

Weddings and Events Booking Form – please scan and return to e-mail: nicky.state@act.gov.au

Booking Information

|  |
| --- |
| Hirer’s Name(s): Enter  |
| Names of Hosts of Event: Enter |
| Organisation Details: Enter | Choose an item. |
| Postal Address: Enter |
| Email Address(es): Enter Enter | Phone Contact(s): Enter Enter |
| Location in grounds to be hired for eventCeremony: Enter Reception: Enter |
| Function Type:  | Location fee:  |
| Date of Function:Click here to enter a date. | Times of Function:Enter |
| Arrival (Setup):Enter | Departure (Take down):Enter  |
| Number of Guests: Enter  |
| Photographer and Company Name: Enter  |
| Phone: Enter  | Email: Enter |
| Type of photography sessionEnter  | Location fee: Wedding photography complimentary – included in site fee. |
| Any Photographers working onsite are required to have a site induction prior to event. They can contact the Front of House Coordinator to arrange, or they can be contacted at your request. Please which is preferable for your occasion:[ ] Our Photographer will make contact to arrange[ ] Please contact our Photographer via the details above to arrange |

Additional Equipment Hire

|  |  |  |  |
| --- | --- | --- | --- |
|  | Quantity | Hire Fee | Equipment Fee |
| Marquee for Apricot or Machinery Shed lawns. | Please discuss with us.  | Self hire – please consult with us.  | At your expense. |
| Catering on Apricot Lawn  |  | Free |  |
| P.A. System (portable) with microphone and auxiliary cable input | Select | Included in location fee | Select |
| Registry signing table – heavy rustic timber available with or without white tablecloth |  | Included in location fee | N/A |
| 34 white chairs |  | Included in location fee | N/A |
| Additional chairs (self hire please consult with us first) |  | At your expense | N/A |
|  |  |  | Enter fee |

Please note bookings will be held tentatively for 30 days only without payment. A minimum 30% deposit is required to secure your booking. At your request, we can arrange for an invoice to facilitate a bank transfer; and also accept cash or eftpos payment.

|  |  |
| --- | --- |
| Total venue hire fee due: Enter | Deposit: Enter |
| Date: Click here to enter a date. | Payment method: Choose an item. |
| [ ]  I have read the terms and conditions of Weddings and Events at Lanyon Homestead[ ]  I agree to adhere to the conditions set out in Weddings and Events at Lanyon Homestead[ ]  I have read and agree to the cancellation policy |
| Name of Hirer: Enter  |
| Signature of Hirer: |
| Date: Click here to enter a date. |
| Front of House Coordinator to sign and date when booking complete and deposit paid: |

Please print and sign the page to confirm your booking. Thank you.