

GARDIVALIA 2019 Event/Workshop Registration Form

(Your event must run in October and/or Cup Weekend November)

PLEASE SUBMIT YOUR FORM ASAP. Registrations **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

Name _____

Postal address _____

Phone _____ Mobile _____

Email _____

TO PARTICIPATE IN GARDIVALIA YOU MUST SUBMIT THE FOLLOWING WITH YOUR COMPLETED EVENT/WORKSHOP REGISTRATION FORM:

- **DIGITAL PHOTOS** (1 OR 2) 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 and either scan & email or post.
- **COMPLETED RISK ASSESSMENT CHECKLIST & SIGNED TERMS & CONDITIONS**
- **PAYMENT OF REGISTRATION FEE** for each event/workshop is \$40.00 (Covers program advertising costs only).

PLEASE PRINT CLEARLY IN BLOCK LETTERS!

NAME OF EVENT:

ADDRESS OF EVENT: (If different to details above) _____

CONTACT NAME: (If different to details above) _____

CONTACT NUMBER: (If different to details above) _____

DATE/S OF EVENT IN OCTOBER: _____

DATE/S OF EVENT DURING CUP WEEKEND IN NOVEMBER:

START TIME OF EVENT: _____ FINISH TIME OF EVENT: _____

ENTRY Free or Gold Coin Donation only

BOOKING DETAILS (if needed) _____

20 WORD DESCRIPTION OF YOUR EVENT (this information may be edited to fit in the Gardivalia Program): Make the information sound exciting to attract more attendees.

Please note: You will be sent a proof of your event information before the program is printed.

I HAVE READ AND AGREE TO ABIDE BY ALL GARDIVALIA TERMS AND CONDITIONS AND HAVE PROVIDED ALL DOCUMENTATION AND IMAGES AS REQUESTED.

Important Note: Events and Workshops are not covered by Gardivalia Insurance. Please make sure your Event/Workshop is covered by your own insurance.

SIGNED _____ DATE ____ / ____ / 2019

GARDIVALIA 2019 Event/Workshop Terms & Conditions

Terms & Conditions for Events & Workshops

- Your event or workshop will be advertised in the Gardivalia program, on the Gardivalia website and relevant media advertising. If for any reason you are unable to run your event or workshop please contact Karen on 0447 171 755 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.
- **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 event/workshop in Gardivalia is \$40.00 per event, which can be paid by cash or direct deposit into the Bendigo Bank BSB 633 000 Account 149593279 Gardivalia A/c. **Reference: Your surname.** (This covers our advertising costs only).
- The cost to the public for attending your event is either **FREE** or a **Gold Coin Donation**.
- You **must** provide a "Certificate of Currency" (please make sure your certificate is current up to November 2019 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.
- Gardivalia Events are a free service to the community or a gold coin donation.

Signature of event/workshop organiser

Date

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 along with your registration form and risk assessment to complete your application.

If you would like to place an advertisement in the Gardivalia program to advertise your business or event, please contact Helen Timbury on 0408 527 943 or email timburygrant@dcsi.net.au for advertising costs and information. At least 15,000 programs will be distributed throughout Victoria.

All other queries please contact Maree on 0403 449 179 or email registrations@gardivalia.com.au

GARDIVALIA 2019 Event/Workshop Risk Assessment

Please read through the checklist of potential hazards and take appropriate action. Add your own specific hazards at the bottom of the form or separate page. Keep a copy to check through on each day your event or workshop will be run.

Photocopy and send with your Registration Form to: PO Box 1504, Warragul, 3820 OR scan and email with images to: registrations@gardivalia.com.au

Event/Workshop 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.