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## *Welcome to* Beaumont House

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Set in the tranquil Eastern suburbs of Adelaide, Beaumont House and garden forms the ideal setting for weddings, exclusive dinners, small conferences, garden parties and other special functions. We have a variety of packages on offer to assist with the organisation of your big event.



Beaumont House is a sought-after South Australian heritage destination, a short fifteen minute drive from Adelaide city centre



The picturesque gardens offer a beautiful and serene backdrop for any wedding or outdoor event



The Elizabeth Simpson Drawing Room and adjacent verandah look out onto the gardens

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## Wedding & Party Packages

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### Garden Ceremony

\$1250

- Exclusive use of the grounds and verandah for the wedding ceremony and photographs for up to 4 hours, including set-up and pack-down
- Access to indoor and outdoor toilets
- Access to catering fridge for storage of food and drink
- An outdoor signing table and 2 chairs
- Up to 30 white Americana chairs
- Access to power in the garden
- Use of car park for guests and driveway for bridal car
- Consultation and site visit with Function Manager
- Rehearsal during business hours (weekends attract an additional fee)

### Garden Ceremony and/or Reception

\$2400

- Exclusive use of the grounds and verandah for the wedding ceremony and photographs for up to 8 hours, including set-up and pack-down
- Trestle tables (up to 8)
- Use of kitchen for catering purposes
- Extra hours available (at \$100 per hour)

### Parties

\$1850

- Exclusive use of the grounds and verandah for the party for up to 8 hours, including set-up and pack-down
- Access to indoor and outdoor toilets
- Use of kitchen for catering purposes
- Access to catering fridge for storage of food and drink
- Up to 30 white Americana chairs
- Access to power in the garden
- Use of car park for guests
- Consultation and site visit with Function Manager
- Use of up to five trestle tables
- Extra hours available at \$100 per hour

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### Extras

#### Add Drawing Room

\$175

- Use of Drawing Room for the event, preparation, present display or Register signing
- Access from the Drawing Room to the verandah and garden
- Up to 30 blue fabric indoor chairs
- Use of pull-down projector screen and wifi internet

#### Add Marquee Courtyard

\$550

- Exclusive use of the marquee courtyard (24m x 15m) for your event
- Marquee may be erected on Friday and taken down on Monday
- \*Please note: marquee hire is at hirer's expense, sand or water weights only*

#### Add Outdoor Furniture

\$50\*

- Use of an additional 45 Americana chairs (\$50 for full set)
- Use of an additional 30 white plastic chairs (\$20)
- Use of an additional 70 green outdoor chairs (\$50 for full set)
- Use of up to 5 pop-up marquees, each 3m x 3m. Lawn use only. (\$50 per marquee)
- Use of up to 6 white circular tables (\$5 each, or with white tablecloths \$10 each)
- Use of up to 4 green market umbrellas (\$50 each)
- Use of 8 café style tables, each with 2 chairs (\$10 per setting)

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Please note that public holidays and weekends are subject to a 10% surcharge

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## Corporate or Small Social Function Packages

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### Corporate Social Function Package *includes*

- Exclusive use of the grounds and verandah for up to 5 hours, including set-up and pack-down for up to 30 people
- Outdoor power for up to 5 hours
- Consultation and site visit with function manager
- Access to toilets
- Use of carpark
- Use of Kitchen for catering purposes
- Use of trestle tables (up to 6)
- Use of 30 white outdoor chairs

*Plus, choose an indoor room to best suit your requirements:*

#### Option 1: Dining Room

- Suitable for up to 20 seated guests
- Use of the Dining Room for up to 5 hours
- Use of antique solid wooden banquet table
- Use of up to 20 padded wooden dining chairs
- Free wifi access

#### Option 2: Drawing Room

- Suitable for up to 30 seated guests or 50 standing guests
- Use of the Elizabeth Simpson Drawing Room for up to 5 hours
- Direct access to feature porch through double doors
- Use of antique lounge furniture
- Furniture setup to your requirements for stand up or sit down style event
- Use of pull-down projector screen and/or a portable whiteboard
- Free wifi access

\$600

*Price*  
Mon - Thurs

\$750

*Price*  
Friday

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Please note that public holidays and weekends are subject to a 10% surcharge

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## Weekday Meeting Packages

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\$450

### Option 1 Dining Room Meeting

- Exclusive hire of the Beaumont House Dining Room for up to four hours between 9am – 5pm Weekdays
- Use of antique solid wooden boardroom table
- Use of up to 20 padded wooden chairs
- Use of portable whiteboard

