

Phone: 5495 4581 www.historicalvillage.com.au <u>Functions@historicalvillage.com.au</u> 280 Beerburrum Road Caboolture Qld 4510 ABN 76 267 031 031

VENUE ENQUIRY & BOOKING FORM

HIRE DETAILS – Client Information	*ENQUIRY TAKEN BY		Date	Time					
Business/Organisation:									
*Date for Booking: *Type of Booking:									
*Contact Name:									
*Phone - Mobile:	Bus:		Home:						
*Email:									
VENUE REQUESTED – Check box									
Stanmore Hall	☐ Village Chapel		Glenowen Hous	e Verandah					
 ☐ Village Hotel	Bush Chapel		The Village – en	tire					
☐ Village Hotel Verandah	Grounds Ceremo	ony							
Function Room	Railway Carriage								
Photo shoot - location	Photo shoot – Fo	ull Day	☐ Village as film lo	cation – full day					
ADDITIONAL SERVICES REQUES	TED – including conside	rations for mobil	ity access requirement	S					
☐ Tour Guide ☐ Villa	ge Liaison (Assistance)							
Day before setup Hours: _	Village Tra	in Time:	Durati	ion:					
Tables Qty S	tyle:	Chairs	Qty Style:						
Function/Event Camping	umber of sites require	ed	Powered Unpowered						
Mobility Access									
BOOKING INFORMATION – Conf	irmed Details								
Day of Booking	Star	t Time	Finish Time						
Number of Guests		ess Time Applicable)	Entry G (Where Applicab						
☐ Vendors Qty	Access Required	d 🗌 (Record	name, access time and	d gate in notes below)					
1.	Time:	Gate:	Public Liability Food Licence						
2.	Time:	Gate:	Public Liability Food Licence						
Special Requirements/Addition	al Notes								



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VENUE ENQUIRY & BOOKING FORM Cont.

FEES & CATERING COSTS – Where applicable											
Venue 1 Book	ked			Venue Fee			Bond Fee	\$			
Venue 2 Book				Venue Fee	\$	Bond Fee	\$ N/A				
Venue 3 Booked					Venue Fee	\$	Bond Fee	\$ N/A			
Day before se	etup	Number hou	urs required	:	Fee	\$	Subtotal –	Fees			
Village Train I	Hire	Number hou	urs required	:	Fee	\$	\$				
CATERING (Group 10 or more) – where applicable (to be confirmed 5 business days prior to booking date)											
Type											
Morning Tea	Devon	shire Tea	\$9.50 pp	Qty	Requested	l Time for Se					
	Served	l with compli	mentary Tea	and Coffe	e Requeste	l Time for Se	rvice				
Lunch	Sandw	rich Platter	\$12.00 pp	Qty	_ Plated Sala	ad	\$13.00 p	\$13.00 pp Qty			
	Plated	Meat & Salad	d \$15.00 pp	Qty	_ Quiche & S	Salad	\$15.00 p	p Qty			
Other											
Other \$ Subtotal - Catering \$											
PAYMENT — Deposit must be paid before booking is considered active											
Subtotal - Fee	*	\$	30% of tot	al cost	Deposit - 30%	\$	Date				
Subtotal - Cat	ering		required as	nent	Payment Eft		ect Deposit	Deposit Cash C			
Other	\$		· ·	required 30 days prior to booking date.		al \$	Date				
TOTAL – (inc	c. GST)	\$	Paymen	t Plan	Payment Eftpos Direct Deposit Cash						
BOND HELD \$ Release of bond				of bond at	fter booking completion 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:	Client Name: Signature:				Date:						
Manager: Signature: Date:											

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