

# Gardivalia Open Garden's Registration Form

**PLEASE SUBMIT YOUR FORM. APPLICATIONS CLOSE 8<sup>th</sup> July 2025.**

Scan and email all required documents and images to : [info@gardivalia.com.au](mailto:info@gardivalia.com.au)

Name of garden: \_\_\_\_\_

Your name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

To participate in Gardivalia you must complete and submit this six-page REGISTRATION FORM, as well as return:

## Checklist of returned documents

**DIGITAL PHOTOS OF YOUR GARDEN (2 – 3)** for promotional purposes / publication. High resolution (greater than 1MB) images are preferred and can be emailed OR saved to a USB stick and posted OR sent at no cost via WeTransfer (<https://wetransfer.com/>). The photos need to be landscape (horizontal). Please ensure when you email your photos they are attached at the biggest size.

**A CERTIFICATE OF CURRENCY** to prove public liability insurance cover. Contact your insurer to obtain a copy and either scan & email or post (see below)

**PAYMENT OF REGISTRATION FEE** OF \$50.00 Pensioner Concession: \$30

*Bank Name:* Bendigo Bank BSB 633 000

*Account Name:* Gardivalia Approval Acc

*Account No.:* 149 593 279

*Reference:* Your surname.

**Scan and email completed Gardivalia Garden Registration form to**  
[info@gardivalia.com.au](mailto:info@gardivalia.com.au)

**Via Post**, send to: 1530 Old Sale Rd, Buln Buln East, Victoria, 3821.

## **Garden Entry Cost**

General garden Entry Costs: Please charge visitors to your garden \$10 entry fee per person with children free.

## **Gardivalia 2025 Terms & Conditions**

- Your garden will be advertised in the Gardivalia flyer, on the Gardivalia website and relevant media advertising. The committee would ask that you open your garden exclusively with Gardivalia for the following dates in October Saturday 25th and Sunday 26th. This collaboration will benefit both parties, as well as promoting tourism and business in West Gippsland.
- Opening hours for gardens are 10am to 4pm. Children free.
- Security of premises is the owner's responsibility.
- There is an opportunity to raise money, for charity or a local organisation, by selling plants/crafts and refreshments. If selling refreshments, you must complete an online application via: <https://streatrader.health.vic.gov.au/>. This must be done one month in advance of your garden opening. More information can be found on this website or by contacting the Public Health Unit at Baw Baw Shire on 5624 2411. 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.
- Entry Fee income is to be split on a 50/50 basis between gardeners and Gardivalia. The 50% for Gardivalia helps us cover our costs.
- A Gardivalia banner will be provided to display at the entrance to your garden. This banner remains the property of Gardivalia and must be returned to Gardivalia.
- Any photos of your garden supplied to Gardivalia may be used for promotional purposes and are not returnable.
- A risk assessment (see last page) is to be carried out each morning prior to opening your garden. In the event of an accident please advise Maree on 0403 449 179 as soon as possible.
- You must provide a "Certificate of Currency" (please make sure your certificate is current up to November 2025 to cover your open garden) from your insurance company 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.

## Nominated Dates Your Garden Will Be Open

Please indicate which days you would like to open during Gardivalia. We would encourage you to be open for both days.

Also, there may be BUS / COACH tours (e.g., garden clubs) interested in visiting your garden. If you would like bus groups to make an appointment prior to visiting please indicate in the columns provided.

Appointments maybe appropriate for large buses but not mini-buses.

Dates Open	Garden Open Please circle choice.	Bus Groups welcome. Please circle choice.	Appointment necessary for bus groups.	Other Specify. (e.g. Max only 12 seater)
<b>Saturday 25<sup>th</sup> October, 2025</b>	Yes / No	Yes / No	Yes / No	
<b>Sunday 26th October, 2025</b>	Yes / No	Yes / No	Yes / No	

## What FACILITIES will be available to visitors?

Please tick relevant facilities.

- WHEELCHAIR ACCESS
- TOILETS
- DOGS ON LEADS WELCOME
- OFF ROAD PARKING
- CHILDREN'S ACTIVITIES
- EFTPOS
- REFRESHMENTS

## Your Garden Details

The following information will be used in Gardivalia's promotion of your garden. Please ensure you limit the total amount of words to 50 and write clearly. This information may be edited to fit in to the Gardivalia flyer.

### Description of Your Garden

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### Activities

E.g., plant stall, floral or plant displays, music performance, visiting artists and artworks, crafts, activities, demonstrations of pruning, beekeeping, any charity being supported etc.

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### Detailed Directions to your Garden

Start your directions from a town or major landmark, using distances to assist visitors coming from outside the region. For example: "From Warragul take Bloomfield Road north and travel 7km north, (name of garden) is on the left after the electricity high tension line". We provide directional signs for you to put at intersections and a flag at your entrance.

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## Direct Deposit Details

If you would like to have the money earned from your open days direct deposited into your bank account, please provide the following. Again, please print clearly.

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Reference: Please use your garden name \_\_\_\_\_

The following information is FOR PUBLICATION in the Gardivalia flyer and may also be used for promotional purposes.

PLEASE PRINT CLEARLY IN BLOCK LETTERS!

NAME OF GARDEN:.....

ADDRESS OF GARDEN:.....

TOWN:.....

OWNERS (FIRST NAMES ONLY):.....

CONTACT NUMBER FOR ENQUIRIES ON OPEN GARDEN DAYS: ...

I have read and agree to abide by all Gardivalia terms and conditions and have provided all documentation and images as requested.

..... / ..... / .....

PRINT FULL NAME SIGNED DATE

## Garden Risk Assessment 2025

Please read through the following hazard checklist below and take appropriate action. In the final box add your own hazards that are not already covered. Please describe them and list what you will do for it, such as you will display signs, cordon off areas etc. Give Gardivalia a copy and keep a copy to check through on each day you will be open to the public.

Name of Garden: .....

Hazard	<b>Yes</b> for actioned or <b>N/A</b> for your Property	Action
Hoses and sprinklers		Coil up and store in shed
Electric extension cords		If in use, ensure cable is safe and away from foot traffic
Overhanging plants, branches, hanging baskets etc		Tie up or prune bushes. Relocate or raise baskets
Slippery/Uneven paths, lawn or steps, steep slopes		Verbal warning and signage
Pets		Judge whether they are “public friendly” or need to be restrained. Remove pet waste.
Water Features, pools and ponds		Signs (eg: Children must be accompanied by an adult) Appropriate safety fencing. Verbal warning
Garden tools		Store in shed
Machinery/Mowers/Tractors		Keep in a locked shed. Cordon off. Warning signs, remove keys
Private areas		Lock house and other buildings. Place No entry signs in these areas. Cordon off.
Chemicals/Fuel		Keep in a locked shed. Cordon off. Warning signs, remove keys
Building/Landscaping materials		Cordon off. Place No entry signs