



OLD PARLIAMENT HOUSE GARDENS

Introduction

1. Old Parliament House is situated within the Parliamentary Zone, Parkes, between King George and Queen Victoria Terraces, and is flanked by two gardens, the House of Representatives' Gardens and the Senate Gardens.
2. The House of Representatives' Gardens are situated to the eastern side of Old Parliament House (to the viewer's left, if facing the building) and the Senate Gardens are on the western side of the House (to the viewer's right).

Venues

3. Venues within the House of Representatives' Gardens are as follows:
 - a. the Macarthur Rose Garden;
 - b. the Ladies Rose Garden;
 - c. the Bowling Green (which is also suitable for the playing of croquette); and
 - d. three tennis courts.
4. Venues within the Senate Gardens are as follows:
 - a. the Broinowski Rose Garden,
 - b. the Rex Hazelwood Rose Garden,
 - c. the Cricket Pitch, and
 - d. two tennis courts.

Access Timings

5. The Gardens are open to the public daily from 7.00 am – 5.00 pm (7.00 am – 8.00 pm during daylight saving). The Gardens are available for private functions after these hours; however, the relevant event organiser will be responsible for the employment of security personnel during the activity. The main access points to the Gardens are from Parliament Square, along the western and eastern sides of Old Parliament House.

After Hours Events

6. Community-related or corporate events approved to be conducted within the Gardens after 5.00 pm (after 8.00 pm during daylight saving) are to have Authority-contracted security personnel in attendance for the duration of the activity. The full cost of the relevant security staff is to be paid for, in advance, by the event organiser.

Power

7. The external power outlets within the Senate Gardens are as follows:

Area	Power Type	Qty
Cricket Pitch	3 x double 15 amp single phase	1
Broinowski Rose Garden	3 x double 15 amp single phase / 1 x 3 phase 32 amp	1

8. The external power outlets within the House of Representatives' Gardens are as follows:

Area	Power Type	Qty
Bowling Green	3 x double 15 amp single phase	1
Macarthur Rose Garden	3 x double 15 amp single phase / 1 x 3 phase 32 amp	1
Opposite the Ladies Rose Garden	3 x double 15 amp single phase / 1 x 3 phase 32 amp	1

9. Power is also available inside the Senate Gardens' Cricket Pavilion and the House of Representatives' Gardens' kiosk.

10. There is no charge for the use of power in these areas and access keys are available from the National Capital Authority's Events Officer on (02) 6272 2919. A bond of \$25 is levied on keys issued by the Authority and the bond is refunded when keys are returned to the Authority by the agreed time.

Lighting

11. There are a limited number of areas within the Gardens which may be lit at night and event organisers will need to apply, through the Authority's Events Officer, for the relevant lighting to be switched-on.

12. The areas that may be lit in the Senate Gardens are as follows:

- a. the Kiosk area;
- b. along the pergola structures (Senate Walk);
- c. the tennis courts;
- d. the Tennis Courts' Pavilion; and
- e. the Garden's main pathways.

13. The areas that may be lit in the House of Representatives' Gardens are as follows:

- a. the Kiosk area;
- b. along the pergola structures (House of Representatives' Walk);
- c. the tennis courts;
- d. the Tennis Courts' Pavilion; and
- e. the Garden's main pathways.

Water

14. In the Senate Gardens external water-taps are located at the following locations:

- a. the Cricket Pitch Pavilion, and
- b. the Tennis Courts' Pavilion.

15. In the House of Representatives' Gardens external water taps are located at the following locations:

- a. the Bowling Green Club House,
- b. the Tennis Courts' Pavilion, and
- c. the Gardens' Kiosk.

16. Drinking bubblers are situated at each of the Tennis Court Pavilions, and at both the Senate Gardens Walk and the House of Representatives' Gardens Walk.

Catering Facilities

17. Both the House of Representatives' and the Senate Gardens have a kiosk which is available for catering purposes. Each kiosk is equipped with a microwave, bar fridge, sink and benches, however, event organisers are responsible for providing their own crockery, cutlery, glass ware, cups and saucers, and cooking utensils (including tea towels, washing detergent, etc).

Toilet and Changing Facilities

18. The House of Representatives' and the Senate Gardens each have a Tennis Pavilion which incorporates a public toilet block. Each Pavilion also has a changing room, with showers, for use by patrons of the tennis courts only.

The Tennis Courts

19. The Gardens' tennis courts are available for hire from 7.00 am – 5.00 pm daily (7.00 am – 8.00 pm during daylight saving). The hire fee is \$15 per hour, per court and bookings for the use of the courts are to be made through the Rising Star Tennis Academy on (02) 6242 6423.

The Cricket Pitch

20. Only tennis balls are to be used when playing cricket on the Garden's Cricket Pitch. Bookings for the use of the pitch are to be made through the National Capital Authority's Events Officer on (02) 6272 2919. No footballs are permitted within the Gardens.

Structures

21. Temporary structures (works) may only be erected on the Cricket Pitch (in the Senate Gardens) and will require the approval, in writing, of the National Capital Authority. An Application for Works Approval should be submitted to the Authority at least 21 days prior to the event. Structures (works) include marquees, tents, sun-shelters, fencing, barricades, amusements (eg. jumping castles), stages, dais's, signs, banners, port-a-loos etc). Chairs, tables and decorations are permitted in all the other venues and these items do not require a works application, however, they must be removed immediately following the event. A Works Approval Application usually attracts a modest fee.

Booking an Event Venue

22. Bookings for a venue for an event (including weddings) are to be made through the National Capital Authority's Events Officer on (02) 6272 2919.

Kiosk Bond

23. A \$500 bond will be required for any events utilising the Gardens' kiosks. The Authority may deduct monies from the bonds with regard to any lost and/or damaged appliances from within the kiosks, and/or any necessary post-event cleaning requirements.

Security

24. Event organisers conducting events within the Old Parliament House Gardens after hours (ie. between 5.00 pm and 7.00 am, or between 8.00 pm and 7.00 am during daylight saving) are responsible for the cost of having National Capital Authority contracted security personnel on site.

25. The number of security personnel to be allocated will be determined by the Authority, and will be based on the type of event to be conducted and any other relevant issues at the time (the Authority will inform the event organiser of the number of security personnel to be allocated to the task prior to the event taking place).

26. The Authority reserves the right to organise the security arrangements, however, the event organiser will be billed, by the contracted firm, for the arrangements and is responsible for paying the related costs prior to the event taking place.

27. The hourly rates (per security officer; with a minimum of three hours) are as follows:

Weeknights	Saturday Nights	Sunday Nights	Public Holiday Nights
\$ 33.00	\$38.50	\$45.00	\$57.00

Notes:

1. All the above figures are **exclusive** of GST.
2. All the above quotes are subject to change.

Confetti

28. Rose petals are the only accepted form of confetti (petals are not to be picked from the Gardens' flowers).

Car Parks

29. Car parking is available at the front of Old Parliament House and at a number of public car parks close by, within the Zone. Persons attending events in the Gardens should, however, try and avoid parking in the House's car park, as it is intended for visitors to the House itself. Vehicles are not allowed in the Gardens.

Barbecues

30. There are no barbecue facilities in either the House of Representatives' Gardens or the Senate Gardens.

Camping

31. Camping in the Gardens, day or night, is not permitted.