

FORM APPLICATION FOR RANGER PARTY BOOKING



Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

APPLICANT'S DETAILS

Name Mr/Mrs/Ms/Miss _____ (Given Name) _____ (Surname)

Address _____ Postcode _____

Mobile _____

Email _____

BIRTHDAY CHILD'S DETAILS

Name _____ Male / Female _____

Birthday Age _____

PARTY DETAILS

Date _____ Guest numbers* _____ * A strict limit of 20 applies

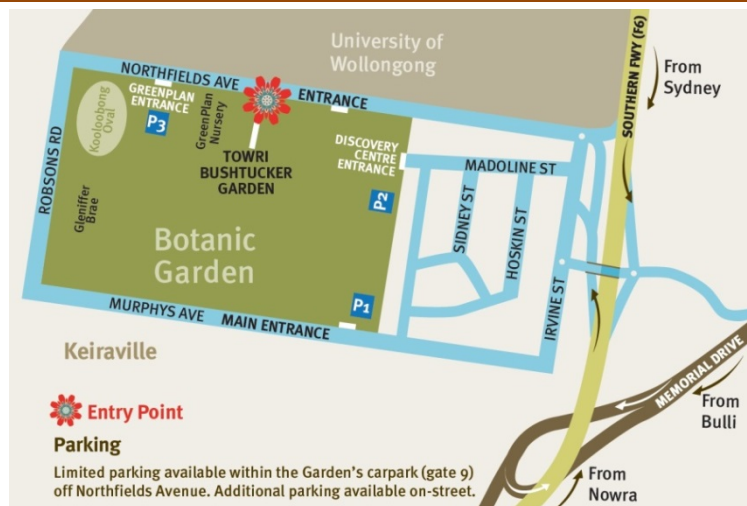
Day Saturday OR Sunday

Time 11am to 1pm OR 2pm to 4pm

TOWRI CENTRE FEATURES

- One large carpeted space
- Small kitchenette containing fridge/freezer, oven, microwave, wall urn and dishwasher
- Disabled access toilet
- Male/Female toilet
- 4 moveable tables
- 24 upholstered chairs
- Large wraparound covered verandah
- 4 picnic tables on verandah
- Full disabled access
- First aid kit
- Cutlery, crockery, plates, bowls and cups

PARKING OPTIONS



TERMS AND CONDITIONS

- The Ranger Party will take place at the Botanic Garden's Towri Centre.
- The full amount of \$472 is required at the time of booking.
- To cancel a party you must give seven (7) days' notice and fifty percent refund.
- The price of the party includes one activity leader for two hours. A strict limit of 20 children applies.
- Final numbers to be confirmed on the Wednesday prior to the party. Please email guest list to: botanicgarden@wollongong.nsw.gov.au.
- All guests MUST wear enclosed shoes and a hat. A raincoat and rain hat will be required in wet weather.
- Parents to supply food and drinks.
- Wollongong Botanic Garden will supply plates and drinking cups.
- Wollongong Botanic Garden will supply a printable invitation when the party is booked.
- If any decorations are used they must be cleaned up prior to leaving the centre. No balloons or pinatas are allowed
- The Towri Centre is a **smoking and alcohol free zone**.

I hereby agree to abide by the conditions set out and those included in the Terms and Conditions with respect to this booking.

Signature of Applicant



Date

OFFICE USE ONLY

Date Paid	Receipt No	Booking Fee Account # WO.100532141755	\$
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PAYMENT DETAILS

Option 1

Once your booking date is secured, please request an invoice to pay via Wollongong City Council Bill Payment Service over the phone or online.

Option 2

Payment can be made in person by cheque, money order or EFTPOS at -

Wollongong Botanic Garden
61 Northfields Ave, Keiraville

All MasterCard, Bankcard and Visa cards accepted except American Express.

Please contact the Botanic Garden Office on 4227 7667 prior to your visit.

A completed Application for Ranger Party Booking form must be presented at the time of payment.

Option 3

Payment can be made in person by cash, cheque, money order or EFTPOS at -

Wollongong City Council
Cashiers Counter Ground Floor
Council Building
41 Burelli Street, Wollongong

All MasterCard, Bankcard and Visa cards accepted except American Express.

A completed Application for Ranger Party Booking form must be presented at the time of payment.

Option 4

Payment by cheque or money order can be mailed to -

Wollongong Botanic Garden
Locked Bag 8821
WOLLONGONG DC NSW 2500

Please ensure cheques/money orders are made payable to Wollongong City Council.

A completed Application for Ranger Party Booking form must be submitted at the time of payment.

PLEASE NOTE: Full payment is required to confirm all bookings.

A permit will be issued and sent to applicant once payment is received at the Botanic Garden.

ADDITIONAL INFORMATION

We look forward to providing a fun and memorable party experience for your child's birthday.

Our Ranger Parties are hosted by Dragonfly Parties. Once you have confirmed your party booking you will receive an email outlining the party proceedings. Feel free to contact them with any questions. Your assigned Party Host will also call you the Thursday before the party to confirm all party details.

To make sure your birthday party runs smoothly, parents and guests need to be aware of activity timeframes, as well as safety rules relating to activities in the Towri Centre and Bush Tucker Garden. Please ensure that parents and guests are aware of the outlined information below.

Your party booking includes a 15 minute set-up and 15 minute pack-down time outside your allocated party time. Your Party Ranger is only booked for these time periods and is responsible for opening and closing the gates to the carpark adjacent to the Towri Centre (Gate 9 off Northfields Avenue, Keiraville). It is worth noting that other parties may be booked at the Towri Centre on the day so these timeframes will need to be enforced. If you would like to stay in the Garden beyond these times we ask you to move to another Garden area to ensure it doesn't impact on other bookings.

It is preferable that your food table be set up outside on the Towri Centre verandah. The Party Ranger is quite happy to discuss timing with you when you arrive. To protect our environment, no balloons or pinatas are allowed as part of your decorations.

The Ranger will explain party activities and procedures with the birthday child's family prior to the party commencing and then again when guests arrive. Three volunteer parents/adults will be assigned as Deputy Rangers for the party to support the Ranger Host. All children need to stay with the Rangers during the party activities.

Please limit guests at the Towri Centre to ensure safety measures are maintained and your child has the best party experience. We ask that you email through your guestlist by the Wednesday before the party to botanicgarden@wollongong.nsw.gov.au. A strict limit of 20 party guests applies.

Parents with additional siblings (not on the guestlist) may explore nearby garden spaces during the party under adult supervision. Please be aware the bitumen pathway bordering the Towri Garden is used by Garden staff with machinery; please consider it as you would a road. Everyone is encouraged to re-join the party at food breaks times -12pm or 3pm and again at 12.45pm or 3.45pm for cake.

Most importantly, we hope you have a wonderful party at the Garden.