

Carclew Booking Form

Contract #

(For office use)

CONTACT DETAILS

Hirer name:

Organisation:

Address:

Mobile:

Email:

Invoice payable details if not an Individual:

Name/ Organisation:

Invoice Address:

HIRE DETAILS

Event Description:

Venue:

House and Grounds or Ballroom/ Boardroom**

Day/s and date/s:

Hire times:

(Please include the time from you arrive to the time you lock up)

Arrival time:

Lock up time:

Event times:

Guest Numbers:

Will you have alcohol for sale, or for free service to guests?

FREE/FOR SALE

Are you a young artist aged 26 years or less?

YES/ NO

Are you not-for-profit organisation?

YES/ NO

Will you require our trestle tables and plastic bistro chairs?

Tables: _____ (Max. 20)

Chairs: _____ (Max. 100)

How did you learn about Carclew?

Family/Friends/Internet/News/Others

****Highlight/circle as appropriate**

Please look through the information below and make sure Carclew is right for you.

Information You Need To Know Before Choosing Carclew

- Carclew requires full COVID-19 vaccination for all the hirers/suppliers that are entering to the building during office hours for site visit/induction/delivery.
- The Hirer on behalf of all guests is responsible for COVID-19 compliance as per SA Health's recommendations and guidelines.
- Deep disinfects cleaning fees apply as additional cost of venue hire fee. The cost will be included in the hires contract.
- The Carclew House, fence and outbuildings are high cultural and historical value to the heritage of South Australia and is protected under the Heritage Places Act 1993. It is extremely important that all Hirer's are mindful and respect the venue throughout the duration of their hire.
- Carclew is a DIY venue. We do not provide onsite staff or security. Please notes for an event with over 100 people who are consuming alcohol, you are required to book our Event Staff Person from 1 hour prior to guests arriving until lock up. Additional costs apply.
- Carclew is a Youth Arts Organisation, Youth Arts programs will get priority booking over your event.
- Carclew is a DIY venue, you will need to outsource all items eg. crockery, cutlery, glasses, catering, bar, alcohol, wait staff, decorations, AV/sound equipment, marquees etc.
- The Hirer must not nail, screw or affix (adhesive tape, 3M, blu tack, tacks) any material to the floors or walls. Carclew has a hanging system in place across most rooms that can be utilised by negotiation with the Front of House Coordinator.
- The use of confetti, candles, sparklers, and other equipment such as smoke machines, are prohibited inside and outside of the house.
- The hirer will need to work out required hours from the time you need access for setup until pack down and lock up.
- The Hirer is responsible for securing a liquor license and displaying at the function, if required.
- We are in a residential area and so loud music must be turned down after 11pm guests exiting by 12:00am.
- Carclew is a smoke free venue. Smoking is prohibited on the entire house and grounds.
- The correct use of the recycling bins is important to us. Incorrect disposal of rubbish will lead to a loss of bond.