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VENUE HIRE CONTRACT AND BOOKING FORM

Prices Effective 1st September 2022

HIRE DETAILS	
Name
Address:
Ph Home:	Ph Bus: Fax:
Mobile:	Email:

BOOKING DETAILS <i>Please Select Your Required Venue/s (all prices include GST)</i>						
	Price	Bond	Amt		Price	Amt
Stanmore Hall	\$850	\$500		Photographic location	\$280	
Village Chapel	\$600	\$500		Photographic shoots – <i>full day</i>	\$400	
Village Hotel	\$950	\$500		Train - <i>one hour</i>	\$100	
Glenowen House – <i>verandah and gazebo</i>	\$500	\$500				
Function Room – <i>half day</i>	\$150	\$200				
Function Room – <i>full day</i>	\$260	\$200				
Bush Chapel	\$420					
Gazebos – <i>two available</i>	\$450					
Grounds Ceremony	\$400			Cake Table	\$10	
Village as film location – <i>per day</i>	\$1,000	\$500		Day before setup fee – <i>12 noon to 4pm</i>	\$150	

Total Cost of Venue/s: \$..... (*inc GST*) **Bond/s payable:** \$

Date of Function: **Reason for Function**

Starting time: am / pm **Finishing time:** am / pm **No. of people attending:**

I have read and understood the Terms and Conditions of Venue Hire and agree to comply in all respects with The Caboolture Historical Society's Terms and Conditions of Hire.

Please Note: Premises must be tidy and vacant by 9am next day
 (failure to do so will incur a minimum cleaning fee of \$160)
30% of total cost deposit required – full payment required 90 Days prior to function

Hirer's Name/s: **Date:**

Signature/s:

Venue Manager: **Date**

VENUE HIRE TERMS AND CONDITIONS

It is important to us that your function at the Caboolture Historical Village runs smoothly and is a successful event. In keeping with our philosophy of providing a quality venue with professional services, we have designed these terms and conditions to fulfill this expectation.

1. **A deposit of 30% is to be paid at time of booking.** Deposits are non-refundable if the function is cancelled within 90 days of the booked date. A separate deposit must be paid for each individual facility (i.e. Hotel – one deposit, Chapel – one deposit, etc.) Deposits cannot be transferred to different facilities if one or more is cancelled or there is a change of plans within 90 days of the function date.
2. **Full payment, including any applicable bond, is to be made 90 days prior to function.** If full payment is not made on time, the booking(s) will be cancelled.
3. Maximum of three 'free' visits prior to function. A maximum of three people will be allowed at each 'free' visit, additional people to pay entry fee. All visits to view facilities must be by appointment only.
4. Maximum time for set up to be four hours prior to function, additional set up time will incur extra charges at hourly rate. Goods (such as drinks) may be delivered to the facility site a maximum of one day prior to event. However, if that facility is booked by other clients on the day prior, no goods can be delivered until the day of event.
5. All personal property belonging to hirers must be removed on the day of the function, at the end of the event. No responsibility will be taken by the management of the Caboolture Historical Village for loss and/or damage of hirer's property.
6. No Birthday parties for persons under the age of 30 years. A bond of \$1,000.00 may also be required.
7. Children must be kept within the function facility designated area and not allowed to roam the Village unsupervised.
8. The hirer agrees to use the venue only for the purpose described on the Venue Hire Contract.
9. If group catering (catering not for weddings) is required, confirmation of menu and number of attendees is required not less than 14 days prior to the event. Menus and prices are subject to change without notice due to market and seasonal trends. For catering there must be a minimum of 25 people.
10. The cost of general cleaning is included in the hire charge. The hirer will be responsible for any additional cleaning required and will be charged at \$80.00 per hour. Confetti is not permitted on the premises, however, rice and flower petals (not artificial) are allowed outside the buildings.
11. If the hired venue becomes unavailable through circumstances beyond the control of the Caboolture Historical Village, then your function will be relocated to an alternative venue. If a comparable venue cannot be made available for the hire period, the Caboolture Historical Village will not be liable for any loss or damage suffered by the hirer as a result of unavailability.
12. All electrical equipment brought onto the Caboolture Historical Village premises must be tested and tagged in accordance with Workplace Health & Safety regulations.
13. The hirer agrees to indemnify and keep indemnified the Caboolture Historical Society/Village against any claim or demand whatsoever which arises or may arise as a result of the hirer's function. The hirer indemnifies the Caboolture Historical Society/Village for the loss of damage of any hirer's equipment, property or personal belongings.
14. The hirer shall arrange Public Liability insurance for the hire period insuring against all actions, claims, costs, damages, charges and expenses whatsoever which may be brought or claimed against the Caboolture Historical Society/Village in relation to the function. Or, the hirer agrees to indemnify the Caboolture Historical Society/Village from any loss, damage or claim as provided for under the hirer's self-insurance.
15. The Village Hotel and Stanmore Hall are not licensed premises, but rather BYO facilities. You are permitted to bring alcohol into the Stanmore Hall and Village Hotel, so long as it is given and not sold to guests. Alcohol consumption is limited to these premises only and must not be consumed outside the building boundaries.
16. The hirer is responsible for all compliance with the Health & Safety Laws.

