

# Venue Hire | Booking Enquiry Form



## CONTACT DETAILS

Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: Work \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## BOOKING INFORMATION

Name of Venue: EVERGLADES HOUSE & GARDENS

Preferred Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Event Options (please tick items which apply):

Venue Option	Please Tick	Fee	Sub-total
Gardens - Function including photography	<input type="checkbox"/>	\$900 up to 60 people, \$8 per extra head	
Gardens - Photography only	<input type="checkbox"/>	\$350	
Wet weather preference 1: Garden Gallery	<input type="checkbox"/>		
Wet weather preference 2: Main House	<input type="checkbox"/>		
Other (please specify):	<input type="checkbox"/>	To be negotiated	
Chair Hire (number: _____ )	<input type="checkbox"/>	\$2 each	
Trestle Table/with cloth (number: _____)	<input type="checkbox"/>	\$10/\$15 each	
Cup/Saucer (number: _____ )	<input type="checkbox"/>	\$0.50 each	
Ground Repair (for marquee hire)	<input type="checkbox"/>	\$50	
Complimentary one-year joint membership (wedding bookings only)	<input type="checkbox"/>	Our gift to you (free of charge)	
<b>Total Amount:</b>			



**OTHER INFORMATION**

Entertainment or Music: \_\_\_\_\_

Photographer: \_\_\_\_\_

Catering: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Date booking taken: \_\_\_\_\_ Taken By: \_\_\_\_\_

**PAYMENT DETAILS (Taken on confirmation of booking)**

Cheque       Cash       MasterCard       Visa       Bankcard

Name on card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Verification Number: \_\_\_\_\_

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

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

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

**Thank you for booking your event with Everglades House & Gardens!**

**OFFICE USE ONLY**

Deposit Paid:  Amount: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Balance Paid:  Amount: \_\_\_\_\_ Receipt No: \_\_\_\_\_