Where can I hold my ceremony?
The Sunken Garden and Tropical Grove are the only areas available for ceremonies. Ceremonies can be held on Saturdays and Sundays only.

How long is a standard booking?
A standard booking is two hours. This includes access for set up and pack down, so if you have a labour intensive set-up or plan to follow your ceremony with a champagne reception, you should book a longer timeslot.

Can I access the venue beforehand to set up?
No, you cannot enter the venue before the time you have booked. If you require additional time to set up, you need to book a longer timeslot.

What is the cost?

<table>
<thead>
<tr>
<th>Hire</th>
<th>Standard</th>
<th>UWA Graduates/Staff</th>
<th>If Reception held at The University Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard booking (2 hours)</td>
<td>$500.00</td>
<td>$400.00</td>
<td>Complimentary</td>
</tr>
<tr>
<td>Extra hour (or part thereof)</td>
<td>$250.00</td>
<td>$200.00</td>
<td>$250.00/$200.00</td>
</tr>
</tbody>
</table>

What if it rains?
Unfortunately no wet weather alternative is available.

What decorations can I have?
Free-standing decorations such as chairs, signing table and carpet are permitted.

Can we play music during the ceremony?
Quiet music is permitted. Amplified music is not permitted, as it may cause disruption to other events. Bagpipes may be played with prior permission only.

Is there electricity?
Electricity is available in both the Sunken Garden (near the sundial) and Tropical Grove (near the bench).

Can we have confetti or rose petals?
Confetti, rose petals and rice are strictly prohibited.

Can I serve drinks at my ceremony?
If you plan to serve drinks at your ceremony, a liquor permit must be completed and returned to us along with your booking form.

Who is responsible for cleaning up afterwards?
The bride and groom are responsible for ensuring that the area is left in a clean and tidy condition. A fee for the cleaning/repair of an area will be imposed if it is left in an unsatisfactory condition.
Where can guests park?
The closest guest parking to the Sunken Garden is car park 20.
The closest guest parking to the Tropical Grove is car park 18 or 19.

Bridal party access
Sunken Garden
The bridal party may disembark in car park 22 (outside the central administration building) however the wedding vehicle must then move to car park 20 for the duration of the ceremony.

Tropical Grove
The bridal party may disembark in car park 18 or 19.

Are there bathroom facilities?
The closest public bathrooms are located under the archway to the east side of Winthrop Hall. An accessible female bathroom is located on the north side of General Purpose Building 2 (south of the Lawrence Wilson Art Gallery) and an accessible male bathroom is located to the west side of the Arts building.

Can I hold a rehearsal beforehand?
You may hold a rehearsal beforehand, however you must contact the events team to arrange a suitable date and time.

Can I change the date or time of my booking?
Any changes to booking times, dates or venues will incur a $100.00 administration fee.

What happens if I need to cancel my booking?
If cancelled within 90 days of wedding date, the total hire fee will be forfeited.
If cancelled outside 90 days of wedding date, a 50% cancellation fee will apply.

Where can I take photographs after my ceremony?
The University grounds are available to you to take photographs after your ceremony however the areas available for photos may vary depending on University events taking place at the time.
Ceremony Booking Form

BOOKING DETAILS
Wedding date: ________________________________________________________________
Booking start time: ____________________________________________________________
Ceremony start time: __________________________________________________________
Booking end time: _____________________________________________________________
(please allow sufficient time for set up and pack down of any decorations or furniture before and after your ceremony)
Venue (please circle): Sunken Garden   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 information relating to holding my wedding ceremony at The University of Western Australia and agree to comply with these guidelines and with any instructions issued by authorised officers of the University.

__________________________________________    ______________________________________
Signature         Date

Send completed form, together with payment form, to:
Wedding Bookings
M800, 35 Stirling Hwy, Crawley   WA   6009
Telephone: 6488 4820   Fax: 6488 1183   Email: weddings@uwa.edu.au
Payment Details

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.