17. The Village does not provide parking within the Village grounds as there is ample parking outside the Village. However, if there is heavy equipment needed during the function, an agreement with the Caretakers may be made where the hirer may drive their car in, and set up their equipment before returning the car to the outside car park. A speed limit of 5kph applies.
18. Smoking is not permitted within any of the buildings of the Caboolture Historical Village. Please ask to be shown to the smoking areas.
19. The hirer shall take all reasonable precautions against any loss or damage to the Caboolture Historical Village by fire. Smoke machines, candles, gas cylinders, explosive devices or any item with a naked flame are not permitted on the premises. Equipment, materials or fittings must not be placed in a position that will in any way obstruct the egress to any designated exit. Any cost associated with the removal of items will be the hirer's responsibility.
20. We reserve the right to control sound levels at your function. At 10.30pm music must be reduced in volume and all music must cease by 11.30pm.
21. General waste may be placed in the bins provided. No chairs can be taken out of the Stanmore Hall or the Village Hotel for use in the grounds, external hirers should be arranged for additional chairs.
22. At 11.30pm the venue must be tidied and all personal property and items to be removed from premises. At 12.00 midnight, all guests must have vacated the premises. Failure to do this may incur a cost \$100.00 per hour.
23. Any damage to or loss of village merchandise incurred during the function must be paid for, in full, by the individual, group or company holding the function. Wilful damage and breakages are not covered in the facility hire fee. Under no circumstances are displays, decorations or fixtures to be glued, pinned or nailed to the walls of the facility.
24. The function will commence and conclude at the agreed times. Guests must conduct themselves in an orderly manner in full compliance with village staff directions.
25. Whilst we endeavour to maintain prices for as long as possible, due to market influences, we cannot confirm prices for any bookings beyond a six-month period unless a deposit is received. Wherever possible, clients will be notified as soon as possible of any price change.
26. Bookings are only considered bookings when a deposit is paid.

I have read and understood the terms and conditions of hire. I fully agree to comply with all function rules and accept that any breach may incur additional costs which will be paid by the hirer, in full, at that time.

Name/s of hirer (please print)

Signed Date

Address:

For **release of Bond payment** after wedding/functions, please advise bank account details below:-

Bank Account Name: _____ BSB:- _____ Account number: _____

For marketing purposes, how did you hear about us?

<input type="checkbox"/> Date entered in diary	Date:	Initials:	ANY OTHER COMMENTS
<input type="checkbox"/> Hire information sent	Date:	Initials:	
<input type="checkbox"/> Confirmation of booking received	Date:	Initials:	
<input type="checkbox"/> Hire Agreement signed	Date:	Initials:	

