

# Cross country & sporting activities application

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## How to complete this form

1. Ensure that you have read the Australian Botanic Garden Mount Annan Cross Country Terms and Conditions ([www.rbgsyd.nsw.gov.au/annan/weddings\\_and\\_venues/sporting\\_activities](http://www.rbgsyd.nsw.gov.au/annan/weddings_and_venues/sporting_activities)).
2. Ensure that you have read the Royal Botanic Gardens and Domain Trust Regulations (go to [www.rbgsyd.nsw.gov.au/welcome/royal\\_botanic\\_garden/planning\\_your\\_visit/regulations](http://www.rbgsyd.nsw.gov.au/welcome/royal_botanic_garden/planning_your_visit/regulations)).
3. Complete all fields.
4. Once completed you can either scan and email to [mtannan.events@rbgsyd.nsw.gov.au](mailto:mtannan.events@rbgsyd.nsw.gov.au) or fax to 02 4634 7963.

Note: this application is subject to approval by the Royal Botanic Gardens and Domain Trust and does not constitute a booking.

## Part 1: Applicants Details

Given Name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Job title \_\_\_\_\_

Organisation \_\_\_\_\_

Email address \_\_\_\_\_

Phone No \_\_\_\_\_ Mobile \_\_\_\_\_

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

## Part 2: Booking Details

Type of event

Cross Country

Fun Run

Walkathon

Orienteering

Other (please specify)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of participants \_\_\_\_\_

Number of officials \_\_\_\_\_

### Part 3: Event Details

Available cross country courses are attached.

Date	Set up time	Start time	Finish Time	Area to be booked

### Part 4: Additional Details

Where is your assembly point \_\_\_\_\_

Name of first aid officer \_\_\_\_\_

Qualifications \_\_\_\_\_

Will you be accessing the Garden by bus:  Yes  No

If yes, please note there is bus parking in the P3 car park in the Garden.

**\*Please note that organisers will need to make their own way to and from checkpoints and will also need to place their own markers at each checkpoint (driving to the checkpoints is not an option)\***

### Part 5: Cross Country and Walkathon Terms and Conditions

All cross country and walkathons are required to comply with Terms and Conditions. If your application is successful, further conditions may be applied at the Trust's discretion.

- I have read and understood the Terms and Conditions for Cross Country and Sporting Activities.

Applications are also bound by the Royal Botanic Gardens and Domain Trust Regulations.

### Part 6: Supporting Documentation Checklist

Please check which items you will be submitting with your application form. Submitting these promptly will assist us in processing your application in a timely manner.

- Public Liability Insurance \$20m for organisations
- Application and full payment by credit card, cheque or cash

## Part 7: Payment and Lodgement

### Fees:

\$2.20 per student with a minimum of \$125 payable for administration costs.

### Cancellation Fees:

Cancellation fees	Refund amount
Cancellation 15 days or more prior to activity	75% of fee
Cancellation between 8 and 14 days prior to activity	50% of fee
Cancellation less than 7 days prior to activity	0% of fee

### Payment options include:

- Credit card (Mastercard or Visa).
- Cheque (made payable to the Royal Botanic Gardens and Domain Trust).
- Cash paid in person at the visitor centre.

Please indicate which payment option you will be using. If credit card, we will contact you when your application is confirmed as successful and process the payment over the phone.

### Next Step?

Once your application and payment has been received you will receive acknowledgement from the Trust within 10 working days.

For further information regarding your application please contact the Functions and Events Coordinator on (02) 4634 7903.