

# GARDIVALIA Open Garden's Registration Form

PLEASE SUBMIT YOUR FORM ASAP. APPLICATIONS **CLOSE** 10th JUNE 2019

Post to: Gardivalia Registration Form, PO Box 1504, Warragul, 3820 **OR** scan and email all documents and images to: [registrations@gardivalia.com.au](mailto:registrations@gardivalia.com.au)

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

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

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

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

Email \_\_\_\_\_

**To participate in Gardivalia you must submit this five page COMPLETED REGISTRATION FORM as well as:**

- **DIGITAL PHOTOS OF YOUR GARDEN** (2 – 3) for promotional purposes/publication. High resolution images are preferred and can be emailed **OR** saved to a disk and posted.
- **A CERTIFICATE OF CURRENCY** to prove public liability insurance cover. Contact your insurer to obtain a copy and either scan & email or post.
- **PAYMENT OF REGISTRATION FEE OF \$20.00**

## GARDEN ENTRY COSTS

**Garden Entry Costs:** Please charge visitors to your garden either a \$5 or \$10 entry fee per person with children free. The entry fee is your choice.

**Senior or Pensioner discount:** If charging a \$10 entry fee per person you also have the choice of giving a Senior or Pensioner concession which will be \$5.

**Entry Fee Guideline:** If your garden holds interest for the visitor for up to about 10 – 15 minutes then a \$5 fee may be applicable. If your garden holds interest for more than 20 mins then a \$10 entry fee may be applicable.

Please tick the entry fee you wish to charge.  **\$5** -  **\$10** -  **\$10 with concession**

# Gardivalia 2019 Terms & Conditions

## Terms & Conditions for Open Gardens

- Your garden will be advertised in the Gardivalia program, on the Gardivalia website and relevant media advertising. The committee would ask that you open your garden exclusively with Gardivalia for the month of October and the Cup Weekend in November as this collaboration will benefit both parties.
- There is an expectation that you will commit to opening your garden on your nominated day(s). If for any reason you are unable to open your garden on your nominated days please contact Chris on 0419 513 262 as soon as possible.
- Opening hours for gardens are 10am to 4pm. Children free.
- Security of premises is the owner's responsibility.
- Entry fees and ticketing will be fully explained at the Gardeners' Gathering and in your Information Pack.
- There is an opportunity to raise money, perhaps for charity or a local organisation, by selling plants/crafts and refreshments. 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 entering your garden in Gardivalia is \$20.00 which can be paid by direct deposit or cash into the Bendigo Bank BSB 633 000 Account 149593279 Gardivalia A/c. Reference: Your surname.
- 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 is to be carried out each morning prior to opening your garden. In the event of an accident please advise Maree on 0403449179 as soon as possible.
- You **must** provide a "Certificate of Currency" (please make sure your certificate is current up to November 6<sup>TH</sup> 2019 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.

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Signature of Garden owner

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Date

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Name of garden

## DATES YOUR GARDEN WILL BE OPEN

Your garden is being advertised in the Gardivalia program, the Gardivalia website and relevant media advertising, the committee would ask you open exclusively with Gardivalia for the month of October and Cup long weekend in November. This collaboration will benefit both parties and promote tourism and business in West Gippsland.

**Please indicate which WEEKEND days you would like to open in Oct/Nov and by ticking the boxes below:**

- SATURDAY 19<sup>TH</sup>     SUNDAY 20<sup>th</sup>     SATURDAY 26<sup>th</sup>     SUNDAY 27<sup>th</sup>  
 SATURDAY 2<sup>nd</sup>     SUNDAY 3<sup>rd</sup>     MONDAY 4<sup>th</sup>     TUESDAY 5<sup>th</sup>

**Would you be prepared to open your garden MID-WEEK for BUS/COACH/CAR GROUPS or the General Public?    Bus Groups by appointment:**  YES  NO

**Car Groups by appointment:**  YES  NO    **General Public by appointment:**  YES  NO

**If yes, what days are you available to open DURING THE WEEK as well as THE WEEKEND DAYS you have chosen above. (Please tick)**

- Monday 21<sup>ST</sup>     Tuesday 22<sup>ND</sup>     Wednesday 23<sup>rd</sup>     Thursday 24<sup>th</sup>     Friday 25<sup>th</sup>  
 Monday 28<sup>th</sup>     Tuesday 29<sup>th</sup>     Wednesday 30<sup>th</sup>     Thursday 31<sup>st</sup>     Friday 1<sup>st</sup>

**Please note:** You may open for all 10 week days (tick box below) or as few as 1.

**OR**  ALL WEEK DAYS October 21<sup>st</sup> – 31<sup>st</sup> and Nov 1<sup>st</sup>.

**What FACILITIES will be available to visitors?**

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

REFRESHMENTS (Please contact Public Health Team at Baw Baw Shire on 5624 2411 or email [health@bawbawshire.vic.gov.au](mailto:health@bawbawshire.vic.gov.au) to arrange Food Safety regulations registration.)

**20 WORD DESCRIPTION OF YOUR GARDEN** (this information may be edited to fit in to the Gardivalia Program):

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**ACTIVITIES:** e.g. Plant stall, floral or rare plant displays, music performance, visiting artists and artworks, mosaics, crafts, pottery, woodwork, demonstrations of pruning or other activities, beekeeping etc.

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**DETAILED DIRECTIONS to your GARDEN:** e.g. If possible, please start your directions from a major town or landmark, (i.e. main road, railway station, highway exit) using distances to assist visitors coming from outside the region. For example: From the M1 freeway, take the 3<sup>rd</sup> Warragul exit and travel 7km north on Bloomfield Road, (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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***Please note: Your garden will be visited by qualified horticultural Committee Members once registrations close on 10<sup>th</sup> June to discuss the criteria for gardens participating in Gardivalia and to answer any questions you may have.***

**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.

Account name:	Bank:
BSB:	Account No:
Reference: Garden Name:	

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

***PLEASE PRINT CLEARLY IN BLOCK LETTERS!***

**NAME OF GARDEN:**.....

**ADDRESS OF GARDEN:**.....

**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.

SIGNED ..... DATE ..... / ..... / 2019

# GARDIVALIA 2019

## Garden Risk Assessment

Please read through the hazard checklist below and take appropriate action. In the final box add your own hazards that are not already covered. **Give Gardivalia a copy and keep a copy** to check through on each day you will be open to the public.

Garden Name: .....

HAZARD	Tick or N/A 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.	✓	Tie up or prune bushes. Re-locate 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 waste.
Water features, pools and ponds	✓	Signs. Appropriate safety fencing. Verbal warning.
Garden tools.	✓	Store in Shed
Private areas.	✓	Lock house and other buildings. Place “No Entry” signs in these areas. Cordon off.
Machinery/Mowers/Tractors	✓	Keep in locked shed. Cordon Off. Warning signs. Remove Keys
Chemicals/Fuel	✓	Keep in locked shed
Building/Landscaping Materials	✓	Cordon Off Signs
Other specific components in your garden that are not listed above. Please describe them and list what you will do for it. Such as you will Display Signs, cordon off areas etc.		Please list anything not included above.