

Southern Theatre and Arts Supporters Inc (STARS)

BOOKING CONDITIONS for WAVERLEY HOMESTEAD

Fees – \$20 per hour or by arrangement. Deposit required.

Facilities available – inspection invited.

The Olive Reader Room with small stage can seat 70 approximately, has Yamaha piano. Kitchen is fully equipped. White board available and two smaller rooms available.

1 Agreement between Hirer and STARS

Hirer:

Address:

Contact Name & Phone Nos.:

Hire Date(s)	Day	Evening	Time(s)

2 Event Type (please ✓ appropriate box and advise expected attendance numbers)

Event	✓	No. Attending	Event	✓	No. Attending
Meeting			Performance		
Workshop/Class			Information Session		
Seminar/Conference			Social, eg birthday etc.		

3 Catering

No Catering		Self Catering	
Commercial Catering		STARS Catering	
Morning Tea		Lunch	
Afternoon Tea		Dinner	
Supper		Drinks only	
Other:			

4 The Hirer / STARS will be responsible during hire for:

- a) Opening Waverley Homestead
- b) At the end of the day:
 - 1) ensuring the security system is turned on
 - 2) all doors and windows are locked
 - 3) all lights and electrical power points are switched off
 - 4) the external sensor light is switched on
 - 5) rubbish placed in relevant outside bins
- c) Walls MAY NOT be used unless by prior arrangement.

5 Damage or Loss to the venue or contents is the sole responsibility of the hirer.

Hirer:

Date

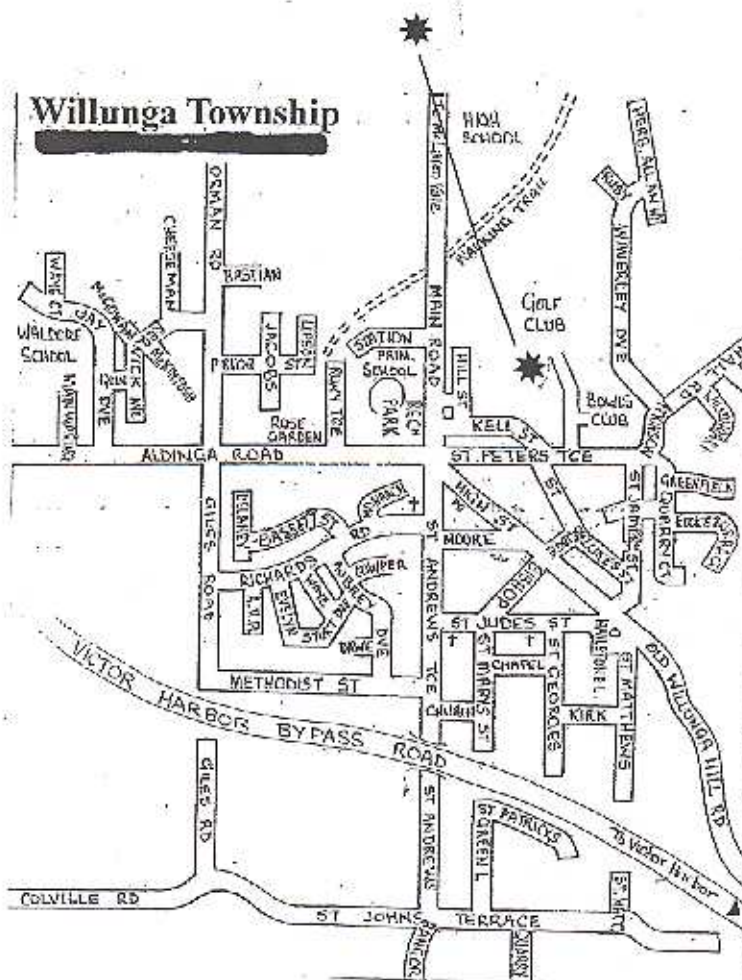
signature

STARS representative:

Date

signature

How to find Waverley Homestead, home of STARS – turn left off St Peter's Terrace into the Golf club and follow the drive down to the Golf car park, Waverley Homestead is on the left with a picket fence.



Office Use Only

Booking Ref. No. _____

Pre-Cleaning booked

Post-Cleaning booked

Public Liability

Key pickup

Key return

Deposit of \$ _____ paid

Receipt No. _____