

# FUNCTION AND EVENT HIRE

## BOOKING APPLICATION

### Privacy statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the City of Casey will only be used for the purposes outlined within our Privacy Policy. Council's Privacy Policy is available from our website [www.casey.vic.gov.au/council/your-council/privacy](http://www.casey.vic.gov.au/council/your-council/privacy) and all Council Customer Service Centres. For further Information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website [www.casey.vic.gov.au/council/contact/feedback-form](http://www.casey.vic.gov.au/council/contact/feedback-form) or by calling on 9705 5200.

### Applicant details

Name of Applicant:		Phone Number:	
Address:		Email:	
Suburb:		Preferred Contact:	
Date of Application:		How did you hear about Wilson Botanic Park:	

### Site Access details

	Multipurpose Room		Amphitheatre
	Upper Shelter		Rose Garden
	Lower Shelter		Lower Shelter & Fairy Dell
	Fairy Dell		Other (please specify)

### Details of your booking

Day:		Date:	
Arrival Time:		Departure Time:	
Number of Guests:		Reservation sign:	

*Electrical Products must be tested and tagged. All external contractors must provide evidence of Public Liability Insurance, e.g Jumping Castle, Face Painter, Caterer, etc.*

	Family		Birthday		Not for Profit
	Community Event		Commercial		Fundraiser
	Council		Other (please specify)		



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BOTANIC  
PARK**

## Payment details and hiring fees

Hiring fees excluding bond payments, are required at the time of booking. Confirmation will be sent by email within three working days. Cheques/Money Orders must be made payable to the City of Casey and mailed to: Wilson Botanic Park Berwick - 668 Princes Highway, Berwick, 3806.

If required, a \$500.00 bond payment must be paid no less than seven days prior to your hire.

Hire Amount: \$		Bond \$500.00 (if required)	Total Amount \$	
Credit Card (please refer to the below)		Cheque	Money Order	Cash (in person)
WBPB Admin staff will contact you to obtain your credit card details and to confirm your booking			MasterCard	Visa

## Conditions of hire

I hereby acknowledge that I have read a copy of the terms and conditions of hire and I will be responsible to ensure that all individuals/groups using the premises as part of this application will also abide and comply in every aspect. Where the hirer is a company or incorporated association, I am authorised by the group to complete the Booking Form on the Hirer's behalf.

Signature: (electronic can type name)	
On behalf of Group / Company Name:	



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