\$450

### Option 2 Drawing Room Meeting

- Exclusive hire of the Elizabeth Simpson Drawing Room for up to four hours between 9am – 5pm Weekdays
- Direct access to feature porch through double doors
- Use of antique lounge furniture
- Furniture setup to your requirements
- Use of pull-down projector screen and/or a portable whiteboard

### *Plus*

*all Meeting Packages also include:*

- Tea & Coffee Station (Twinings tea and Nescafe or plunger coffee)
- Free Wi-Fi
- Use of AV equipment (portable whiteboard and markers)
- Use of carpark
- Access to gardens
- Access to toilets
- Access to kitchen for catering purposes
- Option to provide own catering or select from the Beaumont House Meeting Catering Packages

*We also offer the following catering packages:*

\$20  
/head

#### *Morning Tea*

- Plain scones, jam and cream
- Biscuit selection
- Tea and coffee

\$20  
/head

#### *Lunch*

- Mixed baguettes
- fruit platter
- Orange Juice

\$20  
/head

#### *Afternoon Tea*

- Plain scones, jam and cream
- Mixed muffins
- Mixed danishes
- Biscuit selection
- Tea and coffee

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## Additional Items

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- Use of garden for wedding photography (no wedding ceremony) for up to one hour \$100  
Note - deposit not required, bookings taken one month in advance only - and fee payable in advance
- Use of up to 8 cafe-style fold-out white tables, each with 2 matching chairs. \$10 per setting.
- Rehearsal fee (weekends or evenings) \$150
- Use of Drawing Room in case of rain, hot weather, for preparation or storage \$160
- Extra time per hour or part thereof \$100
- Overnight storage of outdoor furniture or catering equipment \$50
- Non-returnable wedding package cancellation fee (for cancellations within 60 days) \$500
- A complementary site plan and event checklist is available for you to plan your function.
- Please provide the Function Manager with a timeline and/or event planning sheet to assist with the management of your event.

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## Bookings & Deposits

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To make a booking or to enquire about availability, please contact our Function Manager:

T: (08) 8202 9213, or

E: [executiveadmin@nationaltrustsa.org.au](mailto:executiveadmin@nationaltrustsa.org.au)

Other functions, such as concerts, memorial services, birthday parties, conferences or seminars, can also be arranged on an individual basis. The Function Manager can also help you with a recommendation for your marquee hire, catering and other requirements.

A non-refundable deposit of \$500 and a refundable security bond of \$500 are required for all wedding packages. All other bookings require a deposit of \$300.

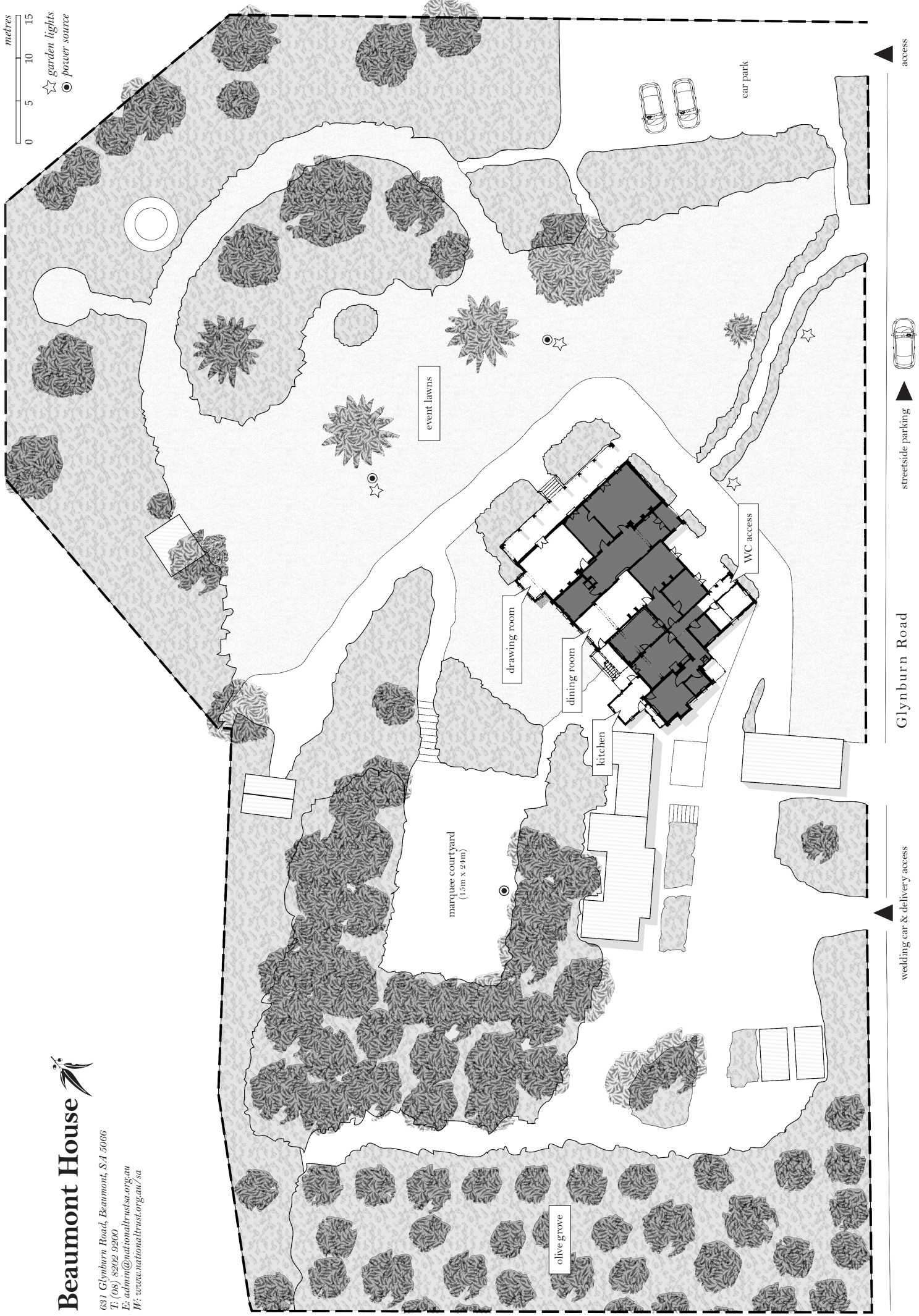
The deposit is payable within 14 days of booking and the bond will be returned within 10 business days after the event provided there is no damage to the property and all conditions of hire have been met.

