

## Wellington Botanic Garden The Dell with Marquee Client Information

### General:

The Dell is the only area in the Wellington Botanic Garden where marquees may be erected.

The Dell is 1670 square metres in size.

The stage area is approximately 150 square metres, 30m across & 5m deep.

There is single and three phase power and water available.

Public toilets are situated close by.

*Please note Wellington City Council take no responsibility for security of marquees.*

### Power cables below Dell lawn:

Marquees may only be erected by a company who specialise in marquees (hire company).

It is essential that the people erecting your marquee are aware of the location of power cables (see plan).

Please give a copy of the Dell plan to the company erecting the marquee.

### Availability:

Marquees cannot be erected in the Dell during winter (May - October) as the ground is too wet.

During the Summer City festival (January & February), the Dell will **not** be available for hire

### Fees:

All bookings are to be made on the booking application form and require a \$50 non-refundable booking fee.

Marquee up to 50 sq m:	\$310	(approx 50 people seated or 100 standing)
Marquee up to 100 sq m:	\$515	(approx 100 people seated or 200 standing)
More than 100 sq m:	\$820	(over 100 people seated or over 200 standing)

For each additional day the marquee remains in the Dell, there will be a further charge of \$200.

These charges apply when the marquee is erected in the morning of the function and dismantled the morning after by 10am unless by prior arrangement.

Wellington City Council do **not accept responsibility for the security of any marquee**, this should be taken into consideration if wanting to leave up overnight.

All payments are made at the Treehouse. Opening hours are 9am - 4pm weekdays.  
(not open weekends & public holidays).

Cheques should be made payable to Wellington City Council. We accept Cheque, cash, major credit cards and eftpos.

Payments for bookings must go through the Treehouse, they will **not** be received at other council locations.

Payments by cheque can be mailed to:

Treehouse Booking Office  
101 Glenmore Street  
Northland  
Wellington 6012

For more information ring The Treehouse Wellington Botanic Garden tel: 04)499-1400  
email: [treehouse@wcc.govt.nz](mailto:treehouse@wcc.govt.nz)

### **Bonds:**

The bond will be determined by the size of your marquee and the nature of the function.

Bond charges range from \$500.00 minimum and up to \$5,000.

Bonds are set by Botanic Garden management.

Bonds are to be paid one week in advance, by cheque or cash only.

**eftpos/credit cards are not accepted for Bond payments.**

### **General Conditions:**

- All functions & events held at Wellington Botanic Garden, must be family oriented.
- Wellington City Council accepts no responsibility for the security of the marquee, or for anything left in the area following the event.
- Vehicles are not permitted to park on grassed areas. Only essential service vehicle are permitted to drive on to the grass for off loading & collecting equipment, they may not remain parked there.
- All rubbish is to be removed at the conclusion of the event by the client and the venue is to be left in a clean and tidy condition as found.
- The hirer is responsible for and is to make good any damage/loss to property and plants in or about the area, discovered at the conclusion of the hire period.
- Please be aware that the Botanic Garden is a public place, members of the public must not be hindered in any way.
- Noise must be kept to a reasonable level and there is to be no amplified music after 10.00pm
- All bookings are confirmed in writing, some terms apply to every booking of the Dell.
- All functions and events must be approved by the management of the Botanic Garden.

### **How to make a booking:**

- Complete the attached booking form and return to:  
Treehouse Booking Office  
101 Glenmore Street  
Northland, Wellington 6012
- It is essential that you include details of the size of the marquee, and the length of time it will be up.
- Your booking will be confirmed once we have received all the relevant details in writing (booking form) and the \$50 non-refundable booking fee. The remainder of fee & bond are paid after confirmation of booking and prior to function.
- If you have a cell phone please give us your number so that we can contact you on the day/evening of your function if necessary.
- Fees & Bonds are to be paid separately. If paying by cheque, two cheques are required, one for bond & one for the fee. Bond will be returned after the function if there is no damage. Cheques should be made payable to Wellington City Council.

For more information ring The Treehouse Wellington Botanic Garden tel: 04)499-1400

email: [treehouse@wcc.govt.nz](mailto:treehouse@wcc.govt.nz)

