



BLANCO  
HORNER

## Botanic Park Event Registration

### Event details

Name of event				
Date				
Time Required	From		To	
Organisation				
ABN				
Name of Insurer				
Policy number		Sum	\$	
Contact person		Position		
Billing address				
Daytime number		Mobile		
Email address				
Proposed function	Corporate	Private	Community	Wedding
Number of people	Adults		Children	
<p><i>Please circle all relevant requirements (including those required from external suppliers)</i>  <i>All options below require approval from the Botanic Gardens &amp; State Herbarium, which in turn</i>  <i>incurs the Administration Fee on the following page.</i></p>				
BBQ	Power	Marquee	Jumping castle	
Vehicle access	Generator	Toilet	Amusement	
<i>Other (please provide specific details)</i>				

Botanic Park is an extension of the Botanic Gardens of Adelaide and has the most magnificent collection of trees which are of major significance to the community of South Australia. The preservation of the park should always be top of mind when considering booking for your special event. There are a number of associated costs in managing Botanic Park, fees charged cover not only the management of the event but for the maintenance of Botanic Park for generations to come, please refer to the fee structure below when formulating costing for your event. Your event may require permissions from the board of the Botanic Gardens. A minimum 21 days is required to process any required items\*.

**Mandatory Booking Fee:** A \$100.00 booking fee will be charged for all bookings

**Site Fee:** First 50 people are free, then \$2 per person above 50

**Irrigation mark out Fee\*:** Wherever pegging is required for large infrastructure the underground irrigation system is to be avoided by the area being mapped

**Power Access Fee\*:** Power is available from two power boxes. 3 Phase is available

**Class grounds Facilities Fee:** Should you require to utilise the Botanic Gardens facilities along plane tree drive a cleaning and restocking fee is applicable to all bookings

**Vehicle Access Permit Fee\*:** Where registered vehicles require access to Botanic Park a permit is required. Please ask a Blanco Horner Hospitality Management Venue and Events Coordinator for a permit application form. All Vehicle access permits require a minimum of 14 days to process

**Event Management Staff Fee\*:** If you need to have vehicle access on Botanic Park, use of the power supply or require pegging of marquees/jumping castles, you will require to have a Blanco Horner Hospitality Management staff member to be present from beginning of set-up, through the duration of the function and to complete pack-down. Blanco Horner Hospitality Management member is \$45.00 per hour for week days and \$50.00 per hour for weekends, minimum of 3 hours. Larger sized events may require more than one staff member.

**After Hours Event Management Fee:** Will require a Blanco Horner Hospitality Management staff member to be present of \$45.00 per hour and 2 Adelaide Botanic Garden horticultural staff members who are required to be present after hours for the duration of the event which are \$65.00 per hour. Minimum of 3 hours.

**Administration Fee:** An administration fee will be charged when approval is required from the Botanic Gardens of South Australia and the Department of Environment, Water and Natural Resources. Any of the above requirements, marked with an \* requires approval. Approval will be sought out through a minute applied by the Venue and Events Manager.

FEE STRUCTURE		
<b>Mandatory Booking Fee</b>	\$100 includes first 50 people	<b>\$100.00</b>
<b>Additional people</b>	\$2 per person (anything above 50 pax)	\$
<b>Irrigation mark out*</b>	\$200 per garden	\$
<b>Power access*</b>	\$50 per box	\$
<b>Class ground facilities</b>	\$110	\$
<b>Vehicle access permits*</b>	\$20 per permit	\$
<b>Event management staff*</b>	\$45 per hour weekdays OR \$50 per hour weekends	\$
<b>Horticultural staff*</b>	\$65 per hour	\$
<b>Administration Fee</b>	\$100	\$
<b>Total</b>		<b>\$</b>

Please note: Security charges may be applicable depending on your event requirements - TBA



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Submit your booking form via Email (PDF) to

[events@thegardensadelaide.com.au](mailto:events@thegardensadelaide.com.au)

or Mail to PO BOX 2669, Kent Town, Adelaide SA, 5072

To secure the booking, payment of the administration fee is required. Payments can be made via cheque, credit card or Electronic Funds Transfer (EFT)

Cheques can be made payable to Blanco Food and Events. For credit card transactions please populate the space below. For EFT details an invoice will be generated upon receipt of this booking form, bookings will be considered tentative until payment is made.

Should you have any further queries, please do not hesitate to contact Function & Events on

08 8223 4412

<b>Visa</b>	<b>MasterCard</b>
<b>American Express</b>	<b>Diners</b>
<b>AMOUNT \$</b>	

Card Number

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Name on card

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Expiry date

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CCV

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Signature of card holder

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Please tick if you require bank details for EFT.