Phone: 5495 4581
www.historicalvillage.com.au
Functions@historicalvillage.com.au
280 Beerburrum Road Caboolture Qld 4510

VENUE ENQUIRY & BOOKING FORM

HIRE DETAILS	Enquiry received by		Date		Time	

Business/ Organisation: _____

Type of Booking: _____

Contact Name: _____

Mobile: _____ **Bus Hrs:** _____

Email: _____

Day-of-Hire Contact: _____ **Mobile:** _____

BOOKING INFORMATION					
Day/ Date:		**Start Time:**		**End Time:**	
Number of Guests:		**Access Time:**		**Entry Gate:**	

VENUE INFORMATION					
	Stanmore Hall		The Village – *Entire Site*		Photo shoot – Location
	Village Hotel/ Verandah		St Lawrence Chapel		Photo shoot – Full Day
	BBQ Area		Bush Chapel		Village as film location – full day
	Function Room		Grounds Ceremony (*specify)*		Other (*specify)*
	Railway Carriage				

ADDITIONAL SERVICES				
Drop Off/ Set up Access *(Subject to availability)*	Date:	Time:	Gate:	
Pack up Access *(Subject to availability)*	Date:	Time:	Gate:	
Village Train *(Subject to availability)*	Duration:	Start:	Driver:	
Village Vehicles *(Subject to availability)*	Duration:	Start:	Driver:	
Function/ Event Camping *(Subject to availability)*	# Sites:	*Refer Camping Booking Form*		
Function/ Event Vendors *(Food/ Entertainment)*	# Vendors:	*Refer details below*		

SPECIAL REQUESTS

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Phone: 5495 4581
www.historicalvillage.com.au
Functions@historicalvillage.com.au
280 Beerburrum Road Caboolture Qld 4510

VENUE ENQUIRY & BOOKING FORM

VENDORS – *Attach relevant documents*			
1.	Time:	Gate:	☐ Public Liability ☐ Food Licence
2.	Time:	Gate:	☐ Public Liability ☐ Food Licence
3.	Time:	Gate:	☐ Public Liability ☐ Food Licence

Additional Notes

VENUE HIRE FEES & CHARGES					
Venue 1		Bond	$	Hire Fee	$
Venue 2		Bond	$ N/A	Hire Fee	$
Venue 3		Bond	$ N/A	Hire Fee	$
Day before Set up	Max 4 hours @ $150.00	# Hours		Set up Fee	$
Village Train/ Vehicles	Hourly rate @ $100.00 p/hour	# Hours		Vehicle Fee	$
Other					$
Sub Totals inc GST		**Bond**	$	**Fees**	$
TOTAL VENUE HIRE FEES INC GST					$

PAYMENT – *Deposit must be paid before booking is considered active*			
30% of Total Hire Fees required as deposit.	**Deposit**	$	**Date**
Balance Payment required 30 days prior to Hire date	**Balance**	$	**Date**

BOOKING AGREEMENT DETAILS – *Client and CHV Manager sign off*

I have read and understood the Caboolture Historical Village Venue Booking Form and the Terms and Conditions of venue hire and facilities use. I agree to comply in all respects with the Terms and Conditions as outlined by the Caboolture Historical Society (ABN 76 267 031 031). I understand failure to meet any element of the agreement will incur financial penalties as detailed.

Client Name: _____ **Signature:** _____ **Date:** _____

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