

Venue Management

Terms and Conditions for System Garden Bookings:

- System Garden proper and/or
- Deck and BBQ area



General Conditions of Use:

- These terms and conditions relate to the outdoor deck and BBQ area and/or the System Garden proper, as pictured.
- All prospective events, functions or gatherings in the System Garden need to have approval no less than two weeks prior to the nominated date. Approval needs to be provided by either the [System Garden Curator](#), the Universities Grounds Supervisor or senior University Services supervisor.
- Any events, functions or gatherings in the System Garden that do not have prior approval can be asked to leave immediately.
- The event organiser is responsible at all times for ensuring the good order, conduct and behaviour of those patrons attending the event. Any damage must immediately be reported through [Service Now](#). Any damages or costs incurred to the living collection or System Garden infrastructure caused by errant behaviour will be incurred by the event organiser.
- All event documentation and risk assessments must be completed prior to the event by the requestor and approved by an appropriate staff member of the requestor's Faculty/School.
- If your function allows the consumption of alcohol, attendees must strictly adhere to the University of Melbourne's Alcohol Policy and the related Management & Safety checklist.
- Events involving the consumption of alcohol must be limited to a duration not exceeding two hours.
Should the nature of the event or particular special circumstances require an extended timeframe beyond two hours, an exemption allowing a longer duration may be applied for at the time of making the initial Grounds Booking Request. An exemption application will only be considered in exceptional circumstances. The booking request must be received a minimum TWO WEEKS before the proposed date of the event and a clear, detailed explanation of why an exemption is required, must be provided. This information can be presented as an attached document to the booking request. A number of factors will be considered when evaluating an application, including the applicant's management of previous events.
- Amplified & loud music or noise likely to disturb others is not permitted.

- Active recreational activities including ball sports and frisbees are strictly prohibited.
- Portable BBQ's must not be operated within 4.5m of any foliage or on any declared 'Total Fire Ban' day.
- Should electricity be required please indicate when booking. All electrical equipment to be used must comply with the Work Safe Code of Practice. Electrical leads must be appropriately protected to avoid contact with pedestrians or vehicles.
- At the conclusion of the event all event materials & equipment must be removed. The area/s must be left in a clean & tidy.
- Bins for the event must be hired through [Service Now](#), as bins located inside buildings are not to be used for the event.
- Toilets are in surrounding buildings. For events with a large number of attendees [additional service and cleaning](#) should be arranged to ensure facilities are suitable for use by others outside of the event.
NOTE: If any part of the event will be conducted outside of normal business hours [swipe card access](#) will need to be obtained to gain access to the buildings.
- Vehicle access directly to the site booked for an event may not always be possible. For further advice contact the [System Garden Curator](#). If driving on pathways, please take special care of surrounding people and plants.
- All reasonable directions given by University of Melbourne Security staff must be adhered to at all times.
- The University campus is a public open space, and the free movement of others must never be impeded.

Deck/BBQ Area: Further information and Booking Process

- The deck and paved area at the gardens western edge, adjacent to Building 142 (BN142), provide a BBQ, sink, bench space, seating & open space to cater for any function of up to 60 persons maximum.
- The event must not impact the System Garden and must not extend into the closed boundary of the garden (including the lawn) without permission from the [System Garden Curator](#).
- Access to the kitchen and amenities in BN142 may require approval and must be booked separately in the Outlook calendar "*PAR-142-G-Common Area (75)*". For any request(s) to use these facilities, please contact [Kathryn Mistica](#).
- Bookings may be cancelled if they conflict with events that have previously been booked in BN142 and / or BN125 ground floor areas. Check outlook calendar "*PAR-142-G-Common Area (75)*" AND [PAR-125-0-CG01](#) for bookings.
- To book the area:
 - Request booking through Direct Booking System ([DiBs](#))
 - Select Outdoor space
 - Select Location Name: PAR-120-G-G01-System Garden Tower (4)



System Garden: Further Information and Booking Process

- There are strict approval processes that must be followed to use this space.
- Only events and media organisations that promote the themes of the garden's living collection, conservation of plants and wellbeing **may** be granted access to use the System Gardens grounds.
- The [System Garden Curator](#) **must** be contacted on 0425 818 669 to discuss before proceeding to booking the area.
- To book the area:
 - Request booking through Direct Booking System ([DiBs](#))
 - Select Outdoor space
 - Select Location Name:
PAR-120-G-G01-System Garden Tower (4)
 - An approval email from [System Garden Curator](#) or representative must be attached to this request.



System Garden, Parkville Campus, outlined in red.