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# Brisbane City Council

## Mt Coot-tha Botanic Gardens Auditorium

### Terms and Conditions

June 2025  
City Standards  
Public Space Operations



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# Mt Coot-tha Botanic Gardens Auditorium

## Terms and Conditions

The Mt Coot-tha Botanic Gardens Auditorium is available to hire for horticultural and art/craft shows and exhibitions. Approval for use by a different hirer must be provided by the Botanic Coordinator. Parties, wedding receptions or similar functions are not permitted.

The hiring party must adhere to the following terms and conditions. Failure to do so may lead to automatic cancellation of subsequent bookings and our refusal to accept further bookings.

## Hire Charges

Booking fees for the **2025 / 2026 financial year** (all prices quoted include GST):

Full Day Hire (8am to 5pm)	\$ 265.15
Half Day / Evening Hire	\$ 185.55
Multiple Day Hire (8am to 5pm)	\$ 212.95 (each day)

- *Evening hire bookings to cease no later than 10:00pm.*

All events must end within the 'paid for' hire period. Any time past this allocated period will result in additional charges being incurred. Please note that this includes multiple day hire. If you wish to use the Auditorium outside the 'Full Day Hire' hours of 8am-5pm, then an additional half-day or evening hire will be charged.

The set up and pack up of displays, seating and equipment must be done within the 'paid for' hire period by the hiring party.

## Key Collection

The Auditorium key will be available from Brisbane Botanic Gardens Mt Coot-tha Visitor Information Centre **on the business day before your booking between 9am and 3:30pm.** Please call Administration Support on (07) 3407 1477 for special arrangements. Administration Support office hours are **Monday to Friday 8am to 4:00pm.**

The key can be returned to the Visitor Information Centre during business hours of 9:00am to 3:30pm, or it can be left in the after-hours key drop box near the front door of the Auditorium. The key must be returned no later than 10am on the next business day after completion of your booking.

Customers will be liable for replacing the key system and lock system if the key is not returned or lost.



## Secure lockbox

A coded secure lockbox is installed on the outside of the Auditorium near the front door to facilitate easier access for organisations / clubs which have evening or weekend meetings or require early access for a special event.

The admin team will provide a code for each hirer, the key will be placed into the lockbox and will be collected by staff from the afterhours lockbox.

## Insurance – Show / Exhibition Hirers

- The hiring party is responsible/liable for any accident or injury caused by actions of the hirer during the hire period. Public Liability Insurance cover to the value of \$20,000,000 is the responsibility of the hirer.
- The hiring party is required to provide Brisbane Botanic Gardens Mt Coot-tha with a copy of their current \$20,000,000 insurance cover prior to the booked event occurring. Failure to comply will result in the cancellation of the hiring party's booking.
- Items that are left within the Auditorium are done so at the hirer's own risk. Council is not liable for missing items at any time throughout the event.
- All personal property and display items must be removed at the end of the hire period. Council is not responsible for property left within the Auditorium after the hire period has ended.

## Bookings and Cancellations

- Bookings for the Auditorium will not be available more than 18 months in advance, and preferred dates and preferences must be submitted on the regular or casual hire application form. The earliest date for forward booking will be the July of the preceding year.
- Confirmed booking dates requested by a hiring party in a previous year does not automatically book the same dates in following years.
- Cancellation of bookings will only be accepted two months prior to the event. Any cancellations after this time will result in the hiring party still being charged for the entire booking period.
- Cancellations to be submitted to Brisbane Botanic Gardens Administration via email to [BotanicGardens@brisbane.qld.gov.au](mailto:BotanicGardens@brisbane.qld.gov.au).

## Plant Sales/Displays – Fire Ants

- Council will not allow the hire of the Auditorium for the sale and display of fire ant carriers which may include (but not limited to) potted plants, soil, potting mix or mulch, where such products originate from a fire ant biosecurity zone, unless the society or hirer can demonstrate they have met the conditions of the Biosecurity Regulation 2016

for moving a fire ant carrier, or have been issued with a biosecurity instrument permit (BIP). For more information, visit <https://www.fireants.org.au/>

## Undercover Areas

### *Front undercover area (Education space):*



- The undercover area at the front of the Auditorium, and in front of the Education Centre, is not automatically part of the bookable area of the Auditorium.
- ***While potentially part of the Auditorium booking, during school term weekdays and at times during school holidays this space is used by schools booked in with the Botanic Gardens Education Team and access is dependent on Education team's needs.***
- As such, the following restrictions are in place for the use of this space:
  - Hiring party to indicate on Auditorium booking form if this undercover area will be required as part of their booking.
  - Access to undercover area is generally permitted on weekdays from 3pm (pending school bookings). If earlier access is required on a weekday, hiring party to confirm with Brisbane Botanic Gardens Administration no more than two weeks before booking if earlier access is available.
  - Authorised use of this undercover area is permitted on weekends, unless the area is required for Brisbane Botanic Gardens Mt Coot-tha educational activities. In such instances, hiring parties will be advised.
  - Access to the Education Centre door and the single side gate entry / pathway into the undercover area must be always available and cannot be blocked by vehicles, equipment, furniture, or plants.
  - Please also note the Education space's display tree must not be touched or moved.
  - The hiring party must not attach their own locks to the doors/gates to any of the Garden's infrastructure.
  - If access is required at other times, hiring party to enquire with Brisbane Botanic Gardens Administration staff who will confirm what access is available.



