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 280 Beerburrum Road Caboolture Qld 4510
 ABN 76 267 031 031

VENUE ENQUIRY & BOOKING FORM Cont.

FEES & CATERING COSTS – Where applicable

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

CATERING (Group 10 or more) – where applicable (to be confirmed 5 business days prior to booking date)

Type	<input type="checkbox"/> Morning Tea <input type="checkbox"/> Lunch <input type="checkbox"/> Other _____				
Morning Tea	Devonshire Tea	\$9.50 pp	Qty. _____	Requested Time for Service	
Lunch	Served with complimentary Tea and Coffee			Requested Time for Service	
	Sandwich Platter	\$12.00 pp	Qty. _____	Plated Salad	\$13.00 pp Qty. _____
	Plated Meat & Salad	\$15.00 pp	Qty. _____	Quiche & Salad	\$15.00 pp Qty. _____
Other					

Special Dietary Requirements

Other		\$	Subtotal - Catering	\$
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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 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 Name: _____ Signature: _____ Date: _____
 Manager: _____ Signature: _____ Date: _____

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