

Event Booking Form

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 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.

Applicant Details	
First Name	Surname
Contact phone number	Email address
Postal address	

Refund of Bond Details	
Name	Address
Bank details BSB:	Account No:

Event Details <small>Please refer to map of SHBG for event locations</small>	
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: From: To:
	Bump out date: From: To:
Total booking times, including bump in and bump out	Date/time from: Date/time to:

Security	
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	

Event location	
<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

SHBG Package	
<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

Equipment and Entertainment <small>(Please refer to Terms and Conditions)</small>	
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? Yes 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

I agree to arrange single event insurance and to provide a copy of the Certificate of Currency to SHBG when confirming booking. Yes

OR

I will not take out public liability insurance and accept liability for all risks for attendees. Yes

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. Additional fees may apply if approval has been granted to install additional equipment, such as free-standing bridal arches, marquees, etc.

How and When to Pay

Full payment is required at the time of confirming the booking and full payment 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.

<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: CCV (last 3 digits on reverse of card)
<input type="checkbox"/> Direct Debit to SHBG	Bank: BDCU Alliance Bank BSB: 802 101 Account: 100071868 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 OR Client has accepted all liability <input type="checkbox"/> Yes	
The site needs to be secured on completion of event. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other comments:	