

TERMS & CONDITIONS

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Welcome to Athol Hall

Situated in Ashton Park, Mosman, adjacent to Sydney's Taronga Zoo, Athol Hall is a heritage building dating back to mid 1800's and is very much part of Sydney's history.

Set in gardens and parklands it has the best views possible of Sydney Harbour, the Opera House and of course the beautiful city of Sydney.

The management and staff hope you enjoy our hospitality.

1.0 HOURS OF OPERATION

- 1.1 **Functions:** Function times are tailored to suit the function organizer, however as a general reference between the hours of 10.00am and 12.00 midnight.
- 1.1.1 **SUNDAYS:** Functions cannot start before 3.00 pm during the months of September - March on SUNDAYS due to Café commitments. Please direct all enquiries with our function co-ordinators.
- 1.2 **Café:** Café is operated from Tuesday to Friday and Sundays, 11.00am - 3.00 pm. It is normally situated on the verandah and can cater for up to 40 patrons at one sitting.
- 1.2a: Due to high demand on certain days it is advisable to make a reservation to avoid any disappointment
- 1.2b: Café is fully licensed and **does not** cater for BYO
- 1.2c: The verandah café may be closed due to large functions, please check with management to avoid any inconvenience.
- 1.3 **Marquees**
Marquees may only be erected twelve days per year and have a special set of terms and conditions, which are in addition to our normal terms, and conditions. They attract separate site fees independent of all other charges, please contact Danny Hewitt, 02 - 9968 4441 for information.
- 1.4 **Conferences**
Athol Hall is able to cater for your conference or seminar. Please refer to our conference package for details and costs.

2.0 DURATION OF FUNCTIONS

Weddings	5 hours*
Breakfast	2 hours
Cocktail	3 hours (including Christmas Party cocktails)
Birthday/Anniversaries	4 hours
Christmas Parties	4 hours

- 5 hour commencement includes use of leased area for wedding service purposes
- **SUNDAY BOOKINGS:** Due to Café requirements functions cannot start before 3.00 pm on Sundays during the months of September - March.

2.1 Extension Times

The management of Athol Hall wish your guests to enjoy maximum time allocated to your function. We respectfully remind you of the costs should your guests not vacate the premises on time. The function will be considered concluded when all guests & servants have left the premises and our staff can commence cleaning and resetting.

2.2 Charges for extension times

Athol Hall: \$ 250.00 Inc GST for every half an hour or part thereof after your allocated duration time.

Please note: There is a maximum of one and a half hour extension permitted for functions.

3.0 NOISE POLLUTION

The management of Athol Hall must approve all entertainment. The level of sound must not travel beyond the leased area, should any member of the public object to noise levels, the function organizer must reduce sound to an acceptable level immediately as directed by management. We will try to accommodate your choice of entertainment where possible.

4.0 CHILDREN

While Athol Hall Function Centre is family orientated, the following regulations must be observed; children must be accompanied by an adult at all times, both inside and outside Athol Hall; children are not permitted within three meters of the service bar area. Children's meals are charged at \$ 16.50 per child or \$ 20.00 per child.

5.0 THE HIRER AND/OR FUNCTION ORGANISERS LIABILITY

Any person attending Athol Hall for whatever reason as a guest or servant of the hirer. The hirer will accept total responsibility for any damages caused by their guests or servants. All servants, road crews, florists, decorators, band members, and function organizers, within the leased area of the hall, must comply with any requests made by Athol Hall management and shall act under the guidance of the same. Management decision will be considered final.

The hirer will, on demand from the management of Athol Hall, replace or cause to make good any items damaged. To the satisfaction of management a bond is payable on certain events.

All guests and servants of the hirer are responsible for collecting their goods and items from their function. Goods and items that still remain at Athol Hall one week after the function will be removed. Athol Hall takes no responsibility for goods and items left by the hirer.

6.0 ANIMALS

Domestic and non-native animals are banned in all areas of the National Park. Parks and Wildlife officers have the power to fine or prosecute offenders.

