

Name of Hirer: Date of Hire:

Australian Rural Education Centre - Pavilion wedding/venue hire packages

We offer these flexible all-inclusive packages to take the hassle out of working out all the costs associated with creating a relaxing event. Please note we are happy to discuss your individual requirements and or tailor packages to cater for your needs.

These packages are for Hire only and do not include catering.

Basic hire of Pavilion excluding any extras is \$550 (incl. GST)

What is included in our package rates:

Pavilion hire, hire of tables, chairs, cutlery and associated serving plates etc. for the number of people attending, GST.

What's not included:

Wait staff, individual table and or hall decoration, PA system, catering.

Options: Dressing of pavilion in consultation

Pavilion Hire package rates:

- 1. Up to 100 people: Pavilion Hire: \$550 + \$8.25 per person
- 2. 100 – 125 people: \$13.20 per person (Incl. Pavilion Hire)
- 3. 126 – 150 people: \$12.10 per person (Incl. Pavilion Hire)
- 4. 151 – 175 people: \$11.40 per person (Incl. Pavilion Hire)
- 5. 176 – 200 people: \$10.80 per person (Incl. Pavilion Hire)
- 6. 201 - 300 people: \$10.00 per person (Incl. Pavilion Hire)
- 7. 300 + people: \$9.50 per person (Incl. Pavilion Hire)

Please tick ✓	Package	Pavilion Hire	Per head rate	Number of people	Total Hire Fee
	1. Up to 100 people	\$550.00	\$8.25		
	2. 100 – 125 people	Incl.	\$13.20		
	3. 126 – 150 people	Incl.	\$12.10		
	4. 151 – 175 people	Incl.	\$11.40		
	5. 176 – 200 people	Incl.	\$10.80		
	6. 201 – 300 people	Incl.	\$10.00		
	7. 301+ people	Incl.	\$9.50		

Only valid when booking form overleaf has been completed and hire accepted by AREC in writing.

Full Terms & Conditions on reverse.



Australian Rural Education Centre

Cassilis Road (PO Box 12), Mudgee NSW 2850

P: 02 6372 3899 F: 02 6372 3380 E: info@arec.com.au

Australian Rural Education Centre (AREC) facilities & equipment package rental agreement

Name of Hirer: **Date(s) of Hire:**

Company (if applicable):

Address: **City/Town:**.....

Postcode: **Phone:** **Mobile:**

Fax: **Email:**

Terms and conditions of hire – facilities hire:

- 1. **Confirmation of Bookings:** bookings will be confirmed upon receipt of this completed form, together with a credit card imprint or a cheque for a deposit equal to 20% of the total hire fee. If the booking form and deposit or cheque are not received, the management of AREC reserves the right to cancel the booking and allocate event space and or equipment to another client. The hirer will pay AREC a service charge of \$38 if the hirer's bank returns a cheque for any reason.
- 2. **Premises:** the hirer agrees to rent the premises in the existing condition and will maintain the premises in good order and condition. The hirer will pay for any and all repairs for damage caused to the premises during the hirer's term. The hirer will be responsible for leaving the premises clean and tidy and is subject to a pre-event and post-event inspection by AREC management. Animals are not permitted in the building or on the AREC site during the rental period. Due to the proximity of the local airport, balloons of any sort are prohibited.
- 3. **Term:** the term of the agreement covers the dates set out above. If the rental period exceeds the agreed time, the cost of this additional time will paid by the hirer.
- 4. **Cancellation:** Cancellations must be made to AREC in writing. In the event a confirmed booking is cancelled, the following charges will apply: Greater than 30 days notice: 75% of deposit refunded, Less than 30 days notice, but greater than 14 days notice: 50% of deposit refunded, Less than 14 days notice: No Refund.
- 5. **Corporate Hire - Insurance:** for corporate hires, the hirer will provide AREC with a copy of the Certificate of Currency for their Public Liability Insurance. The Hirer shall indemnify and hold harmless AREC for any liability arising before termination of this Agreement, for personal injuries or property damage caused by the negligent, wilful, or intentional conduct of the Hirer or their guests, invitees or employees. The Hirer's property and vehicles are not insured by AREC against loss or damage due to fire, theft, vandalism, rain, water, criminal or negligent acts of others, or any other cause, the Hirer acknowledges that AREC does not carry said insurance.
- 6. **Personal Hire – Bond:** For personal hires a bond of \$500.00 is payable to be held against any damage caused by the hirer.
- 7. **Emergency Plan:** the Premises Emergency Plan will be given to the hirer at the beginning of the rental term. It is the responsibility of the hirer to ensure all organising staff or personnel are briefed about this Emergency Plan.

Terms and conditions of hire – equipment hire:

- 1. **Return of equipment:** All equipment is to be returned within 2 days of the hire period, should this date fall on a weekend or public holiday, then the equipment shall be returned on the next available working day.
- 2. **Bond:** All equipment is to be returned in the same condition as it was supplied, a bond of \$110.00 including GST applies to all equipment hires.

I will be paying by cheque, please find attached. I will be paying by credit card, details below:

Name on card:..... Card Type: Visa Mastercard

Card Number:

Expiry: / CVV security number:

Bond \$:..... Deposit \$: Hire Fee \$: Total \$:.....

I have read the above terms and conditions and agree to be bound by them for the duration of the hire:

Signature: **Date:**.....