



## Use of Government House Gardens

There are several areas within the Gardens available for events approved by the Governor. Events are considered on a case-by-case basis. Upon approval Government House will advise which area(s) will be made available for use.

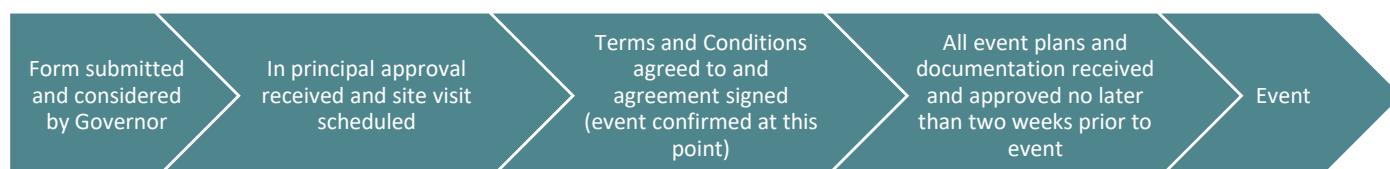
### Responsibilities of the Organisation

- Provision of event documentation including:
  - Event run sheet and site plan
  - Emergency Evacuation, Risk Management, First Aid and Waste Management plans
  - Relevant Licenses (Liquor, APRA/PCRA etc) and Public Liability Insurance
  - COVID Management Plan and SafeWA QR Code
- All costs associated with the event, including but not limited to marquee hire, food and beverage provisions, furniture hire, AV and lighting, and rubbish removal
- Provision of toilet facilities
- Provision of a licensed security guard at each access point for the duration of the function
- Provision of a responsible officer of the organisation to be present on site anytime access is required
- Provision of an event signage plan for approval by Government House – only discreet signs are permitted and promotional material should not be distributed during the event.

### Responsibilities of Government House

- Provision of an Events and Engagement Officer to assist with event organisation and compliance requirements
- Coordination between organisations sharing facilities on successive days
- Provision of access to reasonable electrical power
- Advice from Gardens Manager in regards to appropriate use of the Gardens including conditions for set up/pack up and access
- Provision of one Government House staff member to supervise the event.

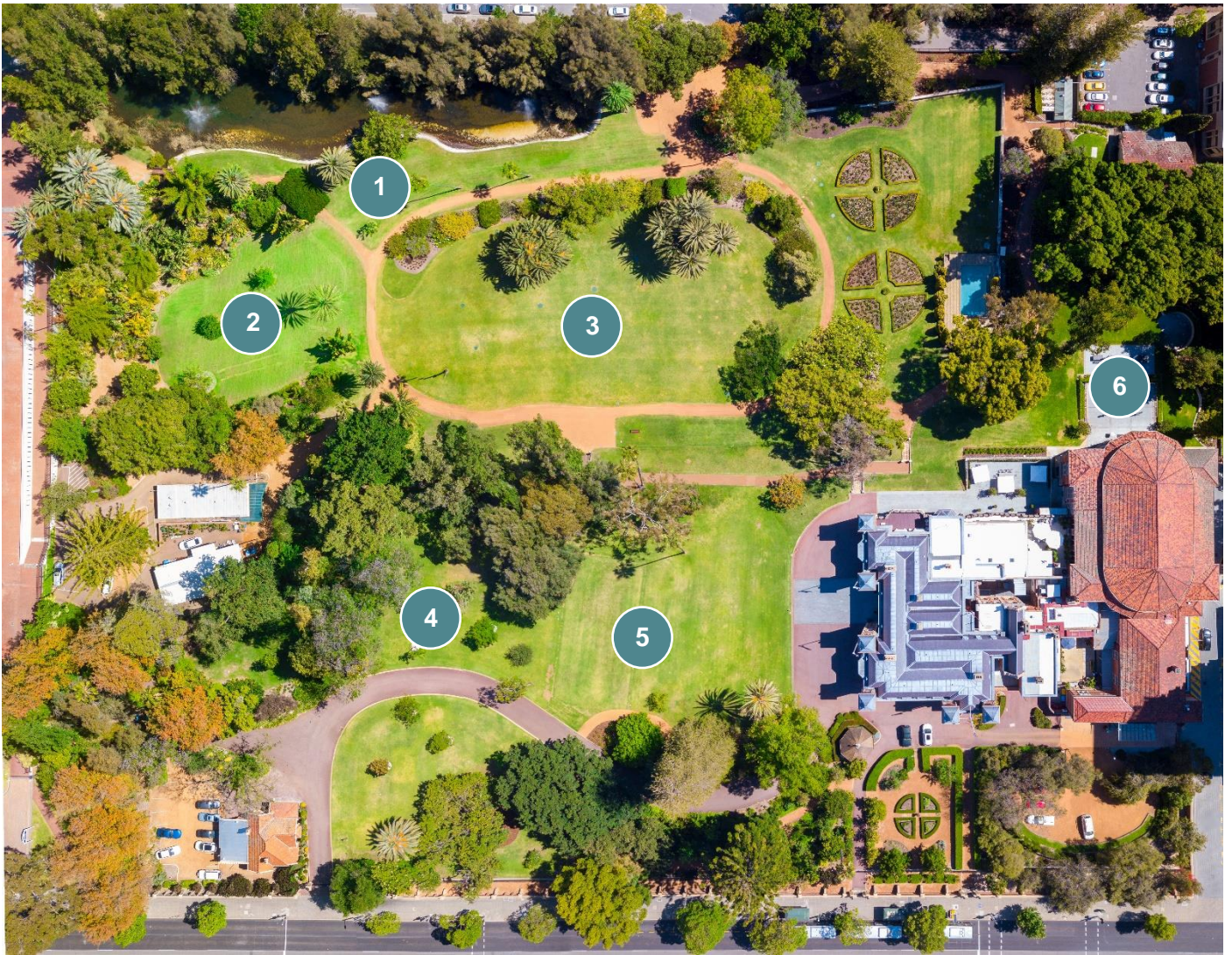
## Booking Process



## Terms and Conditions

Detailed terms and conditions are discussed and agreed upon during the site visit following the approval of your request. Organisations are responsible for ensuring that the dignity, special character of Government House and the Government House brand is maintained. Events held in the Gardens by external organisations reflect on the Governor and Government House, as such all events plans and proceedings are subject to final approval by Government House.

# Map of the Government House Gardens



1 Lake Lawn

3 Lower Lawn

5 Ravine Lawn

2 Tropical Gardens Lawn

4 Upper Lawn

6 Julie Michael Garden



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