

Venue Hire | Booking Enquiry Form



CONTACT DETAILS

Name of hirer: _____

Address: _____

Tel: Work _____ Home: _____ Mobile: _____

Email: _____

BOOKING INFORMATION

Name of Venue: _____ **OLD GOVERNMENT HOUSE** _____

Date: _____ Start Time: _____ Finish Time: _____

Estimated Number of Guests: _____

Event Options (please tick items which apply):

Venue Option	Please Tick	Fee	Sub-total
Photography only - Exterior	<input type="checkbox"/>	\$275	
- Exterior/ Interior	<input type="checkbox"/>	\$385	
Cocktail Party/Reception	<input type="checkbox"/>	\$137.50/hour	
Meeting/ Room Hire	<input type="checkbox"/>	\$137.50/hour	
Dining Room – Dinner (Number of Guests: _____ max 12)	<input type="checkbox"/>	\$155/person or minimum \$1250	
Wedding Ceremony Only – 1 hour	<input type="checkbox"/>	\$330	
Wedding and photography	<input type="checkbox"/>	1 hour - \$385	
	<input type="checkbox"/>	2 hours - \$550	
Supervision fee before 9am/after 5pm (number of staff: _____)	<input type="checkbox"/>	\$27.50/staff member	
Lachlan's Marquee	<input type="checkbox"/>	To be negotiated directly with Lachlan's Restaurant.	
Total Amount:			



OTHER INFORMATION

Entertainment or Music: _____

Photographer: _____

Catering: _____

Special Requirements: _____

Date booking taken: _____ Taken By: _____

PAYMENT DETAILS (To be taken on confirmation of booking)

Cheque Cash MasterCard Visa

Name on card: _____

Card Number: _____

Verification Number: _____

Expiry Date: _____

Signed: _____

Date: _____

Thank you for booking your event with Old Government House!

OFFICE USE ONLY

Deposit Paid: Amount: _____ Receipt No: _____

Balance Paid: Amount: _____ Receipt No: _____