

STANGATE HOUSE and GARDEN
CONDITIONS OF HIRE
effective from 1 May 2016

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.
6. Maximum number of guests for a Wedding Reception is 150.

CANCELLATION

1. Subject to the venue being rebooked by a different hirer, a Cancellation fee of \$500 is charged if the hirer cancels within 60 days of the function for any reason.
2. Subject to the venue being rebooked by a different hirer, a Cancellation fee of \$200 is charged if the hirer cancels more than 60 days before the function for any reason.

FUNCTION

The Booking Co-ordinator is to be advised in writing 14 days before the function of :

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

DAMAGE

1. The hirer takes full responsibility for all guests from time of arrival until departure.
2. The hirer takes full responsibility for all contractor(s) that you may engage for any service.
3. The hirer *undertakes to make good* any damage or losses incurred during the period of hire, including deliveries and pickup, 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.
4. Furniture and artefacts in the house are not to be moved without the permission of the Booking Co-ordinator.
5. No adhesive substance, including 'blue-tak', is to be used on walls and doors.
6. No Eskys or bottles are allowed in the House. The verandah adjacent to the Drawing Room may be used for storage and serving of any drinks to be consumed inside the house.
7. Additional fees for cleaning and/or repairs for damage to the property, the Gardens, the House and its contents, in particular floors and furniture, will be deducted from the security deposit.

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 licence (*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** – dishwasher tablets are provided

STANGATE HOUSE and GARDEN
CONDITIONS OF HIRE
effective from 1 May 2016

CLEANING

By 10.00am 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 the day after the function or the next business day at the latest.
3. **Jarrah floors** and mats are to be swept in the rooms used – floors are not to be washed
NOTE: The floors must be left in exactly the same state as before the function.
4. All surfaces and tray mobiles used in the kitchen/s must be wiped clean
5. All rubbish, including cans and bottles, must 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 except for Assistance Dogs.
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.
5. Parking in adjoining streets must comply with SA Road Traffic Regulations.

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 and the garden.

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 and must be collected after the function.
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.
5. Sparklers, candles or other naked flames are not permitted at any time.
Battery operated candles are an alternative.

SPECIAL CONDITIONS

1. Please be aware that Stangate House has a septic system and advise your guests accordingly. Signage is displayed in all toilets to this effect.
2. No delivery can be made earlier than one day preceding the function.
3. Dance floors can only be installed on the day of the function.

MUSIC AND NOISE

1. Loud amplified music, including any electronic instrument, drums and DJs, and excessive noise are not permitted as the property is in a residential area.
2. **All functions in the Garden must finish by 8pm and the property must be vacated – no extension of time is allowed.**
Any breach of this condition will result in the forfeiture of the entire security deposit.