Wedding Ceremony Booking

Booking Details

Ceremony 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 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.
Wedding Ceremony Booking

Terms and Conditions

Proof of Booking
• Please bring your confirmation letter with you on the day, as security staff will be patrolling the grounds and groups without valid confirmation will be asked to leave the campus.

Ceremony and Photography Venues
• The Sunken Garden and Tropical Grove are the only areas available for ceremonies. Winthrop Hall is not available for ceremonies or photography.
• The University's grounds (excluding Sunken Gardens and Tropical Grove) are available free of charge for you to take photographs after your ceremony, however the areas you can use are subject to availability and may vary depending on University events taking place at that time.

Inclement Weather
• Unfortunately no wet weather alternative is available, so please bear this in mind when booking a garden ceremony.

Booking Times
• A standard ceremony booking is 2 hours, with the option to book additional time at an additional cost. Set-up and pack-down of your wedding must take place during your booked time, not before or after.

Miscellaneous
• All wedding vehicles must park in car parking bays.
• The University cannot drop bollards to allow wedding vehicles direct access to ceremony venues.
• Confetti, rose petals and rice are strictly prohibited.
• Quiet music may be played during the ceremony. The playing of bagpipes is prohibited without prior approval.

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.