

# Gardivalia 2018 Events Terms & Conditions

## Terms & Conditions for Events & Workshops

- Your event or workshop will be advertised in the Gardivalia booklet/flyer, on the Gardivalia website and relevant media advertising. If for any reason you are unable to run your event or workshop please contact Olivia on 0438 338 227 as soon as possible. It is the responsibility of the organiser to contact participants to advise cancellation of the event or workshop.
- Security of premises is the owner's responsibility.
- There is an opportunity to raise money, perhaps for charity or a local organisation, food and drink. If selling refreshments you **must** contact the Public Health Unit at Baw Baw Shire on 5624 2411 to comply with the Food Safety Regulations. If you are raising money for charity or a local organisation there is no fee, if you are selling food for your own benefit there is a fee.
- The cost of holding your workshop or event in Gardivalia is \$15.00 which can be paid by cash or direct deposit into the Bendigo Bank BSB 633 000 Account 149593279 Gardivalia A/c. **Reference: Your surname.**
- You **must** provide a "Certificate of Currency" (please make sure your certificate is current up to November 2018 to cover your event or workshop) from your insurance company to Gardivalia to prove Household Public Liability cover. This is a simple matter of ringing your insurance company and asking for a copy which is at no cost.
- A risk assessment should be carried out each morning prior to running your event or workshop.
- Any photos advertising your event supplied to Gardivalia may be used for promotional purposes and are not returnable.
- The sale and management of tickets for your event is your responsibility.

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Signature of event/workshop organiser

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Date

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Name of Event or Workshop

Please post a signed copy to Gardivalia, PO Box 1504, Warragul, 3820 **OR** scan and email to [registrations@gardivalia.com.au](mailto:registrations@gardivalia.com.au) along with your registration form and risk assessment to complete your application.

If you would like to place an advertisement in the Gardivalia booklet/flyer to advertise your business or event, please contact Helen Timbury on 0408 527 943 or email [timburygrant@dcsi.net.au](mailto:timburygrant@dcsi.net.au) for advertising costs and information. 15,000 booklets/flyers will be distributed throughout Victoria.

All other queries please contact Olivia on 0438 338 227 or email [registrations@gardivalia.com.au](mailto:registrations@gardivalia.com.au)