

# Danawa Community Garden Inc.

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## GARDEN BOOKING FORM

Thank you for your interest in using the facilities at Danawa. This form outlines the conditions of use of the garden, and some information that will help to make your event a success.

### Purpose of Event

- Danawa Community Garden Inc leases the garden area from the Surf Coast Shire under the conditions of a Crown Licence for the purposes stated in the approved Danawa Masterplan, ie to carry on a community garden and related activities. The Surf Coast Shire retains the right to take and approve all bookings for the reserve. Danawa is required to submit a schedule of events annually for approval, and approval for any changes are to be sought from the Shire at least two weeks prior.
- In practice, events for Danawa members and daytime events related to the Danawa Masterplan for up to 50 participants will be approved by the Danawa Committee. Events for the general public, for more than 50 people, are related to other purposes or in the evening may require approval of the Shire.

### Insurance

- For insurance purposes the event needs to be run under the auspices of the Danawa Community Garden Inc. for activities related to the Danawa Masterplan
- General Public and Products Liability Insurance cover to the value of \$20M covers liability of Danawa against actions brought by members and the public at Danawa Community Garden events. This does not insure users against accident or injury - use of the garden is essentially at own risk.
- If you have any queries regarding insurance and risk, please give us a call.

### Cost

- We suggest that a donation of \$50-200 (depending on scale and type of event) is appropriate to assist Danawa to continue to serve the community and cover our costs. Alternatively participation in Danawa's Pick'n'Plant day events or other involvement in the Gardens activities is acceptable.
- Event organisers and guests are encouraged to become Danawa members.

### Garden Areas

- This agreement is for the use of the shelter, oven, toilet and general garden areas.
- Planted garden plots, the storage shed and propagating house are off-limits

### Pizza Oven use

- The oven needs some experience to get the best results, and we require anyone operating the oven to have been trained. We run training events regularly, or you can arrange for a trained Danawa member to run the oven for you event for a \$/hr neg. fee
- The Pizza oven is available for use under the following arrangements
  - **You do it all**
    - You prepare and manage the oven, and cook your own ingredients
    - Hire fee to cover wood, splitting, preparation and maintenance - \$50.00 (to Danawa)
  - **We give you a hand**
    - We prepare and manage the oven, and help you cook your ingredients \$/hr neg.
    - Hire Fee applies - \$50.00 (to Danawa)
  - **We do it all** - We may be able to fully or partly cater your event - \$neg

**Safety**

- An Existing Conditions and Safety Sheet is to be completed and signed before the event, and lodged with the Secretary.

**Damage**

- Any damage is to be reported to the Secretary. Any ensuing replacement or repair is the responsibility of your group

**Cleanup**

- Please leave the garden as you found it. Garden members take great pride in the garden and we hope this shows, and is respected.
- We request that you take rubbish with you, or that it is placed in the bin provided, or in the wheelie bins at the edge of the oval.

**Dogs**

- In the interests of public safety, dogs are not permitted at the garden during events.

**Water**

- Drinking water (mains water) is available from the tap at the end of the Vine Arbor.
- Rainwater is available from the water tank off the shelter. This is clean rainwater for washing and drinking (at your own risk)
- Please ensure that taps are turned off before you leave

**Toilets**

- There is a builders-style toilet onsite, with a sink for hand washing.
- Please give it a clean after you've used it and generally leave it in the same condition as you found it

**Rubbish**

- General Rubbish, Recycling and Green Waste rubbish bins are provided.

Organisation name:

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Contact Name:

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Address:

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Telephone:

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Date of Event:

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Time of Event:

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Purpose of event:

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How many people attending?:

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Name of contact person during event:

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Mobile phone number:

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**I hereby state that I have read and understood the Conditions of Use**

Applicant

Sign \_\_\_\_\_ Date \_\_\_\_\_

Approved by Danawa Community Garden

Sign \_\_\_\_\_ Date \_\_\_\_\_

Surf Coast Shire (if necessary)

Sign \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SIGN AND RETURN TO THE DANAWA SECRETARY AT LEAST 4 WEEKS PRIOR TO THE EVENT SO WE CAN MAKE THE NECESSARY ARRANGEMENTS.**