7.0 CONFETTI & GLITTER

The use of any small particle substance such as confetti or glitter for whatever purpose is forbidden within Athol Hall and the surrounding National Park. Please note that it is the hirer's responsibility to inform guests and servants not to use such matter.

A minimum charge of \$ 300 will be added to the final account should Athol Hall staff be required to pick up such matter at the conclusion of the function.

8.0 FLORAL ARRANGEMENTS

- Cut flowers and potted plants may be used within Athol Hall, however National Parks and Wildlife Services do not permit non-native plants within the National Park as seeds/cuttings dropped may germinate. **IVY'S, LANTANAS AND VINES in particular are banned within the National Park. All floral arrangements are to be assembled prior to entering the hall. Please inform all servants of these specific conditions.** All flowers that are not assembled are to be assembled outside in the gazebo then brought into the hall.
- **Important:** All suppliers/hirers entering the hall must ensure that there is no water to be dropped/spilt onto the wooden floor.

9.0 CATERING COMPANIES

The Leases and Management of Athol Hall do not permit outside catering companies to operate within any part of the Leased area. All plant and equipment is owned by D.H.S.H. Pty Ltd., and is for their sole use.

10.0 LIQUOR & BEVERAGE

Athol Hall is a licensed premise. **BYO is not permitted**, as a licensed venue Athol Hall is subject to the Liquor and Gaming Act of NSW. Please notify your guests **NOT** to bring liquor into leased area.

The service of beverage is by waiter/waitress only; no beverage may be obtained by guests at the service bar area. The consumption of beverage is not permitted within 3 meters of the service bar and on the front lawn. Persons under the age of 18 will not be served liquor; **proof of age is required.** Management and staff will refuse to serve any person they deem to be intoxicated or behaving in an unruly manner. **NO MORE IT'S THE LAW.**

The hirer will undertake to be responsible for his or her guests and will render assistance should it be necessary to evict any person who is deemed by management intoxicated or unruly.

The hirer will provide appropriate transport for his or her guests who may exceed the legal limit. Athol Hall will gladly request from the hirer, arrange a taxi for guests. *Subject to availability.*

11.0 CAR PARKING

There is limited guest and public parking available on a first come first served basis. The car park is located at the entrance to Ashton Park on entering the park it is directly on your left with Athol Hall on the right. We advise for transportation to be pre arranged.

The service area directly behind Athol Hall is for staff and authorised personnel only. The gate in this area is the emergency entrance to the park and must be kept clear at all times. Please inform your guests and servants.

12.0 MOTORISED VEHICLES

Private or commercial vehicles shall not drive beyond the emergency entrance at the rear of Athol Hall. **Emergency vehicles only may enter the park. Please note the there will be no exceptions. Please inform DJ's - Plant Hire - Band members - staging persons of the above.**

13.0 BOOKING ATHOL HALL

Athol Hall accepts tentative advance bookings. A date may be tentatively held for up to fourteen days should the booking fee of \$ 550.00 inc GST not be received within the above mentioned fourteen day period, the booking will be considered lapsed and date held will be released.

Please note the booking fee is non refundable under any circumstances and is not deducted from final invoice.

The date will only be held when Athol Hall has received both the \$550 booking fee and signed Terms & conditions Agreement page (page 7).

13.1 Refunds for cancelling

Please note the booking fee of \$ 550.00 is **non refundable** for cancellations under any circumstances.

13.2 Transfers

The hirer may under special circumstances, with the approval of management, transfer the booking fee to another available date. Athol Hall requires **ninety days** notice for this special arrangement to take place and within ninety days the booking fee will NOT BE transferred. Athol Hall reserves the right to alter all or part of the scheduling, hiring and conditions of a function or event.

13.3 Cancellations

13.31 Should you wish to cancel your function, we are required to have this in written format. The booking fee is not refunded.

13.32 Should the functions or event be cancelled within six working weeks, the hirer agrees to pay Athol Hall function Centre any losses for goods purchased by Athol Hall on the hirer's behalf.

13.33 The hirer also agrees to pay Athol Hall the loss of profit to be calculated at one third of the total estimate function retail cost.

