

## Botanica Whangarei Booking Form

Purpose of Booking:	Wedding <input type="checkbox"/>	Wedding Photographs <input type="checkbox"/>	Other <input type="checkbox"/>
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Date:				
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Day
Date
Month
Year

Time:	Start	Finish
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**(Between the hours of 10am and 5pm)**

Payment:	\$75.00 per hour, or part thereof  Bookings will not be confirmed until payment is made at Whangarei District Council, Customer Services, Forum North, Private Bag 9023, Whangarei 0148
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**Contact Details:**

Surname	
Forenames	
Postal Address	
Phone No	
Mobile No	
Alternative Contact No	
E-mail address	

**Rehearsal date (if required) One hour rehearsal = No charge**

Date:				
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Day
Date
Month
Year

Do you require the use of the sound system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Office Use Only**

Receipt Number \_\_\_\_\_  Email sent to Botanica staff  
 Receipt Date \_\_\_\_\_  Form sent in internal mail to Botanica staff  
 Customer Service Representative Name \_\_\_\_\_ CSR initials \_\_\_\_\_

Confirmed booking made in electronic diary

Copy of information passed to client

Botanica  
staff initials \_\_\_\_\_

## Botanica Whangarei – Terms & Conditions

1. Rehearsals must be booked if required. A one hour rehearsal is available Free of Charge, but these must be within normal Botanica Whangarei opening hours
2. Maximum of **50 persons** in total
3. Please – No Confetti
4. Please – No alcohol – although one glass for a toast is acceptable
5. Sorry – There are no private toilet facilities – but public toilets are available at the end of First Ave
6. Please – Ensure that the facility is left as you find it, and make sure you take all valuables with you
7. Please – Respect the plants
8. Sorry – The Whangarei District Council will not be responsible for any costs incurred should the facility be unavailable due to closure for safety reasons
9. The Whangarei District Council will not be responsible for any vehicles parked in the on-street parking spaces on First Ave

## Botanica Whangarei – Fees

**\$50.00 per hour, or part thereof**

Opening Hours: 10am – 4pm : Seven days

No bookings after 5pm

**NO REFUNDS – UNLESS CANCELLED A MINIMUM OF ONE WEEK PRIOR TO THE EVENT**

Please make payment to: Whangarei District Council, Customer Services, Forum North, Private Bag 9023, Whangarei 0148, after which a Booking Confirmation will be sent to you, either by post or email

Please ensure that you bring a copy of your Booking Confirmation with you on the day

## Please Note:

Botanica Whangarei is a public facility and remains open to the public during booked events. In our experience our community is very accommodating and normally allows events to continue uninterrupted; however, the Whangarei District Council will not be liable for any costs or damages incurred due to elements beyond our control.