



Douglas Vale

Historic Homestead
& Vineyard

Circa 1859

VENUE HIRE, WEDDING or PHOTOGRAPHY APPLICATION

Type of Function	<input type="text"/>
Name of Hirer / Group	<input type="text"/>
Contact Person & Title	<input type="text"/>
Address	<input type="text"/>
Phone / Mobile No	<input type="text"/>
Email	<input type="text"/>
Function Date & Times	<input type="text"/>
No of People	<input type="text"/>
Facilities/Equipment Required (Gazebo/ /Tables/Chairs)	<input type="text"/>
Other Agreed Matters (Setup times, delivery's etc)	<input type="text"/>
Fees/Charges	<input type="text"/>
Total Cost (Pay at Cellar Door or by Direct Deposit, Due a week before event)	<input type="text"/>

I have read the Venue Hire Agreement & Price List setting out Fees, Charges and Conditions and I accept these as set out. I am duly authorised to act on behalf of the Hirer and to deal with Douglas Vale Conservation Group Inc., t/a Douglas Vale Historic Homestead & Vineyard. I approve / do not approve (mark as applicable) Douglas Vale Historic Homestead & Vineyard using photographs of our function for future public relations purposes.

Hirer/Hirer's authorised agent:

Name: Date: Signature:

Office use

DV Member Taking Application: Committee Approval: Added to Function List:
 Advice Sent: Deposit paid: Receipt No: Final Advice Sent: Balance paid:

Douglas Vale Historic Homestead & Vineyard

VENUE HIRE AGREEMENT

TERMS AND CONDITIONS FACILITY HIRE:

1. Douglas Vale Historic Homestead & Vineyard agrees to hire its facilities to the Hirer in accordance with the terms and conditions contained in this Agreement.
2. The Facilities hire is only for activities, functions and or events that are acceptable and befitting the facilities and business of the Douglas Vale Historic Homestead & Vineyard.
3. The Hirer warrants that they shall not cause any physical or other damage to the facilities or to the reputation & good standing of Douglas Vale Historic Homestead & Vineyard. The Hirer is responsible for the behaviour of its patrons, guests, staff & contractors & must ensure they comply with this Agreement's terms & conditions.
4. The Douglas Vale Historic Homestead & Vineyard facilities are available for hire from 10.00am to 3.00pm on the agreed days. Hire requests outside these hours will be subject to special approval and may incur additional charges. For the Wedding Packages the hire period is up to 5.00pm.
5. The food preparation area may be available upon application for use by the Hirer. The area and all equipment must be left clean and tidy after use. This approval does not entitle the hirer to use of provisions.
6. Bookings should be confirmed no less than 21 days before the hire date by signing and returning this form together with \$100 or \$50 (for photographs only) deposit to Douglas Vale Historic Homestead & Vineyard. Please do not forward deposit before we have confirmed the venue is available. You may pay at Cellar Door or by Direct Deposit - Regional Australia Bank BSB: 932 000 Account: 500018394 Reference: Your surname
7. For cancellation of a booking, if at least 21 days' notice is given the deposit will be refunded.
8. If less than 21 days' notice of cancellation is given the deposit is wholly forfeited.
9. The Hirer shall pay the balance of the fee specified in the agreement at least one week prior to the hire date unless otherwise agreed by Douglas Vale Historic Homestead & Vineyard.
10. In the event of the fee not being paid one week prior to the hire, this agreement will be terminated and use of the facilities withdrawn. In such an instance, the hirer releases, indemnifies and holds harmless Douglas Vale Conservation Group Inc. from any claim, action, loss and or damage that may be caused by or arise from Douglas Vale Historic Homestead & Vineyard withdrawing the facilities from use.
11. As a small Not-For-Profit organisation Douglas Vale Historic Homestead & Vineyard does not charge GST.
12. Douglas Vale Historic Homestead & Vineyard will provide access to and appropriate use of the equipment specified in this agreement.
13. The Hirer must notify Douglas Vale Historic Homestead & Vineyard of any special equipment or other requirements at least 14 days prior to the hire date, otherwise additional fees will apply.
14. All areas used by the Hirer must be left in a clean and tidy condition and all rubbish removed by the Hirer.
15. No food or beverages are permitted in the Historic Homestead of the facility.
16. Douglas Vale Historic Homestead & Vineyard is a non-smoking venue. We reserve the right to remove persons from the premises if smoking occurs within our boundary fence.
17. When hiring Douglas Vale Historic Homestead & Vineyard under a Cellar Door Open Agreement, no alcohol can be brought into the venue. When hiring under a Cellar Door Closed Agreement alcohol may be brought in. At all times the Hirer shall ensure its staff, contractors & patrons comply with all liquor licensing laws. The sale of alcohol on the premises is only permitted through and when our licenced Cellar Door is open.
18. Nothing is to be nailed, screwed, stapled or adhered to any surface or part of the building, furniture or fittings.
19. Douglas Vale Historic Homestead & Vineyard maintains 24 hour security. Any specific security arrangements for the facilities hire must be organised by the Hirer prior to commencement of said Hire.
20. Douglas Vale Historic Homestead & Vineyard accepts no responsibility or liability for any loss or damage to any person, equipment or merchandise left on the premises prior to, during or after the hire of the venue. The Hirer indemnifies Douglas Vale Conservation Group Inc. against any such claim, action, loss or damage.
21. For any long term or permanent hire agreements, a certificate of currency providing Public Liability Insurance for up to \$10,000,000 must be provided by the Hirer prior to commencement of hire.

Douglas Vale Historic Homestead & Vineyard

235 Oxley Highway

PO Box 898

Port Macquarie NSW 2444

Email: Secretary@douglasvale.com.au



Phone: (02) 6584 3792

Web: www.douglasvale.com.au

Event email: Events@douglasvale.com.au

Wedding email: Weddings@douglasvale.com.au