

# CASCADES COLONIAL ACCOMMODATION HALL HIRE AGREEMENT

## General Information

Surname/s \_\_\_\_\_

Given Names \_\_\_\_\_

Address \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

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

Credit Card Details: \_\_\_\_\_

## Description of Function at Cascades Mess Hall

Date of Hire: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

How many tables are needed? \_\_\_\_\_

How many chairs are needed? \_\_\_\_\_

## Undertaking

I \_\_\_\_\_ (name)

Of \_\_\_\_\_ (address)

acknowledge having received and read a copy of condition of hall hire and undertake to be bound by and comply with the conditions in every respect and I further undertake to be responsible for ensuring that all individuals and groups using the premises in association with the function shall comply with the conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FEES AND INCLUSIONS OF HALL HIRE

### Hall Hire Fees

- The cost of the hall is \$1100. This is for one night only but includes time for set up the day before and clean up after the event.
- In addition \$250 bond.
- Extra night hall hire \$400.

### Hall Hire Fee Inclusions

- Rental for one night of the convict mess hall, toilet and kitchen facilities.
- The **maximum** capacity for functions is 75 people, for an additional 25 people a port-a-loo must be hired for the duration of the event. No more than 100 people are allowed at a function.
- Prime waterfront position with extensive north facing lawn.
- Ample parking for guests.
- Wood for the two fireplaces (inside and outside),
- Prior cleaning of the hall.
- Toilet paper, paper towels, 2 white flags for the roadside entrance of driveway.
- 10 round tables and 100 chairs.
- Sand pots for outdoor smoking.
- Access to a gas BBQ (you must supply your own gas bottle.)
- Rubbish removal

Hall hire includes free camping only for the night/s you rent the hall. Campers must leave by 12pm the following day.

### Hall Hire Fee Does Not Include

- post event clean up
- breakages and damaged property, chairs, tables etc.
- decorations

Hall keys are not available until all monies are paid.

## **CONDITIONS OF HALL HIRE**

### **Payment**

- A non-refundable hall hire deposit of \$500 must be paid in cash, by credit card or bank transfer to Cascades at time of booking. This confirms the booking to use our hall on the given date.
- The hall hire balance of \$600 must also be deposited with Cascades Colonial Accommodation at least two weeks prior to the event.
- The \$250 bond shall be paid along with the balance. It will be credited to your designated payment method once the hall has been inspected and deemed left in a similar state to your arrival. It is refundable within seven working days after the event, unless damages have been incurred.
- Credit card details must be submitted at time of booking to guarantee payment and cover any additional costs resulting from damages amounting to over \$250.

### **Cancellation**

- Notification of cancellation of a booking must be given not less than two weeks prior to booking.
- Cancellation of the hall booking will result in the loss of the \$500 hall hire deposit.

### **Bond**

- If there is no breach of the conditions of usage or damage to the building or any fittings and furniture therein or abnormal cleaning, the deposit will be returned within 1 week of use of the premises.
- The sum of \$250 bond is security against damage to the building or any fittings and furniture contained therein, for any cleaning arranged by the Managers resulting from the hirer's use of the premises or from breach of conditions.
- The hirer shall be liable on demand by the Managers to pay any further amount in excess of such bond to meet the full cost of such damage or cleaning.

### **Access to Hall**

- If you are having a function, access to the hall is allowed the day prior to the event date for set up. If you need to come earlier for any reason please discuss it with Marcus or Maria.
- Following the event all property must be removed from the hall by 2pm.

### **Hall Clean Up**

- The hall hirer is responsible for leaving the premises in a clean and tidy state.
- Rubbish needs to be deposited in the 44 gallon drums provided.
- Refer to 'Useful Contacts' if you do not want to do this yourself.

### **Liability**

- The managers, owners and employees of Cascades Colonial Accommodation shall not be liable for any loss or damage sustained by the hirer during the period of hire.
- The hirer indemnifies the managers, owners and employees against any such person, form or corporation in respect of any such article or thing.

### **Music**

- The management must be informed prior to the event if DJ's or bands or live musicians are expected to perform.
- A reasonable level of music must be adhered to at all times.
- **Amplified music must be turned off at 12am.** If this does not occur **you will lose** your bond. It is important good relations are kept with neighbours for future functions.

### **Fires**

- Fires are only allowed in the inside fireplace and in the designated area on the lawn.
- Absolutely no other fires are permitted.
- Fire blanket and extinguisher are located in the kitchen by the door.

### **Evacuation Procedures**

- Please read fire evacuation procedures displayed in the kitchen.

### **Fireworks**

- No fireworks permitted.

### **Site Modifications**

- Any site modifications, extra structures, posts, poles must not be installed without prior consultation as it may pose a safety risk with underground power and water supplies.

### **Hall Decorations**

- No additional holes are to be made in the walls of the building.
- Please consult with us if there are any queries.

