



## Sporting events in Kings Park and Botanic Garden booking form

Sporting events are activities and events organised by a club, school, charity or business and include events such as races, time trials; cycling; fun-runs; walk-a-thons; orienteering; cross-country; and team building activities.

Please provide all possible details regarding your event. Full disclosure is important to ensure your event booking is successful.

Have you read the Conditions of Use? Before completing this application form, please read the [Sporting events conditions of use](#) to ensure you can comply.

### Contact person/organiser

Name of group or organisation: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

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

Daytime telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

### Event details

Description of activities to be undertaken:

\_\_\_\_\_

Day and date of event: \_\_\_\_\_ Time: from: \_\_\_\_\_ to: \_\_\_\_\_

Approximate numbers expected: Adults \_\_\_\_\_ Children \_\_\_\_\_

### Location

Please refer to the Areas Available for Fitness and Sporting Events map for locations available for your activity. (For sporting events please include with your application a map of the route/course including start and finish locations,)

Saw Avenue Picnic Area  May Drive Parkland  Poolgarla Parkland

Other designated roads, tracks and paths: \_\_\_\_\_

### Public liability

Companies and registered persons/organisations require Public Liability insurance to the minimum value of \$10 million. A copy of the certificate of currency should be provided with your application.

Have you enclosed a copy of your Public Liability Insurance Certificate?

### Equipment and infrastructure

Any equipment or furniture must be freestanding. Nothing can be staked into the ground, nailed, hung or attached to any structure or tree.

FOR MORE INFORMATION CONTACT THE BOOKINGS OFFICER:

KINGS PARK AND BOTANIC GARDEN  
Fraser Avenue, West Perth  
Western Australia 6005

Phone: (+61 8) 9480 3624  
Fax: (+61 8) 9322 5064

Email: [bookings@bgpa.wa.gov.au](mailto:bookings@bgpa.wa.gov.au)  
Website: [www.bgpa.wa.gov.au](http://www.bgpa.wa.gov.au)

Do you propose to bring free standing furniture?  Yes  No

Tables (how many): \_\_\_\_\_  Chairs (how many): \_\_\_\_\_

Other (please provide details: \_\_\_\_\_)

Do you require course markers or control points?  Yes  No

Any course makers or orienteering controls must be freestanding and placed on the edge of designated trails where they do not cause damage to vegetation.

Please provide details and indicate on the course map where markers will be placed:

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Do you propose to have any electrical equipment?  Yes  No

A 15amp power outlet is available at some sites; please check the output of your electrical equipment beforehand. All sound must be kept to an acceptable level.

PA system (e.g. microphone)  Other: \_\_\_\_\_

## Site meetings

A site meeting may be necessary if the event will have more than 100 people, requires road closures, professional catered functions or if you are planning to erect a marquee. The Bookings Officer will advise if a site meeting is required. Additional fees will be apply (refer to the Fees and charges section).

If an event requires BGPA staff onsite to ensure safety of event participants and other visitors, organisers will be charged additional fees for Event Management (refer to the Fees and charges section).

If required, have you arranged a site meeting with Botanic Gardens and Parks Authority staff?  Yes  No

Date of meeting: \_\_\_\_\_

## Functions

If you propose to have a function (e.g. BBQ or picnic) following your event, please complete the relevant social, community or corporate function application form on the BGPA website and advise the Bookings Officer when making your booking.

## Fees and charges

**Please note:** Fees and charges are reviewed annually and can change without notice.

| No. of participants | Event fees     |
|---------------------|----------------|
| 1-50                | \$100.00       |
| 51-100              | \$250.00       |
| Over 100            | By negotiation |

## Additional costs

Site meeting: \$100.00

Event management: \$65.00/hr

## Payment details

Full payment must be forwarded with this application. All fees and charges include GST. Your booking is not confirmed until you receive written confirmation from Botanic Gardens and Parks Authority. Please take care when making your booking as we are unable to arrange a refund unless a booking is cancelled more than 10 days prior to the function/event and a non-refundable fee of \$80 applies. Fees will not be refunded after the reserved date or as a result of inclement weather. Please allow 10 working days for your refund to be processed. The Authority reserves the right to cancel a booking at any time.

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## Booking summary

If you require any further information, please contact the Bookings Officer between 9 am – 3 pm weekdays or email: [bookings@bgpa.wa.gov.au](mailto:bookings@bgpa.wa.gov.au).

| Item                         | Fees      |
|------------------------------|-----------|
| Number of participants       | \$        |
| Site meeting                 | \$        |
| Event management             | \$        |
| <b>Total payable to BGPA</b> | <b>\$</b> |

## Checklist

- Have you made a tentative booking with Kings Park and Botanic Garden for your preferred venue? (If not, please contact the Bookings Officer on +61 8 9480 3624 to do so prior to returning this application.)
- Have you completed all relevant information in this application?
- Have you read the [Sporting events conditions of use](#)?
- Have you enclosed a copy of your public liability insurance certificate?
- Have you enclosed details of your proposed route, start and finish line, control points, course markers or any other relevant information?
- Have you enclosed your payment with this booking?

## Declaration

In submitting this booking, the undersigned accepts the Botanic Gardens and Parks Regulations 1999 and Conditions of Use and any relevant guidelines. Any breach of the conditions or any other relevant law may result in the function being cancelled immediately by an authorised Botanic Gardens and Parks Authority staff member or police officer. This agreement is not transferable.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## Tax invoice: PFT009

ABN: 30 706 225 320

Contact name: \_\_\_\_\_ Event title: \_\_\_\_\_

Total payment amount (GST inclusive) : \$ \_\_\_\_\_

Payment type:  Cash  Cheque/money order Credit card:  Visa  MasterCard

Name on credit card: \_\_\_\_\_ Signature: \_\_\_\_\_

Card number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Do you require a receipt?  Yes  No

Credit card payments can also be made by phone or fax, once the application form has been received. Cheques made payable to: Botanic Gardens and Parks Authority.

**Note:** This document is a tax invoice upon completion of the form and when payment is made for GST purposes as prescribed by the *A New Tax System (Goods and Services Tax) Act 1999*.

### Office use only

Receipt number: \_\_\_\_\_ Date paid: \_\_\_\_\_

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