

# Venue Hire | Booking Enquiry Form



## CONTACT DETAILS

Name of hirer: \_\_\_\_\_

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

\_\_\_\_\_

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

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

## BOOKING INFORMATION

Name of Venue: SAUMAREZ HOMESTEAD

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

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

Event Options (please tick items which apply):

Venue Option	Please Tick	Fee	Sub-total
Jackson Centre	<input type="checkbox"/>	\$350	
Whole visitor centre function room	<input type="checkbox"/>	\$350	
Half visitor centre function room	<input type="checkbox"/>	\$180	
Kitchen Area	<input type="checkbox"/>	\$100	
Gardens/Paddocks	<input type="checkbox"/>	\$300	
Photography	<input type="checkbox"/>	\$60	
12 white tables cloths (Number: _____)	<input type="checkbox"/>	\$15 each	
Cutlery & Crockery	<input type="checkbox"/>	To be negotiated	
Marquee Siting Fee	<input type="checkbox"/>	\$200	
Pre-set up day	<input type="checkbox"/>	\$80 Saturday/ \$150 Sunday Weekday – no cost	
Property/ House tour (Number of guests: _____)	<input type="checkbox"/>	\$8 per head	
<b>Total Amount:</b>			



**OTHER INFORMATION**

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

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

Details of any specialist equipment you are bringing to the event: \_\_\_\_\_

\_\_\_\_\_

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

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

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

**PAYMENT DETAILS (To be taken upon confirmation of booking)**

Cheque       Money Order       Cash       MasterCard       Visa

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

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

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

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

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

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

**Thank you for booking your event with Saumarez Homestead!**

**OFFICE USE ONLY**

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

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