14.0 NUMBER OF GUESTS ATTENDING FUNCTION

Athol Hall Function Centre has a minimum number requirement. This currently stands at **100 adult persons**, should the number of adult persons attending your function be less than 100 adult persons, a **surcharge of \$ 700** applies. If the number of guests is less than 70, a

surcharge of \$ 1000.00 applies. For guests less than 30 guests a surcharge of \$ 1300.00 applies.

This is in addition to cost of food, beverages and extension fees (if applicable).

Marquees and Garden functions are under special Terms & Conditions, site fees apply. Please enquire with Athol Hall management regarding charges.

15.0 **FILMING & PHOTOGRAPHY**

The leases have exclusive rights within the leased area regards to commercial filmmaking and photography fees apply. No company, freelance photographer, commercial artwork or commercial filmmaking is to take place within the leased area without written permission of the management of Athol Hall.

There are charges associated with the above activities. Please direct any enquiries to Mr Danny Hewitt, Athol Hall Function Centre, P O Box 720 Spit Junction NSW 2088.

We do however allow for private photography or film making of your function. Note: This must not be used commercially.

16.0 **NAKED FLAME/SMOKING**

The use of naked flame within the National Park is subject to all laws governed by The National Parks and Wildlife Services of NSW.

The use of candles inside and outside Athol Hall building and leased area is under strict guidelines. All flames must be enclosed in glass storms shades. Total fire ban days must be strictly observed.

Smoking within Athol Hall is forbidden. Guests may however use the verandah area for smoking. Guests must use ashtrays provided.

17.0 **PUBLIC HOLIDAYS**

A surcharge of 25% on food costs will apply to all functions held on public holidays.

18.0 **FOOD/BEVERAGE/FINAL GUEST NUMBERS**

Athol Hall requires the final numbers for catering purposes a minimum of fourteen days prior to the function date. After the fourteen days no reduction of final number of guests will be allowed. This final number will be the minimum number of guests charged on your invoice. **Please ensure you allow ample time to receive your RSVP.**

19.0 **COSTS**

All costs include GST and are subject to seasonal availability & price changes.

Menu change every June/July which may incur increase in cost.

20.0 **DECORATIONS**

Athol Hall provides all tables & chairs for the hall, balcony & ceremony set up. Balcony chairs are to remain on the balcony at all times. Athol Hall can provide decorations to compliment the hall and your style, please see our function information pack for all details and pricing.

TERMS FOR EXTERNAL DECORATORS/SUPPLIERS:

It is the Hirers responsibility to ensure that all decorators companies are aware of and understand the terms & conditions of the hall & abide by the bump in/out times directed by Athol Hall management.

Please note that Athol Hall will not move chairs/tables/decorations/equipment/ etc from the hall and grounds area, this will be the responsibility and at the cost of your hirers after permission given by Athol Hall management.

A cost will be incurred by Athol Hall for any equipment to be moved and please ensure that all suppliers collect their items at conclusion of your function or alternately the **morning after your function.**

Please be aware and inform your supplier that there is a **maximum bump out time of one hour PERMITTED, a penalty fee will be incurred for extra time.**

Athol Hall takes no responsibility for goods left on premises.

Please ensure that your suppliers are aware of the steps in and out of the hall for loading; your ceremony location on the grounds; access times & the utmost care is taken on the hall floor.

A charge will be incurred for damage to the hall and grounds.

Ceremony set up

Athol Hall can provide set up for your wedding ceremony on the grounds of Athol Hall. Ceremony set up costs \$ **280.00** and includes - 20 x white plastic chairs, 2 x market umbrellas, signing table & chair & rose petals for ceremony aisle. Balcony chairs are to remain here at all times and not moved. Athol Hall will not move outside hirer's equipment from/to ceremony; this will be the responsibility and at the cost of your hirer's after permission given by Athol Hall management.

21.0 SUPPLIERS/CREW

Utmost care and consideration to the hall and equipment must be taken at all times by all suppliers/hirers when setting up/entering etc.

