



APPLICATION
to use
MACKAY REGIONAL COUNCIL
MACKAY REGIONAL BOTANIC GARDENS
for
FUNCTION / EVENTS



NAME: _____

ADDRESS: _____

_____ POSTCODE: _____

PHONE NUMBER: (H) _____ (W) _____ (M) _____

EMAIL: _____

FUNCTION NAME: _____

DAY: _____

DATE: _____ TIME: _____

NUMBER ATTENDING: _____

AREA (Meeting Room/Lagoons Gallery/Lagoons Deck/Other): _____

SIGNATURE: _____ DATE: _____

PRIVACY DISCLAIMER
Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as we are required to by law

Code: RC/BGVENUE

Date Received: Fee Paid: Receipt No.:

ALL BOOKINGS TO BE CONFIRMED THROUGH
Customer Service
on telephone 1300 622 529 between the hours of 8.30am and 4.30pm or the
Mackay Regional Botanic Gardens Administration on 4952 7300 open Mon-Fri 9am
to 5pm.

Payment is required within 30 days to guarantee your site. Failure to pay will result in cancellation of your booking.

PLEASE SEE OVER FOR EQUIPMENT HIRE
Please indicate if equipment is to be hired Y N

EQUIPMENT HIRE (IF APPLICABLE)

This equipment is ONLY to be used in the Meeting Room and Lagoons Gallery, NOT for external garden areas.

EQUIPMENT HIRE	PRICES (Please tick the box)
Whiteboard	\$11.00 <input type="checkbox"/>
Data Projector	\$69.00 <input type="checkbox"/>
* Data Projector Refundable Bond	\$392.00 <input type="checkbox"/>
Television/Video	\$16.00 <input type="checkbox"/>
* Television/Video Refundable Bond	\$392.00 <input type="checkbox"/>
TOTAL	\$