

Venue Hire | Terms of Hire Agreement



TERMS OF HIRE

When accepting bookings for Riversdale, 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 collection items.

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 Riverdale.

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 at confirmation of booking, 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 cancellation is made within 30 days of the date of hire. If the booking is cancelled within seven days of the date of hire, the full amount is forfeited.

INSURANCE

All events held at Riversdale 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 Riversdale used for the event in a clean, safe and proper condition. Should cleaning of the areas used by the Hirer require cleaning, the Trust reserves the right to retain a reasonable sum of the damages deposit paid by the Hirer to cover any cleaning expenses.

Alternatively the Hirer may chose to pay the optional cleaning fees as stated in the Riversdale Venue Hire / Booking Enquiry Form to cover all cleaning expenses related to the booked event. The Hirer should however make reasonable attempts to remove all rubbish and personal belongings related to the event.

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/CANDLES/FIRE/FLOWERS

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

The Trust does not allow **candles** to be lit within the Riversdale homestead building, but may be used externally in the grounds of the property only.

The Trust does not allow fires to be lit in any fireplace within the Riversdale homestead building or the grounds of the property. However gas BBQ's and / or gas space heaters may be used externally in the grounds of the property only.

Flowers may be permitted inside the Riversdale homestead building but must be removed immediately at the conclusion of each event or function. All requests for flowers within the building must have prior approval with Riversdale staff.

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: _____