Please inform all crew members (e.g. band, photographer, cake, etc) that access is via the back stairs through the side doors. Crews may park at the back of the hall. Bump in & bump out times are to be confirmed with the function co-ordinators. All equipment is to be removed at the conclusion of the function with a **MAXIMUM ONE HOUR PERMITTED, otherwise a penalty fee will incur.**

Athol Hall takes no responsibility for left equipment at the hall. We appreciate your understating and co-operation in this matter. Meals for the crew are \$ 22.00.

All leads and cords must be safety tagged and taped for OH & S. Please ensure your suppliers are aware of this.

Important: All suppliers/hirers entering the hall must ensure that there is no water to be dropped/spilt onto the wooden floor - as we use a wax seal on the floor which when water is left leaves a white mark. Please ensure they take utmost care of the hall and surrounds.

22.0 BATHROOMS

Bathrooms are located down the front stairs and up the path to the left. The bathrooms are cleaned prior to every function & checked throughout. There are no alternate bathrooms.

23.0 DEPARTURE OF GUESTS/BRIDAL PARTY

Athol Hall Management highly recommended transportation (Water taxi/coach/taxis) to be pre - ordered for the departure of guests & bridal party.

24.0 SET UPS OF FUNCTION

Athol Hall function co-ordinators are happy to set up your tea lights, cameras, menus, place cards, bonbonniere and other additions for your tables. We ask for these particulars along with your table plan (given after meeting) to be dropped in one or two days prior to your function. Access times for external suppliers can be given closer to the function but generally for cakes/florists/bands/etc anytime from 11.00 am on the day of the function - **please confirm this with management.**

25.0 METHOD OF PAYMENT OF FUNCTION

All food choices, estimated beverages, surcharge and extension fees (if applicable) are to be paid no later than **seven** working days prior to your function

- **Bank cheque or cash** - Must be received **seven** days prior to your function
- **Company or personal cheques** - Must be received **eleven** working days prior to your function
- **Credit cards - Visa, MasterCard only** - Will be accepted on the day of function for excess beverages and **also** accepted for deposit payment. Function invoice payments made by credit card facilities will incur a **2.2% surcharge onto your total invoice.**
- **Direct Banking** - Please contact Athol Hall for direct banking details.
Important: A fax, letter, email or phone call must accompany direct banking amounts stating date of function, amount paid and person responsible for payment.

Please allow ample duration for your direct banking transfers to be completed prior to your function.

All accounts must be settled at the conclusion of the function.

The hirer may wish to discuss with management the preferred method of payment. Athol Hall has no account facilities.

Please notify management in advance, the person responsible for settlement of any outstanding account balance at the conclusion of the function.

Please note: After 01 July 2000 all services rendered by Athol Hall Function Centre are liable for goods and services tax should you have any queries ask our sales department.

Terms & Conditions page 7: Agreement Page

Please fill out & send with your booking fee of \$ 550.00

Terms & Conditions Agreement

I/We have read the Terms & Conditions of Athol Hall Function Centre

I/We agree to be bound by the same

I/We will reimburse the management on demand for any of the above mentioned expensed

I/We understand that Athol Hall Function Centre reserves the right to change Terms & Conditions, menus and beverage lists where necessary.

The management of Athol Hall reserves the right to cancel or terminate any function at any time if they deem the function outside the above-mentioned guidelines. The management retains the right to eject any person whose behaviour in the management's opinion is not in keeping with the good standards of Athol Hall Function Centre.

Please fill out and sign the following and send the original with your function booking fee (non refundable/non deductible) of \$ 550.00.

Postal Address: Athol Hall Function Centre
P O Box 720
Spit Junction NSW 2088

Date of Function: _____

Person responsible for payment: _____

Booking Name: _____

Booking Time: Start: _____ End: _____

Address: _____
_____ P/Code: _____

Phone Numbers: H _____ W _____
F _____ M _____
E _____

Signed by or on behalf of hirer

Sign Name _____

Print Name _____

Date _____

Signed on behalf of Athol Hall Function Centre
