



Cowra Show Society Inc.

Heritage Pavilion Hire Form 2024

<u>Area</u>	<u>Price*</u>
The Heritage Pavilion	\$1,650
Insurance if you do not have Public Liability Insurance	\$100
The Henley Bar	\$150
The Kitchen	\$350
Cleaning and Garbage	\$200
Bond GST free to be refunded within seven days 7 days	\$500

Tablecloths Round	@\$15.00 each
Tablecloths Long	@\$15.00 each
Chair Covers	@\$5.00 each
Tables	@\$10 each
Chairs	@ \$2 each
Cutlery- Crockery & Glasses	@ 0.60 each
Fairy Lights Yes/ No	
PA System Yes/No	
Committee Room Per Day	\$100
Committee Room Half Day	\$50 4 hours

All Prices are Per Day and GST Exclusive

Sub Total	_____
10% GST	_____
Total	_____

Name: _____

Address: _____

Phone: _____

Email: _____

Event: _____

Event Date: _____

Event Time: _____

Attendance: _____

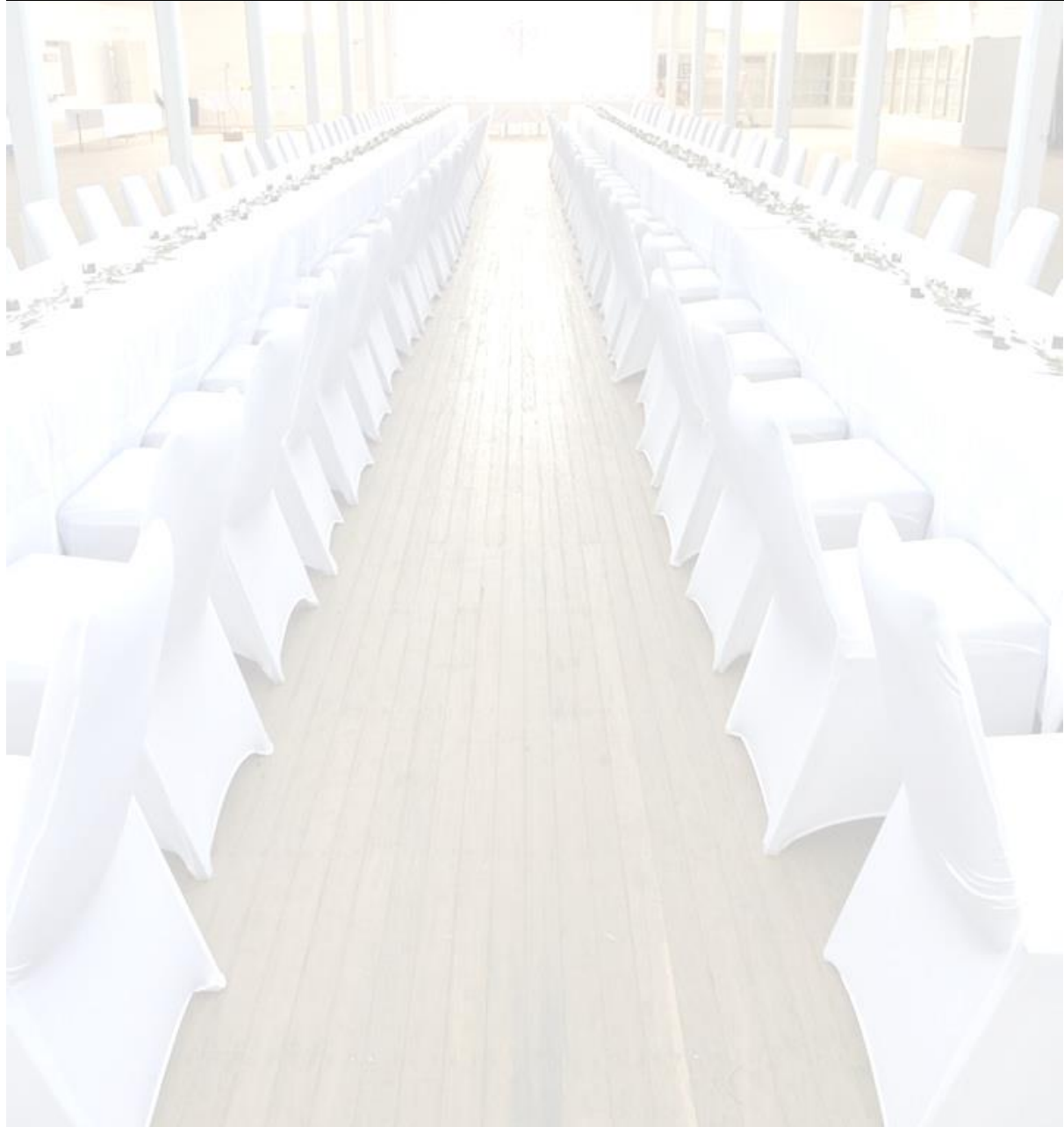
(Number of expected guests)

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INFORMATION WE REQUIRE TO ENSURE THE SUCCESS OF YOUR EVENT	
The Heritage Pavilion	Included in the hire are 12 Tables, 120 Chairs, NOTE: Extra Tables & chairs will be charged for Confetti of any type is NOT permitted in the Pavilion. No Waxed Candles to be used on tables.
The Kitchen Charge \$350	The use of the Kitchen includes the Cool room and Large Equipment ONLY. It does not include utensils, crockery or other items stored. The Kitchen MUST be left in a clean state. Charges will apply if this is not the case. Use of the Committee Room is NOT included, and MUST NOT be used for Food Preparation.
If a Set Up is required	This could be arranged for you. Prices range from \$300 depending on the number of persons attending your event, the equipment and furniture being used as well as the theme and decorations used.
Cleaning and Garbage	We will clean and dispose of your Rubbish for you, as well as dismantle your event, if required. Larger events will incur additional costs in this area and will be discussed with you.
Some caterers supply crockery and cutlery. If yours does not, please advise crockery and cutlery requirement	Note: - A charge Applies For Crockery and Cutlery at 60 cents per item
Will you need The Henley Bar Cost \$150	Yes No
If your event is a Wedding, please give us details of arrival times	
Will extra tables be required? Gift/Cake/Entry Charge \$10 per table	Yes No
Will you require a microphone?	Yes No
Is the Stage Required?	Yes No

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Will you require a Stand for a table plan at the entrance to the Pavilion?	Yes No
Will you require WiFi?	Yes No
Do you have any other requests?	



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Payment of Deposits

- No booking will be confirmed until a completed Application Form has been returned to and assessed by the Cowra Show Society and a deposit of \$500.00 has been paid. Payments should be made to:

Westpac BSB 032 820

A/C 280323

Please ensure you note your name on the remittance

- The Heritage Pavilion hire charges must be paid no later than 14 days prior to the event.
- Access to the venue will not be allowed unless all charges are paid in full and relevant paperwork is supplied.
- The Cowra Show Society reserves the right to revise fees and charges and conditions of hire without notice.
- The hirer acknowledges that if any monies are not paid by the due date, the hiring will not be accepted and the Cowra Show Society shall be entitled to relet the venue.

Cancellations

- All cancellations must be made in writing to the show secretary.
- Once the deposit has been paid and a cancellation is received more than thirty (30) days prior to the function – The Cowra Show Society will refund all deposits paid, less a \$50 administration fee.
- Should the hirer cancel fourteen (14) days or less, prior to the event date 100% of the deposit will be forfeited.

Print Name: _____

Signed: _____

Date: _____