

# Venue Hire | Terms of Hire Agreement



## TERMS OF HIRE

When accepting bookings for Dundullimal homestead and *The Shed* Function Centre (SFC), the National Trust reserves the right to assess the suitability of the proposed function to the buildings and its delicate environment. As a property of the National Trust of Australia (NSW) this venue is of particular significance to the people of Dubbo and NSW. The Trust asks that you recognize this and abide by the established hiring conditions that have been designed to protect the fabric of the buildings, gardens and collection.

Dundullimal homestead and The Shed Function Centre is available for private and commercial hire to approved functions between the hours of 10.00am and 11.00pm, Monday to Sunday, except Good Friday, Christmas Day and New Year's Eve. All functions are required to cease by 11.00pm and all guests and staff associated with the event having completely vacated the venue by 11.30pm. Venue gates will be closed by 12pm.

### HIRING CHARGES

The Hirer will pay to the Trust all the amounts specified in the Venue Hire Booking Form (VHBF). The Hirer acknowledges that they are aware of all hiring fees and charges for other services and facilities associated with the use of Dundullimal homestead. Public holidays incur a 25% surcharge. A Goods and Services Tax (GST) is included in the total hiring charge as calculated in the Venue Hire Booking Form. Inclusions for each package are detailed on page 2.

### DEPOSIT

The Hirer will pay to the Trust a non-refundable deposit of 20% of the total venue hire fee including GST as specified in the VHBF within (14) fourteen days of making a booking. The booking will not be confirmed until such payment is received.

### BALANCE

The balance of the total venue hire fee (incl. GST) must be paid to the Trust no less than seven (7) days before the date of hiring or the date specified in the VHBF. The trust reserves the right to charge a 10% surcharge if such payment is not received by the due date.

### LATE CONCLUSION

If the function concludes after the time specified in the VHBF then a surcharge equalling 50% of the total hire fee as specified in the VHBF will be applied.

### CANCELLATION

If the Hirer cancels a booking after the deposit has been paid, the deposit amount will be retained as a cancellation fee. If full payment has been made prior to the cancellation, a further 20% will be retained. If the booking is cancelled within seven (7) days of the full balance being paid, then the full amount is forfeited.

### INSURANCE

All corporate and/or commercial clientele must provide a Public Liability Insurance Policy of not less than \$10 million. All events held at Dundullimal homestead are covered by the Public Liability Insurance Policy of the National Trust of Australia (NSW) where the incident is a direct result of the venue fixtures and fittings. However, Trust staff are not liable for:

- The responsible service of alcohol to guests
- Any anti-social behaviour of guests who may be intoxicated or under the influence of drugs
- Faults or accidents that result from the provision, placement or operation of equipment supplied by the Hirer

## CLEANING

The Hirer shall leave Dundullimal homestead, stables, gardens and The Shed Function Centre (as applicable) in a clean, safe and proper condition. All buildings are professionally cleaned prior to the hire date. The Hirer is responsible for cleaning after the event including:

- Sweeping/mopping of floor in Shed Function Centre
- Cleaning of kitchen bench tops
- Washing up
- Removal of all rubbish (including bottle tops and cigarette butts) from house surrounds, gardens and lawns
- Black garbage bags are supplied and MUST be placed in the dumpster at the far end of the car park ONLY. The disposal of any waste in the grounds, council reserve and Obley Road is prohibited.

## DECORATIONS

The Hirer will not make any additions or alterations to the homestead or stables. Removable decorations that do not use glue may be put up in the SFC. The Property Manager retains the right to request the removal of any object that may damage the fabric of the building.

## CATERING

The Hirer has the option of self catering or contracting a catering firm for the function. The Hirer is responsible for all arrangements and notification to the caterer of this agreement. The Hirer/Caterer has access to the kitchen, fridge, microwave, bench tops and sink. The Dishwasher may be used and instructions MUST be followed.

## SMOKING

No smoking is permitted in any buildings and butts must be placed in bins and removed.

## RED WINE

No red wine is to be served in the homestead.

## OPEN FLAME

Candles MUST be fully enclosed and have a drip tray underneath. No open candles are permitted.

## CONFETTI/GLITTER

The Trust does not allow confetti, rice, glitter and/or rose petals in the homestead. All glitter in the SFC MUST be thoroughly removed.

## MARQUEES

Marquees can be erected on the northern lawn of the SFC. The Trust provides access to the venue for marquee set-up from 9.00 on the day before the event. All marquees are to be dismantled on the day immediately following the function or as agreed with the Property Manager.

## STAFF

It is a condition of hire that Trust staff be present at functions. The Hirer must comply with staff directions.

## SPECIAL CONDITIONS

The Trust reserves the right to impose further special conditions to the granting of the Venue Hire Agreement.

## AGREEMENT

I agree to the above terms and conditions of hire of the venue.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

