



## Hire agreement for event bookings in the Heritage Houses, Cockatoo Island

### Applicant's details

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Company name: *(if applicable)* \_\_\_\_\_

ABN: *(if applicable)* \_\_\_\_\_

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

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

Name and mobile number of contact on the day: \_\_\_\_\_

### Event details

Date for event: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Dates staying in Heritage Houses: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Event purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details for transport, including method and arrival/departure times for guests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What else do you plan to do while on the island? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about the venue? \_\_\_\_\_  
\_\_\_\_\_

**I have read and agree to the licence terms and conditions for the Venue**

Hirer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sydney Harbour Federation Trust signature: \_\_\_\_\_ Date: \_\_\_\_\_

Venue for hire	Venue fee	Capacity
Up to 10 day guests (permitted in either Heritage House 24A or 24B)	\$400	10
Up to 20 day guests (permitted only in Heritage House 24B)	\$700	20
Up to 30 day guests (must be in conjunction with both Heritage House bookings 24A and 24B)	\$950	30
Security fee for events longer than 4 hours	\$200	

Catering supplies for hire	Price (each)	Quantity	Total cost
Bowl – dessert (white)	\$0.50		
Plate – dinner (white)	\$0.50		
Plate – side (white)	\$0.50		
Forks	\$0.50		
Knives	\$0.50		
Spoons	\$0.50		
Teaspoons	\$0.25		
Cup – coffee / tea	\$1.00		
Glass – champagne	\$1.00		
Glass – tumbler	\$1.00		
Glass – wine	\$1.00		
Trestle tables – one table supplied for every six guests	FREE		
Trestle tables - extras	\$23.00		
White table cloths for trestles (includes laundry)	\$13.00		
Champagne / wine bucket – large	\$15.00		
Serving spoons	\$1.00		
Tongs	\$1.00		
<b>Total</b>			

## LICENCE TERMS AND CONDITIONS FOR EVENT BOOKINGS IN THE HERITAGE HOUSES (“VENUE”) FROM THE SYDNEY HARBOUR FEDERATION TRUST (“THE TRUST”)

The Hirer acknowledges that no obligations in relation to the Venue will arise unless and until licence documentation has been agreed and executed by all relevant parties and all fees are paid.

### 1. Licensed Area

- i. The event must take place in the designated Venue only. The Hirer must be mindful both of other visitors to the Trust sites and visitors of adjacent properties and must ensure that disruption caused to visitors and neighbouring properties is minimised. The Booking Fee entitles the Hirer to use of the Venue only.
- ii. This agreement is for low impact self sufficient events and is for bookings of a maximum group size of 30 day visitors.

### 2. Payment

Confirmation must be made and all fees paid in full, at least two weeks prior to the event.

### 3. Cancellations

Hire fees are non refundable.

### 4. Insurance

For organisations, a copy of Public Liability Insurance for \$20,000,000 must accompany the application.

### 5. Booking Times

- i. The Hirer must already have a reservation for the Heritage Houses and may book events in the houses between the following times 10am – 9pm. Set up, break down and cleaning of the Venue must be within booked times.
- ii. All day visitors must have departed the accommodation venue by 9pm.

### 6. Site Care

- i. The Hirer accepts the Venue in its prevailing condition at the time of hiring. Upon licence expiry an inspection of the Venue will be carried out by a member of the Trust. The Hirer hereby accepts liability for any damage caused to the Venue and/or surrounding areas and agrees to pay any costs incurred in the repair or replacement of damaged property. The credit card supplied will be held as a guarantee for this purpose.
- ii. The Hirer agrees to use the Venue at own risk and releases and waives any right to make any claim against the Trust for loss, theft, cost, expense or damage arising directly or indirectly from the use by the Hirer of the Venue.
- iii. The Trust accepts no liability for equipment brought to site.
- iv. All external areas under the hired venue must be left in the same condition as prior to the event.

### 7. Food and Beverage

- i. A limited quantity of alcohol is permitted such as wine and beer. Food and soft drink service is permitted by prior written consent of the Trust. Limited takeaway beer and wine can be purchased from the Island’s Café during operating hours. Alcohol must only be consumed at the Venue.
- ii. The Hirer is responsible for ensuring the group consumes alcohol responsibly. Fines may apply.
- iii. The Restaurant and Catering Industry Association of NSW’s Licence Accreditation Scheme regulates and informs the public regarding minimum standards for catering businesses. All caterers at the Venue must have a Gold License and a copy must be provided to the Trust on request.

### 8. Security

A security guard will be provided to monitor alcohol consumption and safety of guests and property.

### 9. Waste Removal

There are limited waste collection facilities on the Island; all waste must be placed in the bins.

### 10. Inclusions

Chairs and umbrellas are provided for the number of required guests. Additional equipment is available to hire on request.

### 11. Not permitted

Loud amplification is not permitted (for example, microphones, stereos, PAs or speakers). Neither are ball games, directional or branded signage, anything that indicated exclusivity, vehicles, decorations, balloons, banners, confetti, fireworks and alterations or fixings to the Venue including the attachment of nails, screws or any other fastenings to walls or fittings.

### 12. Regulations

- i. The Hirer and guests must comply with all relevant laws including the Sydney Harbour Federation Trust Act 2001 and Sydney Harbour Federation Trust Regulations 2001.
- ii. Groups are to follow any instruction from the Trust’s Rangers or Security.
- iii. At the discretion of the Trust, In the event of antisocial behavior groups may be asked to leave the Island.
- iv. Intoxicated people may be refused onto Public Transport. If a water taxi is arranged, this is at the cost of the individual or hirer.
- v. All furniture and kitchen equipment must be returned to its original position prior to the hiring of the area.

### 13. Other information

The Trust reserves the right to take photos of any event and use for publicity purposes.

- For enquiries please email or call the Visitor Centre on either [stay@cockatooisland.gov.au](mailto:stay@cockatooisland.gov.au) or **8969 2111**. Monday to Saturday 9am-4pm and Sundays 9am-3pm.
- To make a booking, please complete this Hire Agreement form with payment and return to the above email address This booking request is not confirmed until you have received a confirmation of your booking and payment has been receipted.
- A credit card Security bond of \$1000 will be held against the booking and released at final inspection upon departure any damages or additional cleaning will be deducted from the bond held.

### Sydney Harbour Federation Trust

Building 28, Best Ave (off Suakin Drive), PO Box 607 Mosman NSW 2088

Ph. 02 8969 2111

# Hire agreement for event bookings

in the Heritage Houses, Cockatoo Island

## Method of payment for event booking in Heritage Houses

Credit card number: \_\_\_\_\_

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

Credit card type\*\*: \_\_\_\_\_

\*\*Please note a 3% surcharge applies to American Express Cards. Diners club is not accepted.

Expiry date: \_\_\_\_\_

Amount – venue hire: \_\_\_\_\_ Security: \_\_\_\_\_

Deposit: \_\_\_\_\_ Total: \_\_\_\_\_

I authorise my credit card to be charged the full Venue Hire Fee, and for Sydney Harbour Federation Trust to hold the additional \$1000 security bond.

I am aware that the supplied credit card may be used to reimburse the Trust for any damages, including cleaning or rubbish removal from this period of Hire. The Trust will advise before charging the card.

Cardholder's signature: \_\_\_\_\_ Date: \_\_\_\_\_