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## Stangate House Booking Form and Hire Agreement

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*(Effective May 2020)*

### 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 Venue Hire Coordinator 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

\$1400

Garden Ceremony and/or Reception

\$2800

Party

\$2200

#### Extras

*Add* Bride's Room

\$100

*Add* Marquee Lawn

\$600

Weekday Dining Room Meeting

\$450

Additional Items (please specify)

Please note that Stangate House is private property and all site visits and / or rehearsals must be arranged with the Venue Hire Coordinator 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) \_\_\_\_\_

#### Payment

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) \$

**TOTAL** \$

#### Method of payment

Cheques / money orders to be made payable to the National Trust of South Australia

Direct debit to National Trust of SA BSB 105-900 A/C 138429740

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 Stangate House Conditions of Hire as attached

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

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