All prices include GST and are subject to annual review.

*We look forward to assisting you with your event at Beaumont House*

# Beaumont House

631 Glynburn Road, Beaumont, SA 5066  
 T: (08) 8202 9200  
 E: [admin@nationaltrustsa.org.au](mailto:admin@nationaltrustsa.org.au)  
 W: [www.nationaltrust.org.au/sa](http://www.nationaltrust.org.au/sa)



access

streetside parking

Glynburn Road

wedding car & delivery access

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## Conditions of Hire

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Beaumont House belongs to the National Trust of South Australia and is managed by the State Office of the Trust. The house, its contents, outbuildings and garden are on the State Heritage Register and should be respected as a valuable heritage asset. It is the responsibility of the hirer to ensure that the following conditions of hire are followed before and during each function.

### Hiring of the property

1. Bookings are accepted when the Booking form is completed, signed and the deposit paid.
2. All hire fees are to be paid in full at least 60 days prior to the function (unless by prior arrangement).
3. A security bond of \$500 is payable (\$300 for small events) and will be returned within 14 days of the event provided there is no damage to the property or extraordinary cleaning required and all conditions of hire have been complied with. A deduction will be made for any damage, and the balance refunded.
4. The hirer must inform the Function Manager of any access times required. If the agreed times of the event are not adhered to, payment for extra time will be deducted from the security bond in order to cover the costs of extra staff time as required.
5. The hirer accepts full responsibility for all guests from the time of arrival until departure
6. Smoking is prohibited in the house. Designated smoking areas are provided in the garden.
7. Catering, marquee hire, liquor licensing, (*A Limited Licence for the Consumption of Alcohol may be required*) and the supply of alcohol are the responsibility of the hirer.
8. A curfew applies for evening functions:
  - Monday to Thursday – 10pm
  - Friday and Saturday - 11pm
  - Sunday - from 10.00 am to 8.00 pm only.
  - Events that run past the curfew will incur an additional fee, at a cost of \$300 per hour charged at 15 minute increments.
9. A security guard may be engaged for late night functions at the discretion of Beaumont House management, to be paid for by the hirer.
10. A cancellation fee of \$500 will be payable if the hirer cancels within 60 days of the function for any reason

