



2016 Events Registration form

Please complete this form to register an event for Sustainable Backyards, March 2016.

Thanks to funding from our sponsors, each event holder has **one guaranteed event space, on the condition that the event falls within the theme and ethos of the month.** If you would like to register more than one event please complete a separate registration form and rate them in priority order. Registrations are open throughout the Bay of Plenty. Envirohub BOP reserves the right to limit the amount of events promoted by each organisation.

If you would like to hold your event at the Historic Village or in the Envirohub Living Environment Classroom please get in touch with Envirohub BOP who can help with your booking.

Contact details:	
Organisation	
Postal address	
Contact person	
Phone	
Email	
Details of event – to appear in programme calendar and media:	
Event title	
Date	
Start and finish time	
One key contact for more information (website or email or phone)	
Location/venue	
Cost per person	
Long description, up to 30 words	
Short description, up to 15 words*	

* Please note: Envirohub BOP may need to use your short description if there are a high number of events registered.

With thanks to our Sustainable Backyards 2016 sponsors:





- By signing and returning this form, I / we agree to:
 - Obtain permission from Envirohub BOP before using the Sustainable Backyards logo and other branding.
 - Inform Envirohub BOP of any media activity.
 - Inform Envirohub BOP if applying for sponsorship to support your event/activity.
 - Promote the Sustainable Backyards Calendar of Events throughout our networks.
 - Complete an evaluation form and provide photos of our event, in early April 2016. An evaluation form will be sent to you at the end of March 2016.
 - Run a financially independent activity.
 - Take steps to minimise event waste (Envirohub BOP can provide advice).
 - Take all practical steps to ensure the safety of members of the public participating in our activity. Prepare a health and safety plan for our group's activity. Envirohub BOP accepts no responsibility for issues of health and safety related to your event.
 - Inform Envirohub BOP of any cancellations or changes to the date, time, location, cost or capacity of events by the 29th January 2016. No changes can be made after this date.

Name	
Signature	
Date	

By typing your name in the space provided you are electronically signing this registration form and agree to the terms and conditions above

Please return your registration form by 29th January to:

Sarah Errico
Sustainable Backyards Coordinator
Envirohub BOP, PO Box 841
sustainablebackyards@envirohub.org.nz / (07) 578 6664

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