

STANGATE HOUSE and GARDEN
CONDITIONS OF HIRE
effective from 22 February 2010

BOOKINGS

1. Payment to be made to Mount Lofty branch, National Trust of South Australia (NTSA), of Security Deposit and Hire Fee for use of the property as per Hire Fee Schedule
2. Booking is confirmed when the following are received **within 21 days of initial booking** :
 - security deposit of \$200 (wedding reception \$500)
 - 25% deposit of total Hire Fee as listed in **HIRE FEE SCHEDULE**
 - signed **HIRE APPLICATION**
3. Full payment must be finalised 60 days prior to the event.
4. Bookings under 60 days require payment in full plus security deposit to confirm.
5. In the case of inclement weather the Drawing Room will be available for the Wedding Ceremony with an additional fee of \$100 required – this can be deducted from the Security deposit prior to any refund

CANCELLATION

A Cancellation fee of \$200 is charged if the venue is not rebooked by another client.

FUNCTION

The Booking Co-ordinator is to be advised in writing 28 days before the function of :

- function requirements
- items hired | suggested caterer & hire company/s | location of item/s | delivery & removal dates.

DAMAGE

1. Full responsibility is accepted for your guests from time of arrival until departure.
2. The hirer *undertakes to make good* any damage or losses incurred during the period of hire at no cost to the NTSA. The hirer agrees to indemnify the NTSA in relation to any such damage or loss of property or injury or loss of life to any person. In the event that a claim is made against the NTSA's public liability insurance, the hirer will pay the excess.
3. Furniture and artefacts in the house are not to be moved without the permission of the Booking Co-ordinator.
4. No adhesive substance, including '*blue-tak*', is to be used on walls and doors.

LIMITED LIABILITY

1. Liability of the Mount Lofty branch and its servants to the hirer shall be limited to repayment of the amount paid to the branch in respect of any loss or damage incurred in respect to this agreement.
2. Where any hirer charges an entry fee to Stangate House and Garden, the NTSA Public Liability Insurance is limited and hirers should protect themselves by taking out their own Public Liability Insurance to cover that event.

CATERING

1. The branch committee is responsible for the provision of the venue only.
2. Catering | hire of linen, cutlery, crockery and glassware | liquor license (*A Limited Licence for the Consumption of Alcohol*) | supply of alcohol | and all necessary approvals for the function are the responsibility of the hirer.
3. Cleaning products (eg washing up liquid, dishcloth, tea towels etc) are to be provided by the hirer \ caterer for their own use and removed.
4. **Note** – **Finish** dishwasher tablets are provided

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CLEANING

By 8.00am the day after the function and before vacating the house and/or garden :

1. The hired area must be clean and tidy with all furniture stacked and/or restored to its original position unless otherwise indicated
2. All hired equipment and linen must be stacked in the designated area, outside the house, ready for collection
3. *Jarrah* floors and mats swept in the rooms used – floors are not to be washed
4. All surfaces and tray mobiles used in the kitchen/s wiped clean
5. All rubbish, including cans and bottles, be removed from the property
6. Use of any of the three fireplaces must be negotiated with the Booking Co-ordinator at least one week prior to the function.

PARKING

1. Parking on the property is limited to the carpark at the Edgeware Road entrance.
2. No vehicles or animals are allowed beyond this carpark.
3. Parking on the gravel adjacent to the house is limited to loading / unloading only.
4. Additional parking is available at the former Aldgate Railway Station – now The Hut.

CHILDREN

Children must be supervised, both in the house and garden, at all times.

SMOKING

To comply with NTSA policy, Stangate House and Garden has a NO SMOKING policy effective over the entire property including all bathrooms/toilets.

BARBEQUES

The use of barbeques on any of the verandahs of the house is not permitted.

GARDEN

1. The throwing of confetti and rice is not permitted. Rose petals are permitted.
2. Marquees are to be hired from and erected by a 'suggested hire company'.
3. Garden beds must not be entered.
4. State bushfire regulations are to be observed at all times.

SPECIAL CONDITIONS

To comply with Council health requirements, if more than 100 guests are attending your reception or any function, it may be necessary to hire portable toilets.

This matter is to be discussed with the Booking Co-ordinator when confirming your booking.

MUSIC AND NOISE

1. Loud amplified music and excessive noise are not permitted as the property is in a residential area.
2. **All functions in the Garden must finish by 10.00pm and in the House by midnight – no extension of time is allowed.**