

Venue Hire | Booking Enquiry Form



CONTACT DETAILS

Name of hirer: _____

Address: _____

Tel: Work _____ Home: _____ Mobile: _____

Email: _____

BOOKING INFORMATION

Name of Venue: RIVERSDALE

Date: _____ Start Time: _____ Finish Time: _____

Estimated Number of Guests: _____

Event Options (please tick items which apply):

Venue Option	Please Tick	Fee	Sub-total
Gardens for Weddings Complimentary National Trust Membership for Bride & Groom	<input type="checkbox"/>	\$350 Refundable damages deposit: \$300 \$100: cleaning fee (optional)	
Gardens for functions other than Weddings	<input type="checkbox"/>	\$300 Refundable damages deposit: \$300 \$200: cleaning fee (optional)	
Photography Wedding and other photography Up to 10, (Bridal party)	<input type="checkbox"/>	\$100 location fee (Up to two hours access to the gardens. Indoor photography permitted by application.	
Riversdale House – Room Hire – capacity 30 Number of Guests: _____	<input type="checkbox"/>	\$250 Refundable damages deposit: \$300 \$200 cleaning fee (optional)	

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Venue Option	Please Tick	Fee	Sub-total
CATERING & EQUIPMENT HIRE			
Garden Chairs: Number of chairs: _____	<input type="checkbox"/>	\$1.00 per chair	
Trestle Table: Number of tables _____	<input type="checkbox"/>	\$8 per table	
Trestle Table with cloth: Number required _____.(6 available)	<input type="checkbox"/>	\$10 per table with cloth	
Plates/Cutlery: Number of settings _____	<input type="checkbox"/>	\$2.00 per setting	
Kitchen Hire: Stainless steel kitchen, oven, fridge, suitable for self catering	<input type="checkbox"/>	\$100	
Ground repair (for marquee use only)	<input type="checkbox"/>	\$100	
Damages Deposit (refundable)	<input type="checkbox"/>	\$300	
Cleaning fee (optional)	<input type="checkbox"/>	\$100 / \$200 (as applicable to event)	
Complimentary gift one-year joint membership (wedding bookings only)	<input type="checkbox"/>		
		Total Amount:	

*25% discount Mon-Thurs. National Trust members receive 10% discount Fri – Sun.

OTHER INFORMATION

Entertainment or Music: _____

Photographer: _____

Catering: _____

Special Requirements: _____

Date booking taken: _____ Taken By: _____

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PAYMENT DETAILS (To be 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 Riversdale!

OFFICE USE ONLY

Deposit Paid: Amount: _____ Receipt No: _____

Balance Paid: Amount: _____ Receipt No: _____