



OPEN DAILY 10AM-4PM

First Avenue, Whangārei, New Zealand
P 09 430 4200 | www.wdc.govt.nz
Wheelchair accessible



Botanica Whangārei booking form

1. Booking details

Purpose of booking Wedding Wedding photographs Other

Date
Day Date Month Year

Time Start Finish
(Between the hours of 10am and 5pm – no bookings will be taken after 5pm)

Rehearsal date (if required)

Date
Day Date Month Year

(One hour rehearsal = no charge, must be booked within normal Botanica opening hours, 10am-4pm)

Do you require the use of the sound system? Yes No

2. Payment

\$75.00 per hour, or part thereof

Bookings will not be confirmed until payment is made.

No refunds – unless cancelled a minimum of one week prior to the event

Payment can be made in person at any Whangareei District Council customer service center:
Forum North customer service centre, Monday to Friday – 8am to 4.30pm
Ruakākā customer service centre, Monday to Friday – 8am to 4pm

After payment is made 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

3. Contact details

Surname	<input type="text"/>	Forenames	<input type="text"/>
Postal address	<input type="text"/>		
<input type="text"/>			
Preferred contact no.	<input type="text"/>	Alternative contact no.	<input type="text"/>
Email address	<input type="text"/>		

Botanica Whangārei – Terms and Conditions

1. Rehearsals must be booked if required. A one hour rehearsal is available free-of-charge, but these must be within normal Botanica Whangārei opening hours, 10am-4pm
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, 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. Whangarei District Council will not be responsible for any costs incurred should the facility be unavailable due to closure for safety reasons
9. Whangarei District Council will not be responsible for any vehicles parked in the on-street parking spaces on First Ave

Please note:

Botanica Whangārei 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, Whangarei District Council will not be liable for any costs or damages incurred due to elements beyond our control.

Office use only

Receipt number	<input type="text"/>		
Receipt date	<input type="text"/>		
<input type="checkbox"/>	Confirmation of booking receipt and form sent to botanica@wdc.govt.nz		
CSR Name	<input type="text"/>	CSR initials	<input type="text"/>
<input type="checkbox"/>	Confirmed booking made in electronic diary		
<input type="checkbox"/>	Copy of information passed to client	Botanica staff initials	<input type="text"/>