



GENERAL INFORMATION

The Pearl Beach Arboretum is a flora and fauna sanctuary on the Central Coast of Australia, located between the western ends of Crystal Avenue and Opal Close in Pearl Beach. The Arboretum is managed by volunteers under a constitution which is focused on promoting nature conservation. The Arboretum, including our small Cottage, is available for hire for a range of events. The event fees go toward the management of the Arboretum. More about the Arboretum and bookings for weddings and other events can be found on our website <https://www.pearlbeacharboretum.org.au/events/>

EVENT TYPES & PRICING 2023

1. Weddings and similar Life Milestone Events.	\$400 + Refundable Bond \$200.
2. Small Event (up to 20 people) booked by a Member of the Arboretum of at least 12 months standing using the Cottage. Otherwise Event Type 1 applies.	\$30 for up to 3 hours (including setup and pack down) + \$10 each additional hour.
3. Small Commercial Events including Tours (e.g. Yoga, Forest Bathing, Art, Photography) using the Cottage.	\$60 for up to 3 hours (including setup and pack down) + \$20 each additional hour + Refundable Bond \$200.
4. Small Events and Usage not using the Cottage.	\$30 per day min. donation requested. Booking required to avoid conflict with other events.
5. Educational Activities (children or adults)	Negotiated Fee, Conditions & Bond
6. Large Musical / Cultural Event (over 100 people).	Negotiated Fee, Conditions & Bond
7. Guided Tour by an Arboretum Volunteer 45 min.	\$100

NOTES APPLYING TO ALL EVENTS

- Prospective hirers should arrange an inspection with the Event Manager to ensure the Arboretum is suitable for their event.
- We ask that hirers remember that the Arboretum is well maintained on a voluntary basis for public use and is native bushland complete with gum leaves, birds and animals, and the occasional walker or jogger.
- Access is from either Opal Close or from the end of Crystal Avenue (see map below). We suggest users put up temporary signs for the day to assist their guests if they feel they may have difficulty finding the Arboretum OR THE EVENT WITHIN THE Arboretum.
- There is a limited bus service to Pearl Beach from Woy Woy Station via Umina. The closest bus stop is a 15-minute walk away.
- There is no "Arboretum Only" parking. The Tennis Courts and Crystal Ave car parks have limited capacity and are shared with bush walkers, tennis club users and others.
- There is only one WC in the Cottage for use during approved events. There are no public lavatories in the Arboretum.
- The Event Conditions and Pricing can be negotiated if there are special circumstances.
- Nature based school educational activities are encouraged and this will be reflected in the negotiated fee.
- For enquiries about event bookings, conditions or pricing email events@pearlbeacharboretum.org.au
- For hire of the Pearl Beach Progress Association Hall see <https://pearlbeachprogress.org.au/directory/pearl-beach-memorial-community-hall/>.



APPLICATION FORM

This Event Application Form is a contract between the applicant and the Crommelin Native Arboretum Inc, at Pearl Beach ABN 79 080 936 319. The terms are outlined in this document (4 pages). Please read carefully. Please return this form when you have made a direct deposit.

PRIMARY CONTACT INFORMATION

Name _____
Position (if Applicable) _____
Address _____
Town / Suburb/ _____ State / Postcode _____
Mobile _____ Alternative Contact _____
Email _____

EVENT INFORMATION

Event Type (see page 1) _____ Name of Event _____
Date _____ No of People _____
Start Time (inc. prep.) _____ Finish (inc. pack down) _____
Where in Arboretum? _____ (see Map p.4)

BOOKING FEE, DEPOSIT (IF APPLICABLE) & ANY DONATION

Donations to the Crommelin Native Arboretum at Pearl beach are tax deductible.

Total Cost (see page 1): \$ _____ **Bond:** \$ _____
Paid: \$ _____ + \$ _____ **(Donation)**

Payment must be made by EFT to the "Crommelin Native Arboretum" at the Bendigo Bank.

BSB 633000 A/C No 157320029 Please put **Surname_Event Date** in the Payee Ref.

Please provide an email address for the invoice if different to the above.

Email _____

Please provide your bank details for bond refunds. Other refunds are only made in unforeseen circumstances.

Acct name _____ Bank _____
BSB _____ Acct Number _____

YOUR SIGNATURE

Please sign to indicate you have read and accept the terms and conditions outlined in this document.

Signed _____ Date _____

If you cannot sign this page digitally, then by emailing this form you agree to all the terms and conditions contained herein. This must be signed by your Parent, Guardian or Teacher if you are under 18 years of age.



CONDITIONS APPLYING TO ALL EVENTS

- All events, including tours and photography sessions must be booked, even if they do not use the Cottage.
- COVID19 Safety plan must be created as per NSW Health instructions. See <https://www.nsw.gov.au/form/covid-safety-plan/general>. Participant numbers are dependent on COVID19 regulations and may change with little notice.
- Parking is not permitted in the Arboretum.
- Any large vehicles, such as buses and coaches, are advised to use the Opal Close access only as Crystal Ave is narrow with limited ability to turn.
- The Crystal Avenue boom gate access and driveway into the Arboretum is an emergency gate and must be kept clear at all times. A key can be provided if required.
- Users agree to use the Arboretum in an “as you find it on the day” basis and will make good any mess or damage after the event.
- No dogs or other pets are allowed in the Arboretum.
- The erection of marquees or large structures, or the segregation or creation of exclusion zones for private functions is not permitted.
- No fires (including wood fired BBQs) are permitted. Access to electricity may be provided by special request. Other cooking can only be carried out with permission.
- Noise must be kept to reasonable levels at all times.
- Smoking is not permitted in the Arboretum or in the Arboretum Cottage or in the Carparks.
- All rubbish generated by any function must be removed by the user.
- Events must not commence before 9am and must cease by 5pm (6pm during Daylight Saving).
- Bonds may be required and will be refunded after the event if there is no damage. Bank details must be provided at time of booking.
- Balloons and Confetti etc. are not to be used in the Arboretum, but natural biodegradable materials, e.g. flower petals may be considered.

