



Cowra Show Society Inc.

Heritage Pavilion Hire Form 2024-25

<u>Area</u>	<u>Price*</u>
The Heritage Pavilion	\$950
Insurance if you do not have Public Liability Insurance	\$100
The Henley Bar	\$150
Use of the CSS Liquor License (if required)	\$100
The Kitchen	\$350
Cleaning and Garbage	\$200
Bond (GST free - to be refunded within 7 days)	\$500
Tables - Round	_____
Tablecloths Round	_____
Tables - Long	_____
Tablecloths Long	_____
Chairs	_____
Chair Covers	_____
Cutlery, Crockery & Glasses	_____
PA System	_____
Committee Room Per Day	_____
Committee Room Half Day	_____

Please indicate above how many of each item are required

All Prices are Per Day and GST Exclusive

Name: _____

Address: _____

Phone: _____

Email: _____

Event: _____

Event Date: _____

Event Time: _____

Attendance: _____

(Number of expected guests)

Cowra Show Society Inc.
Heritage Pavilion Hire Form 2024-25

INFORMATION WE REQUIRE TO ENSURE THE SUCCESS OF YOUR EVENT	
The Heritage Pavilion	Confetti of any type is NOT permitted in the Pavilion. No Waxed Candles to be used on tables.
The Kitchen	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.
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. Larger events will incur additional costs in this area and will be discussed with you.
Glasses, crockery and cutlery requirement	Some caterers supply crockery and cutlery. If yours does not, please advise crockery and cutlery requirement
Will you use The Henley Bar	If you plan to serve alcohol at your event, you must have staff or volunteers who have current RSA qualifications, and they must work under a current Liquor Licence. You may pay to use the Cowra Show Society License if required.
If your event is a Wedding, please give us details of arrival times	
Will extra tables be required? Gift/Cake/Entry	Yes No
Will you require a microphone?	Yes No
Is the Stage Required?	Yes No
Will you require a Stand for a table plan at the entrance to the Pavilion?	Yes No
Do you have any other requests?	

Cowra Show Society Inc.

Heritage Pavilion Hire Form 2024-25

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: _____