### **Catering**

- The kitchen in the hall is not suitable for self catering, it is sufficient for warming, storing or presenting food that has already been prepared.
- The accommodation units are not to be used for catering purposes for hall functions.
- There is a large insulated fishing box that can be used with ice for drinks.
- No hot liquid, oil or other substances can be poured on the grass.
- **Please inform your caterers of this condition.**

### **Pets**

- No pets are allowed on the grounds.

## **PLEASE NOTE THAT A CONDITION OF HALL HIRE IS THAT ALL ACCOMMODATION MUST BE BOOKED ON THE NIGHT OF THE EVENT.**

### **Accommodation and Prices**

- **Names of guests booking the cottages must be supplied by hall hirers.**
- A condition of hall hire is that ALL the accommodation must be rented out the night you hire out the hall, as we cannot book it to anyone else.
- Hall hirers must
- Cottages can only be booked for the number of beds there are. This means no extra people camping out on the floor in cottages.
- We do have 2 fold up beds if an extra bed is needed in any of the cottages. One of these fold out beds is only suitable for a child.
- Guest bookings with names, email address and contact no.s must be submitted to the management 2 weeks prior to the event.
- Cottages must be paid for at least two weeks before the event.

### **Cancellations**

- In case a cottage is not booked or utilized, the hall hirers will be responsible for paying for the room.
- Cancellation fees for the cottages will apply to individual guests.

### **Prices**

Prices for the 6 cottages includes continental breakfast provisions:

- 2x 1 bedroom cottage with double bed  
2 people - \$185 p/n
- 2x 1 bedroom cottage with a double and single bed in the same room  
3 people - \$205 p/n  
2 people - \$185 p/n
- 1x 2 bedroom cottage with queen size bed in 1 room and 2 king singles in other  
4 people - \$280 p/n
- 1x Luxury spa cottage  
2 people - \$230 for 1 night.  
3 people - \$260

### **Check Out Times**

- Check out is 10am for guests in cottages, 12pm for campers. Please be aware we have more guests checking in the day that you check out and need to have Cascades space back to prepare for their arrival. If your friends are late to get up

please wake them up. A \$30 fee per hour will apply if cleaners are left waiting to clean cottages.

- Special late checkout available only for guests in the Spa Cottage in consultation with Management.

## **Pets**

- No pets allowed in cottages or on the grounds

## **USEFUL CONTACTS**

### **Food and Beverages**

**We can recommend the following businesses.**

**Relish Caterers** 62144251

**Waji** 0418568624

**Olive Tree** 6244 4911

### **Norfolk Bay Wine**

Our local boutique vineyard right here at Koonya will happily supply your event with their exclusive range of wine. Already gaining a serious reputation in Tasmania for their Pinot Noir, they are now exporting to England. Red, White, Rose and soon to be release Sparkling wine can be ordered at least two weeks before the event.

Mob: 0428724145

### **Decorations and Event Management**

Creating the perfect ambience for your special event on the peninsula is possible with Katree Designs. She combines knowledge of Interior Design and a love of flowers, grasses and fabrics to create original displays and decorations for special events.

Whether your dream is a classic white wedding or an informal BBQ, Katree Designs can provide a solution. From tents to tables, floral arrangements, cakes and fancy finishes the possibilities are endless. Contact Katree on Ph. 6250 3492 or [lilitree03@yahoo.co.uk](mailto:lilitree03@yahoo.co.uk)

### **Hire**

Salter's Hire in Glenorchy can supply you with all your party needs. They will deliver and pick up goods if required. Glasses, plates, linen and decorative items, candelabras and structures, even a red carpet are available to enhance and decorate your wedding.

### **Entertainment**

Talented local musicians are often asked to perform at events at Cascades. On the Tasman Peninsula we are lucky to have a range of musicians and bands that may be available for your special occasion. A harp player for the wedding ceremony or a slick four piece covers band that will entertain you through the evening?

Muse: Harp music played by Cate Ph: 6250 2014

Please enquire with us to get contact numbers for other different performers.

### **Cleaning and Rubbish**

Maids to Clean is run by Cheryl. She is able to do a general clean up for you.

Ph: 0403 838 454.

Oldham's Rubbish Removal: Leigh is able to collect your rubbish. He supplies bins in advance and picks them up on Monday. Ph: 6250 3550.