### **Rear undercover area:**

- The undercover area at the back of the Auditorium (where the tables and chairs are stored) is part of the designated bookable area of the Auditorium and available to hirers during the booking period.



## **Furniture and Equipment**

- Setting out of chairs and tables, and replacing them into the storage area, is the responsibility of the hiring party.
- Brisbane Botanic Gardens Mt Coot-tha will not loan or hire any equipment (i.e., ladders, ropes, tools, extension cords, audio-visual equipment, and power boards) other than the equipment, furniture and items provided at the Auditorium.
- Auditorium dividing doors to only be operated by Brisbane Botanic Gardens Mt Coot-tha staff.
- Kitchen: Crockery, utensils, urn are available for use. If urn is not in the kitchen, please ask Visitor Information Centre staff to provide one for you. **Please ensure the kitchen is cleaned after use.**

## **Cleaning**

- The Auditorium and kitchen, including all surfaces and floors, must be left in a clean and tidy condition at the end of the hire period.



- Any boxes, packaging materials or similar, must be removed by the hiring party and not placed in Council's bins.
- All rubbish generated must be removed from the Auditorium and deposited in the wheelie bins available in the rear undercover area.
- All provided tables and chairs used for an event are to be wiped down / cleaned prior to being returned to storage area. Chairs are to be stacked in columns of 10, with the provided covers placed over them.
- Any items stored by the hiring party in the kitchen, including in the fridge / freezer and kitchen drawers / cupboards, are to be removed at end of hire period.
- If the dishwasher is used, it must be emptied prior to leaving the Auditorium.
- **The hirer is responsible for the cleaning of the Auditorium during and after the event. Failure to leave the Auditorium in a clean and tidy condition may result in cancellation of all future bookings and refusal to accept new bookings.**

## Toilet Doors and Access

- The toilets located in the corridor of the Auditorium (doors opening onto the paved pond area) are for both public and Auditorium patrons use. At no stage are the doors onto the paved pond area to be locked or blocked, inhibiting the use of the toilets by the public. This entrance is a Fire Exit and must remain clear and always unlocked.

## Damage to the Auditorium

- Any damage caused by the hiring party to the Auditorium, its fixtures (including air-conditioning, curtains, and lighting) and furniture (including tables and chairs), or to Brisbane Botanic Gardens Mt Coot-tha plant collections, garden beds, lawns, buildings, or other infrastructure, will result in the repair cost being passed onto the hiring party.

## Signage and Publicity Material

- Publicity banners must only be attached to the banner poles or fencing allocated for this purpose. Attaching banners to any non-allocated surfaces is not permitted. Council reserves the right to remove any unapproved signage.
- Posters, flyers, or similar signage must not be affixed to Auditorium surfaces or fixtures, and the use of nails, screws, blue-tac, sticky tape, or any other fastener to walls, ceilings, floors, curtains, fences, pergolas, and light fitting's is not permitted.
- If hiring parties wish to display publicity material in the lockable noticeboard within the Auditorium, materials are to be submitted to Brisbane Botanic Gardens Mt Coot-tha Administration via email [BotanicGardens@brisbane.qld.gov.au](mailto:BotanicGardens@brisbane.qld.gov.au) for approval.
- Please refer to Venue Information Fact Sheet for detailed instructions.

## Parking

- Vehicles must park in the public carpark.
- Loading Zones and grassed areas must be kept clear for vehicles delivering and collecting goods only.
- Entrance to the Brisbane Botanic Gardens Mt Coot-tha Maintenance Depot should not be blocked.
- Disabled Parking Zones are to be used only by vehicles with the official permit displayed clearly.
- Parking must not occur in, or in front of, No Standing areas.
- Private vehicles are not permitted within the Brisbane Botanic Gardens Mt Coot-tha Maintenance Depot area, other than to deliver goods to the rear of the Auditorium. Parking within this area is strictly prohibited unless prior approval has been given by the Gardens to the hiring party. Requests for parking permission is to be submitted via email to [BotanicGardens@brisbane.qld.gov.au](mailto:BotanicGardens@brisbane.qld.gov.au).

## Alcohol

All hirers must comply strictly with the Liquor Act 1992 (Qld), and if an event is required to be licenced, then the event shall not proceed without the hiring party obtaining such a licence and disclosing it to Brisbane Botanic Gardens Mt Coot-tha. It is the responsibility of the hiring party to apply and obtain for the correct Liquor Licencing, for more information please visit Brisbane City Councils website. <https://www.brisbane.qld.gov.au/laws-and-permits/laws-and-permits-for-businesses/events-venues-and-filming/liquor-licence-proposals>

- The sale of alcohol is not permitted in the Auditorium and for the consumption of alcohol, entry must be free.
- In the case of approved not-for-profit fundraising activities in Council parks, the proceeds from the sale of alcohol are to be donated to a recognised charity or non-commercial, community organisation. Copy of a receipt or other evidence of the donation is to be provided to Council within 15 working days after the conclusion of the activity or event.

## After Hours

- For any issues during the booked period that occur after business hours, the hiring party is to contact the Brisbane Botanic Gardens after-hours Parks Duty Officer via Council's 24-hour Contact Centre on 07 3403 8888.

## General

- Hiring parties are to adhere to the Work Health and Safety Act 2011.
- Brisbane Botanic Gardens Mt Coot-tha does not set fees & charges, rather they are controlled by Council, and may vary each financial year.





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- Terms and conditions are subject to change. Hiring parties are to ensure that all members are aware of current conditions as conditions may have changed from previous years.