Wedding Ceremony Booking

Booking Details

Ceremony Date: ____________________________________________________________

Start & Finish Time: ______________________________________________________

Venue (please circle): Sunken Gardens   Tropical Grove

Guest Numbers: ____________________________________________________________

Contact Details

Bride and Groom: ___________________________________________________________

Address: __________________________________________________________________

Telephone: __________________________________________________________________

Email: ______________________________________________________________________

UWA Student Number: _______________________________________________________

Liquor Permit

Will alcohol be served (please circle)?
Yes   No
(If yes, please attach liquor permit)

Terms and Conditions

I have read the terms and conditions governing the conduct of wedding ceremonies on The University of Western Australia's grounds and agree to comply with those conditions, and with any instructions issued by authorised officers of the University.

__________________________________________    ______________________________________
Signature         Date

Send completed form, together with payment form, to:
Conference & Events Department
The University Club of Western Australia
M800, 35 Stirling Hwy, Crawley  WA  6009

Telephone: 6488 4820  Fax: 6488 1183  Email: weddings@uwa.edu.au
Wedding Ceremony Booking

Methods of Payment

Please note that your booking will only be confirmed once full payment has been made.

Wedding Date: __________________________________________________________

Bride and Groom’s Name: _______________________________________________

CREDIT CARD

I, _________________________________, authorise The University Club of Western Australia P/L, to debit the amount of $ _____________________________ from the following card:

Card Holder Name: _____________________________________________________

Credit Card Type: ______________________________________________________

Card Number: _________________________________________________________

Expiry Date: _____ / ______

Card Holder Phone Number: _____________________________________________

Card Holder Signature: _________________________________________________

CHEQUE

Please make cheques payable to:

The University Club of Western Australia

M800, 35 Stirling Hwy

Crawley  WA  6009

ELECTRONIC FUNDS TRANSFER (EFT)

Bank Name  Westpac
Account Name The University Club of Western Australia
BSB Number  036-054
Account Number  181 921
Swift  WPACAU2S
Reference Wedd/name

Once EFT payment has been made, please forward a copy of the transaction record with your booking form so that we can reconcile your payment against your booking.
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Terms and Conditions

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.

- A print out of the confirmation email of your booking **MUST BE PRESENTED** on request to University Security or staff. If it is not presented you will be asked to leave the University grounds immediately.

- The **Sunken Garden** and **Tropical Grove** are the only UWA areas available for wedding ceremonies. Winthrop Hall, including its foyer, undercroft and balconies are not available for wedding ceremonies or photography.

- A standard wedding ceremony booking is 2 hours – extra time may be requested but attracts an additional fee. **Set-up and pack-up of your wedding must occur during your booked time.**

- Whitfeld Court and the Great Court may be available for a one-hour free photographic session immediately following your booking however this is **subject to availability.**

- The University reserves the right to allow access to the grounds for more than one wedding or photographic party at any one time. The **Sunken Garden and Tropical Grove** are not available for photographic sessions.

- The University grounds are unavailable for wedding ceremonies or photography sessions at certain periods of the year due to examinations and other UWA commitments. Please contact the events team to check availability (phone 08 6488 4820 or email weddings@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. A fee for the cleaning/repair of an area will be imposed if an area is left in an unsatisfactory condition.

- No ceremonial flames are 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 written approval.

- The person named on the booking form will be held responsible for ensuring that these conditions are observed.

Cancellation
If cancelled within 90 days of wedding date, total hire fee will be forfeited
If cancelled outside 90 days of wedding date, 50% cancellation fee will apply

Changes to existing bookings
Any changes to bookings (change of date, change of time, change of venue) will incur a $100.00 administration fee.