CONDITIONS APPLYING TO EVENTS USING THE COTTAGE

- Please arrange an inspection with the Event Manager to ensure the Crommelin Cottage is suitable for your event.
- The Cottage seats only 10 people inside in meeting mode and a maximum 20 people in lecture mode, therefore larger events will be mostly outdoor events.
- Use of the Cottage will normally include use of the kitchenette, WC, tables & chairs.
- A Cottage Cleaning Fee prior to the Event is included in the Event Pricing.
- All breakages or missing items must be paid for.
- All lights and the hot water services must be turned off on completion of the event.

ISSUES NEEDING THE SPECIAL APPROVAL OF THE COMMITTEE



- The use of amplified music.
- Use of a coffee cart or mobile food vehicle.
- Use of the hirer’s own cooking equipment including portable gas BBQs.
- More than 100 people attending an Event
- Large music event or similar large cultural event
- Some issues may involve additional conditions of use for the Arboretum or additional costs.

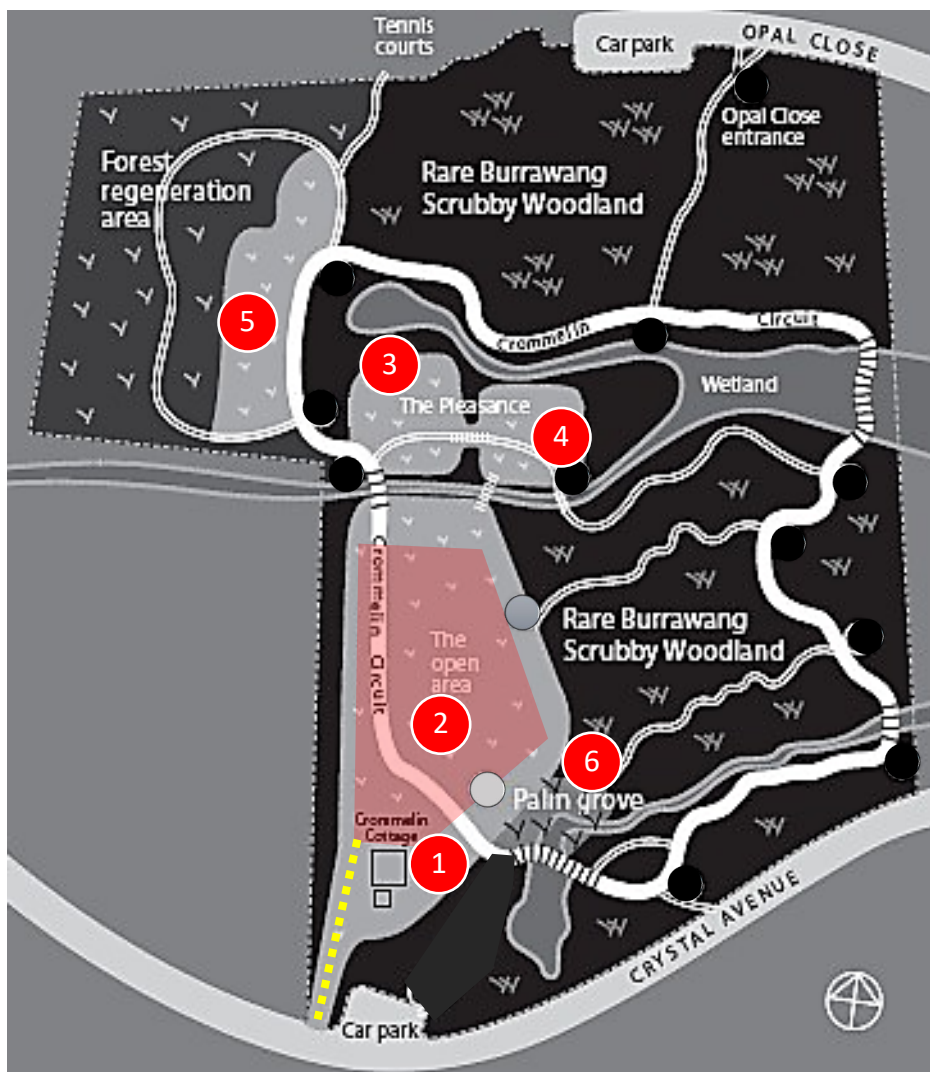


ARBORETUM EVENT SPACES

You can specify more than one area.

We recommend a PRE-BOOKING visit with our Event Manager.

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| 1. Cottage and Verandah | 5. Wildlife Corridor |
| 2. Open Area (inc. the "Wedding Tree") | 6. Palm Grove. |
| 3. The Pleasance 1 |  No vehicles allowed due to Septic System |
| 4. The Little Pleasance |  Emergency & equitable access |



PEARL BEACH ARBORETUM CONTACTS

Email (preferred):	events@pearlbeacharboretum.org.au
Event Booking Manager:	Di Swalwell 0439 454 189
Postal Address:	c/- 9 Diamond Road Pearl Beach NSW 2256
Navigable Address:	69 Crystal Avenue Pearl Beach NSW 2256

