

SUMMER HOUSE - VENUE HIRE RATES

VENUE DETAILS	HALF DAY	FULL DAY	WEEKEND SURCHARGE	SMALL NFP'S DISCOUNT (< \$80K GROSS PA)
CHILL OUT ROOM 1:1 or family consult	\$50	\$80	+25%	50%
SUNSHINE ROOM with a capacity up to 50 ppl	\$80	\$100	+25%	50%
MAIN HALL with a capacity up to 100 ppl	\$100	\$150	+25%	50%
OUTSIDE zone with a capacity of up to 100 ppl	\$50	\$80	+25%	50%

NB – Venue isn't available for hire during school holidays or on public holiday

**** NB All events must comply by covid-19 restriction policy, and is at hirer's risk. A list of attendee's details are to be supplied to AAM after the event so we may keep for contact tracing should it be necessary.

Booking Details:

Date of Event	<input type="text"/>	Name of Event	<input type="text"/>
Room	<input type="text"/>	Number of people	<input type="text"/>
Access Time	<input type="text"/>	Start Time	<input type="text"/>
Finish Time	<input type="text"/>	Exit Time	<input type="text"/>
Type of event	<input type="text"/>		
Contact person on the day	<input type="text"/>		
If this is to be a reoccurring event please indicate Day/Time	<input type="text"/>	Weeks	<input type="text"/>

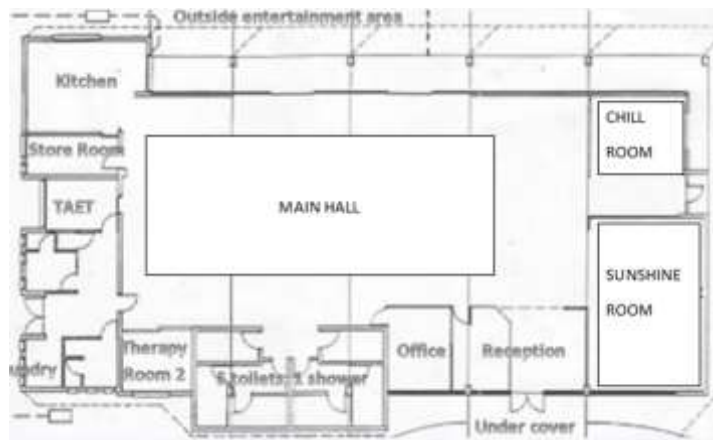
NB – We will invoice an activity block up to 10 weeks at a time. AAM activities/events take priority. Long term commitments won't be possible once covid-19 is over and normal children's activities commence.

Catering options:

Care Kitchen	Y/N	Off Site Catering	Y/N	Access to kitchen	Y/N
Who is catering/details	<input type="text"/>				

Rooms Available

- Sunshine Room
- Chill out Room
- Main Hall
- Outside



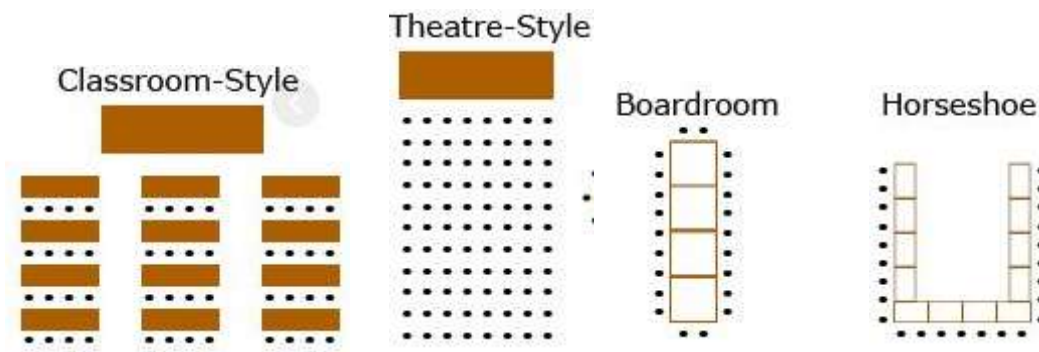
Set Up and pack away

It is the hirer's responsibility to set up and then pack up after the event. If you require us to set up the room, an additional cost of \$50 applies to set up, and a \$50 fee to pack away.

