

## 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 30 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 the event. However, if that facility is booked by other clients on the day prior, no goods can be delivered until the day of the 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 the hirer's property.
6. Birthday parties for people between the ages of 13 and 25 years must be approved by the Operations Manager. 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 in the Venue Hire Contract.
9. Where group catering (catering not for weddings) is required, confirmation of menu and number of attendees is required not less than 7 working days prior to the function. Menus and prices are subject to change without notice due to market and seasonal trends. For catering there must be a minimum of 15 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 \$100.00 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. Refunds will be determined at the discretion of the Operations Manager on a booking-by-booking basis where applicable.
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 or ensure external services have Public Liability insurance and/or applicable food licences 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.



# CABOOLTURE Historical Village

- 15. The Village Hotel, Stanmore Hall and Railway Carriage are not licensed premises, but rather BYO facilities. You are permitted to bring alcohol into the Stanmore Hall, Village Hotel and Railway Carriage, 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. Liquor laws apply including the consumption of alcohol by underage persons.
- 16. The hirer is responsible for all compliance with the current 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. Designated smoking areas are available.
- 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, tables or other equipment are to be removed from the venue for use on the grounds. Where activities are conducted on the grounds separate to the venue external hire services should be arranged.
- 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 property 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. Deposit must be paid to secure the date for the booking, The date will be kept open for other bookings until the deposit is received.

**Bank Account Name: Caboolture Historical Society Inc**  
**BSB: 064-405**  
**ACCOUNT NUMBER: 00911089**

Please use the date of your function as the reference when paying.

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.

Name/s of hirer (please print) .....

Signed ..... Date .....

**Operations Manager**

Name: ..... Signature: ..... Date: .....