

Sydney Observatory Wedding Information Kit

Ceremony Bookings

Areas available for hire for ceremonies	<u>Sydney Observatory Grounds</u> Off-peak: Front Gardens or Rear Courtyard Peak Marquee Period: Front Gardens only (with hire of the Marquee)
Wet-weather	Unfortunately as the Sydney Observatory cannot offer wet-weather facilities, we recommend having a wet-weather backup venue
General Public	The Sydney Observatory is open to the general public from 10am - 5pm; during this time the public will access the Observatory via the path near the Front Gardens. We have found in the past that the visitors respect the private ceremonies taking place in the gardens/courtyard and do not enter this area (generally just proceeding to the Observatory itself).
Exclusivity	The Sydney Observatory is only hired out for one wedding ceremony per day, guaranteeing exclusivity of the venue for your ceremony and photography
Cleaning & Care	As the Sydney Observatory is a heritage listed site the throwing of confetti and rice are <u>not permitted</u> for ceremonies. Flower petals are permitted on the Observatory site - this incurs a cleaning fee of \$220 (please advise event coordinator in advance).
Music	The Sydney Observatory welcomes quiet pre-recorded music or a small live ensemble (string quartet etc) for ceremonies. Power is available in the rear courtyard area. If the power required for music/PA in the gardens we recommend either using a pre-charged amplifier or CD Player or similar which can be run off battery.
Catering	If you are interesting in have post-ceremony refreshments available for your guests, the Observatory has a panel of three caterers for you to select from: Freshcatering, European Catering and Forte Catering & Events. Please note: external catering and self-catering is <u>not permitted</u> on the Observatory grounds.

**Furniture, Equipment
& Decoration**

Previous clients have used:

Pages Event Equipment (<http://www.pages.id.au/>)

Jacques Party Hire (<http://www.jacquespartyhire.com.au/>)

Walkers Event Hire (<http://www.walkershire.com.au/>)

Barlens Hire (<http://www.barlens.com.au/>)

CC&C (Chair Covers & Candelabra) (<http://www.cc-c.com.au/>)

Decorative Events (<http://www.decorativeevents.com.au/>)

for ceremony furniture, theming and decoration. The caterers may also be able to assist with the supply of outdoor furniture for the ceremony.

As the venue is a heritage listed site – naked flames are not permitted onsite (this includes candles, torches, fireworks etc).

**Vehicle access
(transportation for
guests)**

The size of the bus able to get up to the top of Watson Rd at the entrance to the Sydney Observatory is a maximum 15-20 person mini bus. Any larger than this and there is difficulty with the turn circle at the top of the road.

*For the safety of your guests and Observatory visitors - no vehicles are permitted to enter the Sydney Observatory grounds

Parking

Metered parking is available on Watson Road and Argyle Street, the Observatory is then only a short walk up Watson Road and through the Observatory Hill Park.

A Wilsons Parking station (Clocktower, The Rocks) is located at 55 Harrington Street near the corner of Argyle Street. A special rate of \$15 is available for weekday parking, \$20 for Fridays (enter after 6pm and leave before close) and \$15 all day parking for weekends. Please check the Wilsons Parking website for more information about times and conditions.

<http://www.wilsonparking.com.au/go/wilson-car-parks/nsw/clocktower>

On site parking at Sydney Observatory is limited to a maximum of five vehicles (including catering vehicles).

Marquee Bookings

Dates Available for hire (Peak dates) 2011
 Saturday 19 November 2011 to Saturday 17 December 2011

2012
 Saturday 3 March 2012 to Sunday 11 March 2012
 Saturday 19 May 2012 to Friday 8 June 2012
 Saturday 10 November 2012 to Sunday 9 December 2012

2013
 Saturday 23 February to Sunday 24 March 2013
 Saturday 16 November to Sunday 15 December 2013

Caterers The Observatory only allows the three contracted caterers to provide food and beverages for events. These are: Freshcatering, European Catering and Forte Catering & Events. All three are experienced Gold License caterers and familiar with the Sydney Observatory venue.

Venue Hire Covers:

- Hire of the Marquee for the duration of the event (fully installed including power and lighting);
- The Marquee comes silk-lined, with fairy lights in the roof and rice paper lantern light fittings
- Access for equipment deliveries from 8am to 10am, bump out until 1am and equipment collection the next morning from 8am to 10am;
- A 6m by 6m catering marquee;
- Standard security charges;
- Standard cleaning charges;
- A venue manager will be onsite for the duration of your event; and
- Complimentary use of the front gardens for your wedding ceremony (if required)

Music/Entertainment As the Observatory is located in a residential area strict noise restrictions apply; all background music, record or acoustic must finish at 11.30pm (Clients are advised to please avoid use of music with a strong bass beat). Please advise the event coordinator before booking any music/entertainment acts, for manager's approval.

**Furniture and
Decoration**

The Marquee comes silk-lined, with fairy lights in the roof and rice paper lantern light fittings and vacant to be themed as you wish. Our panel of caterers can assist in sourcing/providing furniture for your event; alternatively previous clients have used theming and event companies such as: *Decorative events, Pages Event Hire* and *Kennards Events* to furnish and theme the marquee for their events (details as above). You may also select a company of your choice to provide furniture/decoration (please advise the event coordinator at least 2 weeks prior to the event)

As the venue is a heritage listed site – naked flames are not permitted onsite (this includes candles, torches, fireworks etc).

**Preferred
Audio Visual Equipment
Supplier**

Jazzright Production Services is a complete event solutions company offering a total production service including the following; Lighting, Audio, Audio Visual, Cameras, Event Design, Equipment Hire and Sales, Staging, Event co-ordination, Theming and Special Effects.

Their service includes free quotations, technical advice and training where required. From conception to completion, Jazzright will assist you in making your event a complete success.

Contact: John Perez, Tel: 9700
0120 or email

info@jazzright.com.au

<http://www.jazzright.com.au>

Oh de Toilette

Oh de Toilette will assist with all your powder room and washroom requirements for your next event.

From their gorgeous 100% Australian cotton handtowels, luxurious toiletries, bathroom accessories and helpful attendants, they'll show you lots of ways to be pampered, beautified and generally made a fuss of.

Contact: Tara Whitfield , Tel: 02 8071 4905 or

<http://www.ohdetoilette.com.au>