- I'll set up myself
- I'll pack away myself
- I'd like AAM to arrange at an extra cost to SET UP / PACK AWAY

Hirer understands and agrees they will be charged this fee if not packed away unless prior arranged

Set up – Empty or circle one of below



Note: Chill Out Room suitable 1:1 Consults or family consult

Sunshine Room suitable Boardroom 20 people, Classroom 16 people, Theatre 50 people

Main Hall suitable Boardroom 40 people, Classroom 32 people, Theatre 100 people

(((NB – AS AT 24/08/2020 LIMITED SET UP OPTIONS EXIST, PLEASE DISCUSS WHEN VIEWING THE SPACE))))

Equipment – Please indicate what’s required

- Wifi
- TV – HDMI
- Lectern
- White board
- Paper flip chart
- Registration table
- Microphone X 2 /Speaker (for yard events only)

Cleaning

It’s the hirer’s responsibility to clean up after the event. Cleaning items and products available upon request.

Additional Information

Will you be playing music and/or will your gathering involve loud music/noise? YES / NO

Will you be bringing in equipment? YES / NO If "yes" please specify_____

Will there be materials delivered to Summer House Mackay? Yes/No _____

Expected date of delivery

Name of company/person delivering

Additional information

Terms and conditions of Room Hire

1. Alcohol may not be brought into our premises.
2. Smoking is prohibited in the venue and surrounds at all times.
3. The Hirer must advise at the time of the booking of the exact nature of their booking and if they plan to engage in any activity which may involve loud music or excessive noise.
4. Rooms must be left in the condition in which they were found. Failure to leave the rooms in a tidy and clean state may result in an additional surcharge.
5. Any damage to our building or equipment will be the responsibility of the Hirer.
6. The person completing the Form and whose signature appears on the Form, is subject to these conditions of Hire and must be over 18 years of age.
7. Events must conclude by 10pm.
8. The Hirer is required to remain on site until the conclusion of the event to ensure all responsibilities are undertaken, including cleaning and security the venue.
9. No space hired within the building shall be sub-let or transferred to anyone else.
10. The Hirer shall be liable for any claim, loss, damage or injury to any person or property arising from this Hire.
11. The kitchen including all surfaces and appliances must be thoroughly cleaned and restored to its proper condition at the completion of the hire. Summer House Mackay will engage professional cleaners where required and costs will be charged to the hirer.

I have read and agree to All Abilities Mackay Inc terms and conditions.

Signed:

Date:

Print Name

To complete your booking please ensure you have attached a copy of your Public Liability Policy or Certificate of Currency to ensure any risks are adequately covered. Upon completing this registration process, it's assumed you have the correct qualifications to hold this event.

Unless prior arrangement, there is to be no implication this is an All Abilities Mackay or Summer House Mackay event. Your publicity may state the venue, but must also clearly indicate the name of the event sponsor or co-ordinator.

All Abilities Mackay and Summer House Mackay may choose to assist in promotion of your event on our social media profiles. If you require banners on our fences etc in the lead up to your event, prior permission must be sought, and appropriate approvals from local authorities.

Thankyou for completing this booking form.

The venue & events coordinator will contact you shortly.

Booking will be confirmed upon receipt of payment, unless arranged specifically with Bec Nicol.

OFFICE USE ONLY

Event application received _____ By _____

Insurance received _____ attach to this form

Check diary/calendar _____ notes _____

Approved _____ Communicated _____

Rejected reason _____ Communicated _____

If event clash for room, is there an alternative? Notes _____

Total event cost expected _____

Invoice Number _____