

## Event Booking Form – Commercial/non profit events

To book an area in the Southern Highlands Botanic Gardens please ensure the following steps have been addressed:

1. Contact SHBG on 0456 752 595 or [admin@shbg.com.au](mailto:admin@shbg.com.au) to confirm availability of the date and time required for your event.
2. Complete this form and pay in full (see “How to Pay” outlined in Terms and Conditions).
3. Please allow up to two weeks for the confirmation Permit to be forwarded.

**NB: Please ensure you have read the SHBG Terms and Conditions.**

<b>Applicant Details</b>	
Organisation name	
Name of representative	Position of representative
Contact phone number	Email address
Postal address	

<b>Refund of Bond Details</b>	
Organisation Name	Address
Bank details BSB:	Account No:

<b>Event Details</b> Please refer to map of SHBG for event locations	
Type of event:	Number of guests:
Date of event:	Times required. From: To:
If you are bringing equipment, please indicate additional times required for set up and clean up.	
Bump in date:	Bump out date:
Total booking times, including bump in/bump out	Date/time from: Date/time to:

<b>Security</b>	
Will the event finish after 5pm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, you will need to secure the site on leaving. Discuss with SHBG	

<b>Event location</b>	
<input type="checkbox"/> 1. Pioneer Square and lawn	<input type="checkbox"/> 4. Oak Rondel
<input type="checkbox"/> 2. Dogwood Picnic Area	<input type="checkbox"/> 5. Foundation Walk
<input type="checkbox"/> 3. Birch Grove	<input type="checkbox"/> 6. Children’s Playground
<input type="checkbox"/> 7. Other (for discussion with SHBG)	

<b>SHBG Package</b>	
<i>Please Note: Packages are only available to clients booking an event in the Pioneer Square and lawn. Package consists of 40 white chairs, 1 red carpet, 1 signing table with white cloth.</i>	
Do you wish to purchase the SHBG Package?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Equipment and Entertainment</b> (Please refer to Terms and Conditions)	
Will you bring any equipment or entertainment on the day? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please list:	
Are you bringing a marquee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please discuss with SHBG.	

Please include delivery and set up time (bump in) and removal completion (bump out) in event details above.

### Insurance

Certificate of Currency for Public liability insurance of \$20m has been provided.  Yes

### Alcohol

Do you intend to sell alcohol at the event?  Yes  No

If yes, current licence for the sale of alcohol must be provided to SHBG.

### Event Terms and Conditions

All events in the SHBG grounds are required to comply with the Event Terms and Conditions.

Please Note: In consideration to other visitors your event must not run over time.

I have read and agree to comply with the attached Terms and Conditions

Signature:

Date:

### Fees and Charges

Price listings outlined within the Terms and Conditions are based on a standard hourly hire rate and can be subject to change.

### How and When to Pay

Full payment is required at the time of confirming the booking must be made no later than two weeks prior to the event date or bump in date, whichever is earlier. Payment can be made in one of the following ways.

**Please note:** Following payment, this completed form must be sent to SHBG to PO Box 452, Bowral, NSW 2576 or email to [admin@shbg.com.au](mailto:admin@shbg.com.au).

<input type="checkbox"/> Cheque	Mail your cheque and the completed booking form to SHBG, PO Box 452, Bowral, NSW 2576
<input type="checkbox"/> Credit Card	Credit card type: Visa/Mastercard/Bankcard Credit card no: Name on card: Expiry date: <span style="float: right;">CCV (last 3 digits on reverse of card)</span>
<input type="checkbox"/> Direct Debit to SHBG	Bank: BDCU Alliance Bank BSB: 802 101 <span style="float: right;">Account: 100071868</span> Reference: Your name

### Office Use Only

Date paid:	Receipt No:
Event Booking fee (incl GST)	\$
Hire Package (incl GST)	\$
Bond (excl GST)	\$
Total	\$
Public Liability Certificate of Currency provided	<input type="checkbox"/> Yes
Alcohol licence provided	<input type="checkbox"/> Yes
The site needs to be secured on completion of event.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other comments:	