

Venue Hire | Booking Enquiry Form 2016 2017

CONTACT DETAILS

Name of hirer: _____

Address: _____

Tel: Work: _____ Home: Mobile: _____

Email: _____

BOOKING INFORMATION

Name of Venue: SAUMAREZ HOMESTEAD

Date: Start Time: _____ Finish Time: _____

Estimated Number of Guests: _____

Event Options (please tick items which apply):

Venue Option	Please Tick	Fee	Sub-total
Jackson Centre		\$400	
Gardens/Grounds		\$375	
Gardens/ Grounds & either whole visitor function room or Jackson Centre combined		\$725	
Whole visitor centre function room		\$450	
Half visitor centre function room		\$225	
Kitchen Area		\$150	
Stables		\$250	
Photography		\$100	
Photography without venue hire		\$175	
Marquee Sitting Fee		\$250	
Property/ House tour (Number of guests: _____)		\$8 per head	
After 5pm attendance of an authorized staff/security person (_____ hours)		\$50 per hour	
Film/Media Location Hire – First day		\$1250	
Film/Media Location Hire – subsequent days per day (_____ days)		\$1000	
Commercial Hire of Grounds		From \$1250 per day	
Total Amount:			

OTHER INFORMATION

Entertainment or Music: _____

Photographer: _____

Details of any specialist equipment you are bringing to the event: _____

Catering: _____

Special Requirements: _____

Date booking taken: _____ Taken By: _____

PAYMENT DETAILS (To be taken upon confirmation of booking)Cheque Money Order Cash MasterCard Visa Other

Name on card: _____

Card Number: Verification Number: Expiry Date:

Signed: _____ Date: _____

Thank you for booking your event with Saumarez Homestead

OFFICE USE ONLYDeposit Paid: Amount: _____ Receipt No: _____Balance Paid: Amount: _____ Receipt No: _____