# Wellington Botanic Garden Outdoor Group Picnics & Events Booking Application form

## NOTES FOR THE APPLICANT

Please complete form in BLOCK LETTERS.

Send completed form and $120.00 non-refundable fee to:
Treehouse Booking Office, Wellington Botanic Garden, PO Box 2199, Wellington 6140.

All requests are assessed on an individual basis. Wellington City Council management have the right to determine fees and refuse any application. This application is binding only on written confirmation.

## APPLICANT DETAILS

<table>
<thead>
<tr>
<th>Applicant name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address</td>
<td>Post Code</td>
</tr>
<tr>
<td>Phone</td>
<td>Mobile</td>
</tr>
<tr>
<td>Organisation</td>
<td>Email</td>
</tr>
</tbody>
</table>

## BOOKING DETAILS

<table>
<thead>
<tr>
<th>Wellington Botanic Garden (please ☑)</th>
<th>General use $120.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Soundshell Lawn</td>
<td>☐ Soundshell lawn &amp; stage</td>
</tr>
<tr>
<td>☐ The Dell</td>
<td>☐ Magpie Lawn</td>
</tr>
<tr>
<td>☐ The Dell with marquee (marquee Nov to April only, fees apply)</td>
<td>other area:</td>
</tr>
<tr>
<td>☐ Size of marquee: (see booking information sheet)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of event/function</th>
<th>Number attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Event</td>
<td>Start time: (include set up &amp; pack up time)</td>
</tr>
</tbody>
</table>

**Special requirements** please state any items of furniture or equipment you wish to bring in to the venue

## PAYMENT OF NON-REFUNDABLE BOOKING FEE

<table>
<thead>
<tr>
<th>Cash ☐</th>
<th>Eftpos ☐</th>
<th>Visa/MC ☐</th>
<th>pay online by Credit card ☐</th>
<th>Cheque ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellington.govt.nz/do-it-online</td>
<td>make payable to: Wellington City Council</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of cardholder: [ ]

Card number: Expiry date: [ ]

Amount to pay: A receipt will be issued

## Office use only

<table>
<thead>
<tr>
<th>Full cost</th>
<th>Deposit</th>
<th>Balance</th>
<th>Bond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Date paid</td>
<td>Refund details</td>
<td>Comments</td>
</tr>
</tbody>
</table>

CSWCC99265
General terms and conditions

1 Wellington City Council (the Council) is entitled to impose conditions upon the use of the venue or field specified in this Application at its sole and unfettered discretion. A written copy of any applicable conditions will be attached to any Parks & Gardens Event Permit granted, or letter of confirmation sent to you, as a result of this application.

2 The Council reserves the right to vary the standard Terms & Conditions or to impose further conditions in addition to those specified (in accordance with Clause 1) at any time.

3 The Council reserves the right to cancel or postpone the event at its discretion.

Botanic Garden and Otari-Wilton's Bush Terms & Conditions

4 Events should be family orientated and of a low key nature so as not to disturb or detract from other visitors' enjoyment of the Botanic Garden or Otari-Wilton's Bush.

5 Public entry to the Botanic Garden and Otari-Wilton's Bush is free. There can be no charge for events without the Council's approval.

6 Musical events must comply with noise control regulations. No amplified music is allowed in the Dell and Soundshell after 10pm.

7 Alcohol cannot be sold at events. It is available for sale and consumption in the Botanic Garden's café.

8 Fires and fireworks are prohibited (except if authorised by the Council for management purposes).

9 The Botanic Garden Manager must approve any food or beverage concessions. A charge may be made.

10 Gas barbeques only may be used in specific areas in the Botanic Garden. Permission is required.

11 Portable barbeques are not permitted in Otari-Wilton's Bush. Two barbeques are available for use in the picnic area.

12 Event organisers will be responsible for cleaning of the site after the event and for providing any extra facilities required in addition to those already in place eg portaloos.

13 All sponsorship signage or other requirements must be approved by the Botanic Garden Manager.

Terms & Conditions of Payment (relevant only when fees apply)

14 If your Application relates to an event at the Botanic Garden or Otari-Wilton's Bush, a non-refundable booking fee must accompany the Application. All fees must be paid in full prior to the event.

15 Unless these Terms & Conditions provide otherwise, you must pay all fees and charges owing to the Council under this agreement by the 20th day of the month following the date the invoice is issued.

16 Where payment is not made in accordance with Clause 14, you agree to pay the Council:

16.1 Interest calculated daily at the rate of 15% per annum on all overdue amounts from the date of default until all overdue amounts are paid to the Council.

16.2 All costs and expenses (including debt collection fees or legal fees), incurred by the Council in seeking to recover the overdue amount.

16.3 An administrative fee of either 10% of the overdue amount or $300 (whichever is less) as a contribution towards the Council's internal administrative costs incurred in seeking to recover the overdue amount.

17 You are not entitled to withhold any monies that are due and owing to the Council.

18 The Council is entitled to apply all payments received from you, first in reduction of interest and costs and then in reduction of any amounts invoiced.

19 Payment shall become immediately due without notice if:

19.1 You breach this agreement, or any term of any Permit granted as a result of this Application;

19.2 You are a company and a liquidator, or receiver, or a statutory manager is appointed, or the company amalgamates without the prior written approval of the Council;

19.3 Any judgement remains unsatisfied against you for seven or more days;

19.4 You become insolvent, make an assignment or compromise for the benefit of your creditors or cease to carry on business.

20 If any person uses your account, you will be liable for all amounts outstanding under this agreement.

Privacy Act 1993

21 You acknowledge that the Council is collecting the information in this Application for the purposes of credit approval, establishing credit limits and administering your account. This may require information to be provided to other Business Units within the Council, the Council's solicitors, external debt collection agencies, credit reporting and other agencies required from time to time to be involved in the administration of your account or enforcement of this agreement. You authorise any person or company to provide the Council with such information required to administer and enforce this agreement.

Applicant

I have read and agree to the above Terms & Conditions. I understand that I am authorised to bind the Customer to this agreement.

Signed ___________________________ Date ___________________