



# Venue Hire

**A perfect venue for any event in the heart of Sydney.**

**The natural beauty, architecture and elegance of the Chinese Garden of Friendship at Darling Harbour can provide a unique backdrop for any event.**

Sheltered pavilions, graceful bridges, reflective pools and enchanting landscapes create the perfect setting for wedding ceremonies, birthday parties, cultural activations and many other events in the heart of the city.

The Chinese Garden pavilions can be hired exclusively during the day between 10am and 5pm.

For more information or to make a booking, contact the Venue Services Coordinator.

Southern end of Darling Harbour  
T (02) 9240 8665  
E [functions@shfa.nsw.gov.au](mailto:functions@shfa.nsw.gov.au)

## Venue hire locations

Pavilion / venue		Maximum capacity standing	Maximum capacity seated
	Blue Room (Map reference M7)	50	20
	Water Pavilion (Map reference G9)	50	48
	Peace Boat Pavilion (Map reference L6)	50	12
	Hall of Longevity (Map reference J10)	120	48

## Venue hire charges

Daytime Hire (10am – 5pm) Minimum 2 hour hire applies	Pavilion/ Venue	Commercial Fee* (Individuals, organisations, commercial businesses)	Community Fee* (Not for profit organisations, charities)
2-hour hire	Water Pavilion	\$495 – up to 50 people	\$330
2-hour hire	Peace Boat Pavilion	\$495 – up to 50 people	\$330
2-hour hire	Hall of Longevity Pavilion	\$770 – up to 120 people	\$515
All day hire	Blue Room	\$770 – up to 40 people	\$515
Exclusive evening hire (5.30pm–midnight)	Chinese Garden	\$3,850	\$2,580
Per hour (after hours)	Chinese Garden	\$ 592.50	\$395

\*All rates include GST. Rates are current at the time of print. Rate changes may take place without notice. A deposit secures the current rate for 12 months. Exclusive daytime or extended access to the Chinese Garden that requires closure to the public is by negotiation; additional charges will apply.





## Inclusions

Pavilion / venue		Small square tables	Chairs
	Blue Room	1	20
	Peace Boat Pavilion	1	12
	Water Pavilion	1	48
	Hall of Longevity	1	48

The furniture provided in the venues is available free of charge for use by the client.

# Chinese Garden map



Main Entrance / Hall of Clear Shade	L11	Round Pavilion	E7	Rinsing Jade Pavilion	C2	Teahouse Pavilion	M8
Commemorative Pavilion	J12	Chamber of Clear Rhythm	C8	Twin Pavilion	E4	Aquatic Pavilion	N9
Courtyard of Welcoming Fragrance	K10	Pavilions Among Bamboo and Rock	B7	The Gurr (Clear View Pavilion)	G2	Dragon Rock	G7
Hall of Longevity	J10	Reading Brook Pavilion	C6	Sleeping Boy Buddha	J3	Tortoise Rock	I7
Dragon Wall	K9	The Seven Sages in Bamboo Forest	A8	Mountain Gate	J2	Phoenix Rock	H8
Lenient Jade Pavilion	K8	Wandering Gallery	A5	The Rock Forest	J4	Unicorn Rock	J7
Water Pavilion of Lotus Fragrance	G9	Dragon Tower	B5	Peace Boat Pavilion	L6	Toilets    	K5

# Venue hire booking form

Contact name:	Telephone: (during business hours)
Email:	Mobile:
Postal address:	
Please tell us how you prefer us to communicate with you: <input type="checkbox"/> Phone <input type="checkbox"/> Email	
Organisation's name:	Event's name:
Date(s) preferred:	Number of guests:
Start time (available 10am – 5pm; last booking 3pm):	Finish time (bookings for 2 hours only):
Venue preferred:	Other details:
<p>How did you find out about the Chinese Garden as a function venue?</p> <p><input type="checkbox"/> Word of mouth      <input type="checkbox"/> Brochure      <input type="checkbox"/> Website      <input type="checkbox"/> Advertisement (please specify)</p> <p><input type="checkbox"/> Other (please specify) .....</p>	
<input type="checkbox"/> Please tick if you would like to receive information about upcoming events at the Chinese Garden	
<p>Please read the indemnity clause and the terms and conditions at the back of this pack and sign below to acknowledge your acceptance. I/we agree to indemnify Place Management NSW and/or its manager from and against all actions, claims and demands by (a) person(s) (whether (an) invitee(s) or otherwise) who suffer(s) or sustain(s) any loss, damage or injury arising out of, or as a result of, or in the course of the use of any land, premises or chattels in a manner for which it would be liable at law, which land, premises or chattels are owned or occupied or controlled by Place Management NSW. Personal details will be kept confidential and will not be passed on to a third party without your consent.</p>	
<input type="checkbox"/> I have read and agree to the terms and conditions.	
Signature:	Date:

For office use only		Event no.	
Approved by:	Due date:	Paid by date:	Amount received:
Total:			
Deposit:	/ /	/ /	
Final payment:	/ /	/ /	
Credit card no:		Expiry date: /	CCV:

# Terms and conditions

## Confirmation

A function is not considered confirmed until Place Management NSW is in receipt of a holding deposit of \$110.

## Payment schedule

Upon booking request approval, Place Management NSW requires the holding deposit within 24 hours. Final payment is required fourteen (14) days prior to the date of the event. If payment is not received, the booking may be cancelled and the deposit withheld.

## Cancellation by the client

All cancellations must be in writing.

Cancellations will be subject to the following:

- For notice of cancellation outside of six (6) months prior to the date of the event, 50 percent of the deposit will be refunded to the client.
- For notice of cancellation within six (6) months prior to the date of the event, the client will forfeit the deposit.

## Hours for hire

Venue hire for the Blue Room is for a full day only (10am – 5pm).

Venue hire for pavilions is for two hours only between 10am and 5pm; last booking 3pm.

Last booking is at 3pm.

## Essential information for clients

- Permission from Place Management NSW is required for proposed entertainment options, including music, or decorative enhancements.
- The Chinese Garden forecourt is a pedestrian precinct; no vehicles are permitted at any time.
- Paid parking is available nearby.
- Colonnades and pathways must be minimally disrupted.

## Prohibited

- The use of rice, rose petals and confetti
- Bringing food and beverages into the garden
- Walking on the garden beds
- Touching the water features and pond
- Bringing pets or other animals into the garden (Assistance Dogs excepted)
- The use of candles and other naked flames
- Volume above LAmax 70B(A) and LCmax 90dB(C) on Friday and Saturday and LAmax 65 dB(A) and LCmax 85dB(C) from Sunday to Thursday
- Decorations in water features (ponds and waterfalls)
- Adjusting the lighting and water features of the garden
- Smoking
- Littering
- Dangerous goods
- Illegal substances

## For more information:

**T (02) 9240 8665**

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**[darlingharbour.com](http://darlingharbour.com)**