### Care of the house and garden

1. The client must report any damage immediately to the Function Manager
2. All sub contractors (e.g. caterers, sound or equipment hire companies) must be given a copy of the CONDITIONS OF HIRE
3. The hirer undertakes to make good any damage or losses incurred during the period of hire at no cost to the NTSA. Any loss or damage/breakage to property will be repaired by a NTSA approved qualified tradesperson and the hirer will pay the full cost of the replacement or repairs.
4. The hirer agrees to indemnify the NTSA in relation to any such damages or losses of property or injury or loss of life to any person. In the event that a claim is made against the NTSA's public liability insurance, the hirer will pay the excess.
5. All disposal of rubbish, including bottles, is to be carried out by the hirer after the function. Rubbish facilities are provided on-site. Recycling and general rubbish bins are provided. If cleaning is inadequate, a deduction to cover costs may be made from the security bond.
6. Furniture and artefacts are not to be moved without the permission of the Function Manager.
7. The hirer agrees to abide by all conditions of the Liquor Licence and conditions for approval for use of the premises as stipulated by the City of Burnside, including hours of operation, control of lighting spill to adjoining residential areas and exclusion of noise which residents are likely to object to.
8. All sound, including DJ and live music, must be kept to a level which is considerate toward neighbouring properties as deemed by the venue manager. All music must cease at 11pm on Friday and Saturday nights.
9. Limited toilets are available on the premises. If you are planning a large function (i.e. more than 150 people), portable toilets may be required at the hirer's own expense.
10. The cottage next to the house is rented out privately. Please **respect the privacy** of the tenant.



## **Parking of vehicles**

1. No vehicles permitted on the lawns, gardens or paved areas.
2. Limited parking is available in the carpark adjacent to Beaumont House. When parking in the street, please give consideration to the needs of local residents.
3. Wedding or official cars only are permitted on gravel driveway with a turning circle located at the end. Vehicle access for deliveries by contractors can be arranged with the Function Manager.

## **General Notes for your function**

1. The throwing of confetti or rice is prohibited. Rose petals are permitted in the garden.
2. Adhesive substances are not allowed on walls, floors, doors and furniture.
3. Pets are not allowed in the house or garden.
4. Candles are not permitted in the house or amongst the plants and bushes.
5. Smoking is not permitted in the house.
6. Children must be supervised at all times.
7. Fireworks are not permitted.
8. Some areas of the House and garden are not readily accessible to mobility impaired guests and there is no wheelchair accessible toilet available at the property.
9. The setting up and down of externally hired chairs and tables to be organised by the hirer.
10. Heavy equipment is not permitted on the front veranda unless protective flooring is used.

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# Beaumont House Booking Form and Hire Agreement

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*(Effective May 2018)*

**Day and date of hire:**

Start time:

Finish time:

*(Please include a set-up time of at least 1 hour and pack down time of 1 hour. If these times change for catering or for access by other contractors please let the Function Manager know immediately)*

**Type of function (please include any ceremony times)**

Number of guests expected:

**Contact details**

Name(s)

Address

Email

Telephone

Mobile

**I / We require the following (refer to Fee Schedule for details):**

**Fee**

Garden Ceremony

\$12500

Garden Ceremony and/or Reception

\$2400

Party

\$1850

Extras

Add Drawing Room

\$175

Add Marquee Courtyard

\$550

Add Garden Furniture

Please specify:

Corporate Social (Mon - Thurs)

\$600

Corporate Social (Friday)

\$750

Weekday Dining Room Meeting

\$450

Weekday Drawing Room Meeting

\$450

Additional Items (please specify)

Please note that Beaumont House is private property and all site visits and / or rehearsals must be arranged with the Function Manager prior to the visit.

Please inform us of any other contractors who will be using the site and details of deliveries, set-up and pack down so that access to the house and grounds can be arranged

Caterers \_\_\_\_\_

Sound equipment \_\_\_\_\_

Chairs, tables, umbrellas etc \_\_\_\_\_

Wine and other beverages \_\_\_\_\_

Marquee hire \_\_\_\_\_

Other (please specify) \_\_\_\_\_

<b>Payment</b>	
Deposit (due within 14 days of booking)	\$
Security Bond (payable within 60 days prior to date of hire)	\$
Public Holiday / Weekend Surcharge (where applicable)	\$
Balance (payable at least 60 days prior to date of hire)	\$
<b><u>TOTAL</u></b>	<b>\$</b>

**Method of payment**

Cheques / money orders to be made payable to the National Trust of South Australia  
 Credit Card Payment by phone on 8202 9200 or complete the following details:

Please debit my credit card for \$ \_\_\_\_\_ Cardholder name \_\_\_\_\_

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VISA / Master Card number

Expiry date \_\_\_\_\_ Signature \_\_\_\_\_

I / We agree to the terms of payment and the Beaumont House Conditions of Hire as attached

Signed \_\_\_\_\_ date \_\_\_\_\_

Name (please print) \_\_\_\_\_