

**Ford Heritage Limited
Venue Hire Agreement**

ABN: 1312 8561 663



Company: _____

Contact Name: _____

Phone Number: _____ Fax: _____

Mobile: _____

Email: _____

Function Date: _____

Duration of Function: _____

Set up Requirements:

Type of Function: _____

Number of Guests: _____

Caterer: _____ Phone: _____

Other: _____ Phone: _____

Actual charge for event will be supplied within 7days of receiving booking request.

Terms & Conditions of Venue Hire

- A deposit of 25% is required to confirm any booking. A cancellation fee of \$50.00 applies. Balance of account must be paid within 14 days of the event.
- Event running sheet is to be provided to the centre one week prior to event.
- Confirmation of numbers is required 5 days prior to event.
- Final details are required 48 hours prior to the event.
- No functions will be booked to finish after **12.00am midnight**. All guests will be required to be out of centre no later than **12.30am**. All caterers/event staff to be out of centre no later than **1.30am**.
- Functions that continue beyond the prearranged finish time will be charged at the rate of \$150.00 per hour or part thereof beyond original agreed finish time.
- The Hirer(s) will be charged for any damage to the Centre or displays/vehicles by their guests or event staff during the function or setup period.
- The centre reserves the right to exclude or eject any, and all, objectionable persons from the premises without liability.
- The Centre will take every care when looking after guests and their belongings. Unfortunately we cannot take responsibility for damage or loss of personal items before, during or after an event/function.
- In the event of a function requiring setup of equipment or facilities by a contracted party, a charge of \$100.00 per hour applies from the time the setup commences, until the actual function start time and for the period of time taken to remove the same equipment/facilities, at the conclusion of the function the hourly charge will be applied.

I have read and accept the above conditions of hire of the Ford Discovery Centre.

Print Name: _____

Organisation: _____

Signed: _____

Dated: _____