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Functions@historicalvillage.com.au
 280 Beerburrum Road Caboolture Qld 4510
 ABN 76 267 031 031

ENQUIRY & BOOKING FORM

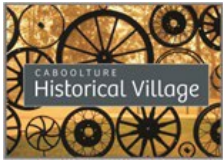
HIRE DETAILS – Client Information	*ENQUIRY TAKEN BY	Date	Time
Business/Organisation: _____			
*Date for Booking: _____		*Type of Booking: _____	
*Contact Name: _____		Address: _____	
*Phone - Mobile: _____		Bus: _____ Home: _____	
*Email: _____			

VENUE REQUESTED – Cross out box			
Stanmore Hall		Village Chapel	Railway Carriage
Village Hotel		Bush Chapel	Glenowen House – verandah
Function Room		Grounds Ceremony	The Village - entire
Redhall Café Verandah		Hotel Verandah	Boiling Billy
Photo shoot - location		Photo shoot – Full Day	Village as film location – full day

ADDITIONAL SERVICES REQUESTED – including considerations for mobility access requirements			
Tour Guide	Village Liaison (Assistance)	Other: _____	
Day before setup	Hours: _____	Village Train	Time: _____ Duration: _____
Tables <input type="checkbox"/>	Qty. _____	Style: _____	Chairs <input type="checkbox"/>
			Qty. _____ Style: _____
Function/Event Camping	Number of sites required _____		Powered <input type="checkbox"/> Unpowered <input type="checkbox"/>
Mobility Access	Walking stick <input type="checkbox"/>	Walking frame <input type="checkbox"/>	Wheelchair <input type="checkbox"/>
	Number of Guests _____		

BOOKING INFORMATION – Confirmed Details			
Day of Booking		Start Time	Finish Time
Number of Guests		Access Time <small>(Where Applicable)</small>	Entry Gate No. <small>(Where Applicable)</small>
Vendors (external)	Qty. _____	Access Required <input type="checkbox"/> <i>(Record name, access time and gate in notes below)</i>	
Special Requirements/Additional Notes:			<i>Additional information on back of form</i> <input type="checkbox"/>

CATERING (Group 10 or more) – where applicable (to be confirmed 5 business days prior to function)			
Type	Morning Tea <input type="checkbox"/>	Lunch <input type="checkbox"/>	Other <input type="checkbox"/>
	_____		Time
Morning Tea	Standard Instant \$8.50 pp	Qty. _____	Machine coffee \$10.50 pp Qty. _____
Lunch	Meat & Salad \$15.00 pp	Qty. _____	Salad only \$13.00 pp Qty. _____
Sandwich Platters	Variety of combinations (includes tea and coffee) \$12.00 pp		Qty. of guests _____
Other - Specify	_____ \$		Qty. of guests _____
Special Dietary Requirements:			



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ENQUIRY & BOOKING FORM cont.

Special Requirements/Additional Notes – Continued

FEES & CATERING COSTS – Where applicable

Venue 1 Booked		Venue Fee	\$	Bond Fee	\$
Venue 2 Booked		Venue Fee	\$	Bond Fee	\$
Venue 3 Booked		Venue Fee	\$	Bond Fee	\$
Day before setup	Number hours required: _____	Fee	\$	Subtotal - Fees	
Village Train Hire	Number hours required: _____	Fee	\$	\$	

Catering Fees - where applicable

Morning Tea	\$ 8.50 pp Qty. _____	Cost	\$	\$10.50 pp Qty. _____	Cost	\$
Lunch	\$15.00 pp Qty. _____	Cost	\$	\$13.00 pp Qty. _____	Cost	\$
Sandwich Platters	\$12.00 per person	Number of guests	_____	Cost	\$	
Other		\$		Subtotal - Catering	\$	

PAYMENT – Deposit must be paid before booking is considered active

Subtotal - Fees	\$	30% of total cost required as deposit. Final Payment required 30 days prior to booking date.	Deposit - 30%	\$	Date	
Subtotal - Catering	\$		Payment Eftpos <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cash <input type="checkbox"/>			
Other	\$		Balance - Final	\$	Date	
TOTAL – (inc. GST)	\$	Payment Plan <input type="checkbox"/>	Payment Eftpos <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cash <input type="checkbox"/>			
BOND HELD	\$	Release of bond after booking completion	<input type="checkbox"/>	Date		

BOOKING AGREEMENT DETAILS – Client and CHV Operations Manager sign off

I have read and understood the Caboolture Historical Village Terms and Conditions (T&C's) of venue hire and facilities use. I agree to comply in all respects with the T&Cs as outlined by the Caboolture Historical Society (ABN 76 267 031 031). I understand the premises must be tidy and vacant by 12 midnight on the day of the booking and failure to do so will incur a minimum cleaning fee of \$200.

Client's Name: _____ **Signature:** _____ **Date:** _____

Operations Manager: _____ **Signature:** _____ **Date:** _____

Office Use	Hire contract signed	Documents scanned	Booking added to calendar	Booking process started	
	Copies distributed	OM	Finance	Catering	Group Coordinator