excluding Christmas day. These are our normal operating hours. Outside of our normal operating times, spaces can be booked for private ceremonies but will incur a surcharge. For example, you may wish to have a sunset wedding under the Bottle trees, or set up a funky pavilion in the Rock Garden for your reception.

We only allow one wedding ceremony and one photography package in the gardens on any one day.

The area that is reserved for your ceremony will be cleaned ready for your arrival. You have the responsibility to ensure that this space is tidied up after you leave and that any suppliers that you have organised have removed all the equipment in a timely manner. Otherwise your bond may be affected.

You are able to hire decorators to come to the site and decorate your ceremony / special occasion area. You are not able to attach any decorations or structures to any trees or structures (including buildings and the obelisk) at Mt Penang Gardens. Please provide the decorators information on your booking form.

Please be advised that throwing of confetti, rice, is not permitted at Mt Penang Gardens, and Rose Petals are not permitted to be thrown into the aquatic water gardens or water rills.

You are able to provide your own music for your ceremony; however some of the areas do not have access to power. Please advise the corporation of your intentions, at the time of booking so that the best spot can be determined if power is needed.

The Corporation will provide if required, a clothed signing table and 1 clothed chair for any garden wedding ceremony booked. This is an extra charge.

The Corporation cannot be held accountable for things such as bad weather and poor light. These are acts of nature and we are all at mercy to these elements.

You will need to provide the Corporation with a Guest List for your event. A Corporation staff member will be on hand to welcome your guests and check names against your list. Any guests whose names do not appear on the list will be allowed entry, but will be added to the incidental list. You are responsible for payment of the incidental list.

DAMAGE

You are responsible for any damages caused to Mt Penang Gardens and its property during your function, by any guests or any other persons attending the event. The Corporation will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during, or after the scheduled event. We advise guests to carry their personal valuables at all times.

CONFIRMATION

Your booking is only considered confirmed once you have received written notification from the Festival Development Corporation.

We will only confirm your function once we have a completed and signed copy of your application form and your deposit. The Corporation reserves the right to cancel any unconfirmed bookings. Prices quoted are subject to change without notice, but will stand once the event is confirmed. All rates quoted are in Australian dollars and include GST.

PAYMENT

A deposit amount of \$250, is required to secure your date and the booking. The Corporation accepts Visa, MasterCard and Bankcard, EFTPOS, cash payment and payment by cheque. For details on Electronic Funds Transfer please contact the Corporation.

A security bond of \$500 will be required for all events and this will be refunded upon a satisfactory site inspection of the Gardens.

The Corporation accepts progress payments for all events.

All cheques should be made payable to:
Festival Development Corporation
Post Box 16, The Avenue
Mt Penang Parklands
KARIONG NSW 2250

Final Payments and final numbers are required 2 weeks prior to your ceremony date. The balance of your account will be required to be paid at that time.

CANCELLATION

We would be disappointed if your event is cancelled, but we realise that circumstances occasionally make this necessary. If your event is cancelled the following conditions apply.

Notice of more than 30 days: All monies will be refunded, except for \$150, which is an administration fee.

Notice of 30 days or less: No money will be refunded and you may be charged up to the total estimated cost of the event.

EXTRA CHARGES & INCIDENTALS

The Corporation reserves the right to charge for any breakages, phone calls or incidentals incurred by guests or the host at the wedding. We also reserve the right to charge for any extra equipment ordered on the day of your function. We also reserve the right to charge for any damage that may be caused by your guests during your event.