

Venue Hire | Terms of Hire Agreement



TERMS OF HIRE

When accepting bookings for Harper's Mansion 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 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 any collections.

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 Harper's Mansion.

DEPOSIT

The Hirer will pay to the Trust a non-refundable deposit of an agreed amount or the amount as specified in the VHBF at the time of confirmation of the booking. The booking will not be confirmed unless the deposit is paid.

BALANCE

The balance of the total venue hire fee (incl. GST) must be paid to the Trust no less than seven 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 agreed upon confirmation of booking, then a surcharge may 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% may be retained. If the booking is cancelled within seven days of the full balance being paid, then the full amount is forfeited.

INSURANCE

All events held at Harper's Mansion 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 all areas of Harper's Mansion which are used for the event in a clean, safe and proper condition.

DECORATIONS

The Property Manager retains the right to request the removal of any object that may damage the fabric of the building.

SMOKING

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

CONFETTI/GLITTER

The Trust does not allow confetti, rice or glitter on the property. Rose petals and/or bubbles are allowed.

MARQUEES

The Property Manager reserves the right to direct where and when marquees may be erected within the property grounds.

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: _____

