

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 <input type="checkbox"/>	Other <input type="checkbox"/>
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 Edogawa Commemorative Garden
 Gosford Regional Gallery
 36 Webb Street, East Gosford, NSW 2250
 ☎ 4304 7550 | gallery@centralcoast.nsw.gov.au
 www.centralcoast.nsw.gov.au/galleries



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

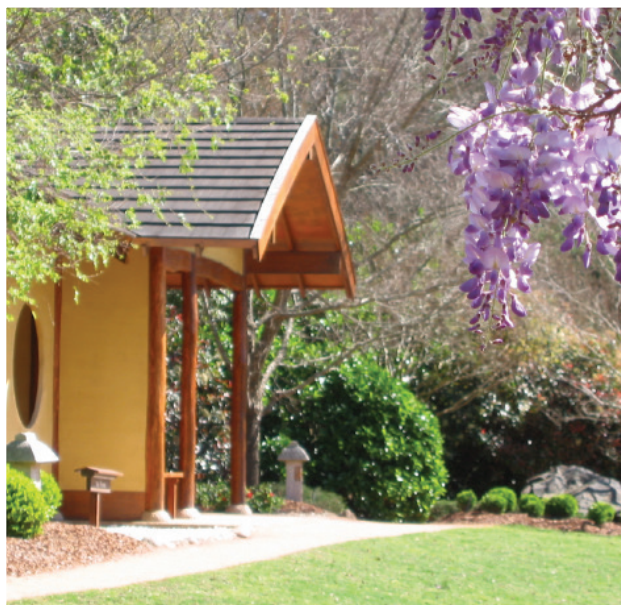
GOSFORD / EDOGAWA COMMEMORATIVE GARDEN

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 Central Coast 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 - 4:00pm) 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. 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 Top Point Cafe are the onsite caterer, for further information, please contact them directly:
Tel. 02 4324 8099

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 \$510 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 made at least one week prior to the event will forfeit the 50% deposit. Cancellations made within one week 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