## Bus Hire

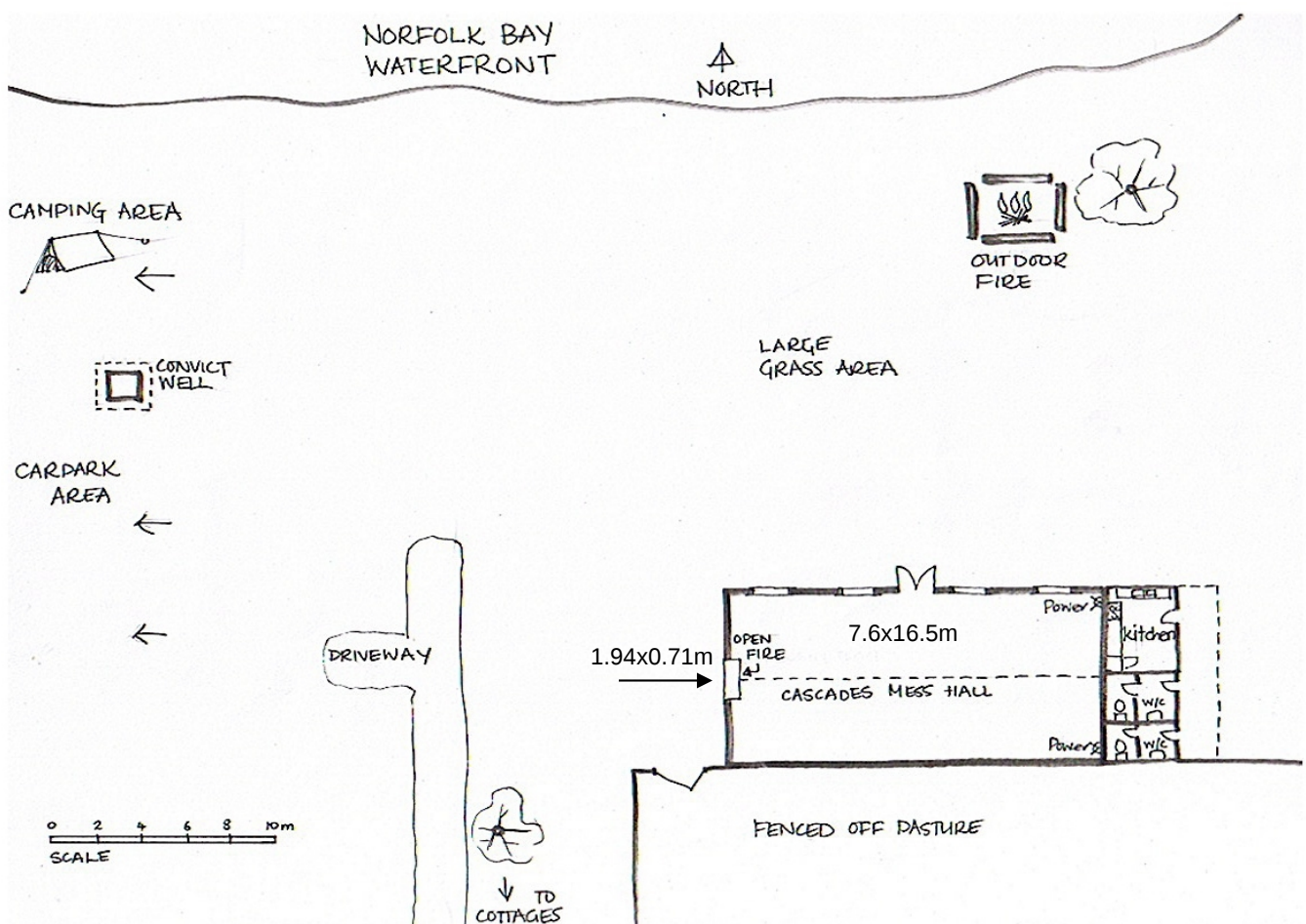
Steve Mundy will drive your guests to and from their accommodation. Ph: 6250 3673

## Port-a-Loos

Port-a-loos are available for hire on the Peninsula from Lee Pace. Ph: 6250 3570

## SITE AND BUILDING PLAN

**The Mess Hall is 7.6m wide and 16.5m long. Also the fireplace is 1.94m wide and .710m deep.**



## USEFUL INFORMATION AND THINGS TO CONSIDER

- **Table Size** - The tables are round 1.8m in diameter, made from chip board with separate adjustable legs, they comfortably seat 8-10 people.
- **Chairs** - 100 x White plastic stacking chairs with arms are included with the hall booking.
- **Kitchen Equipment** - Includes a single sink, a domestic sized fridge, an electric

oven, microwave, stainless steel bench top and power points.

- **Power Points** - There are only 2 double power points on the wall opposite the fireplace in the Mess Hall. Extension leads will be necessary to connect power through out the building.
- **Ladder** - A ladder will be provided for your use.
- **Parking** - Due to parking limitations please delegate parking attendant duties to friends. Most parking is in front of the spa cottage towards the water. Leave room for the campers at the front.
- **Uneven Floor** - Please let your guests know the venue is rural so they will be walking on grass/ gravel and also an uneven sandstone floor in the hall so they will choose suitable shoes.
- **Alcohol** – **It is the policy of Cascades Colonial that Alcohol must be served by a responsible adult. This person must be nominated by the hall hirers.**

**Alcohol must not be served to intoxicated persons.**

If you are supplying alcohol to your guests it is your responsibility to ensure guests do not drink exceed reasonable levels of alcohol consumption.

Driving after drinking is not permitted and the management/representative reserve the right to confiscate vehicle keys for the safety of all guests and others.

- **Candles** - Please be aware of how you position candles. For example do not put them too close to the wooden windows. Delegate someone to snuff them out at the end of the evening.
- **Fire Safety** - There is a fire extinguisher and blanket located in the kitchen by the door.
- **Music** – It is advisable to delegate someone to be responsible for turning amplified music off at 12 o'clock.