

## Campground kitchen and BBQ facility – Group hire booking form

Venue for hire	Capacity	Fee	Duration
Campground kitchen with BBQ facility and two tables (assigned by accommodation team)	30	\$250	3 hours

### Hire agreement

The venue is available for group hire (max. 3 hours) between Sunday to Thursday from 12pm to 3pm. The venue is not available for hire on Friday or Saturday.

For enquiries, contact our accommodation team during operating hours: 9am to 4pm, Monday to Saturday and 9am to 3pm, Sunday. Email [stay@cockatooisland.gov.au](mailto:stay@cockatooisland.gov.au) or call **(02) 9700 4100**.

To request a booking, please complete this form, providing your payment details, and send it to the above email address.

*Note: All bookings are subject to availability. Further, your booking is not confirmed until our accommodation team has issued you with a confirmation notice and a receipt.*

### Hirer's details

Full name		Contact number	
Company name (if applicable)			
ABN (if applicable)			
Address			
Suburb		Postcode	
Email address			
Name of contact on the day		Mobile	

### Function details

Date	Start time	End time	Number of guests
Function purpose			
Details of food service, self catered or other			
Details for transport, include method and arrival departure times			
What else do you plan to do while on the island? e.g. camping			

## How did you hear about the venue?

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## Declaration

I have read and agree to the licence terms and conditions for the venue.

Hirer's name	Hirer's signature	Date

On behalf of the Sydney Harbour Federation Trust:

Name	Signature	Date

## Payment

- In order to lodge your application, please fill out the following payment details.
- Diners and American Express Cards not accepted.

## Credit card details

Name on card		Expiry date	
Credit card type	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	CVV	
Credit card number		Total amount	\$

I authorise my credit card to be charged the full venue hire fee.

I am aware that the supplied credit card may be used to reimburse the Harbour Trust for any damages, including cleaning or rubbish removal from this period of hire. The Harbour Trust will advise before charging the card.

Card holder's signature		Date	
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## Terms and conditions

Licence terms and conditions for group BBQ Bookings at the Campground Kitchen area (“Venue”) from the Sydney Harbour Federation Trust (“Harbour Trust”). The Hirer acknowledges that no obligations in relation to the Venue will arise unless and until licence documentation has been agreed and executed by all relevant parties and all fees are paid.

### 1. Licensed Area

- i. The event must take place in the designated Venue only. The Hirer must be mindful of other visitors to Cockatoo Island and guests staying in the campground and must ensure that disruption caused to visitors and campground guests is minimised. The Booking Fee entitles the Hirer to use of the Venue only.
- ii. This agreement is for low impact self sufficient group BBQ bookings of a maximum group size of 30 people.

### 2. Payment

The Hire Fee must be paid in full in advance to confirm a booking.

### 3. Cancellations

Hire fees are non refundable, dates can be changed only once with 24 hours notice during office hours subject to availability. The Harbour Trust reserves the right to cancel a booking.

### 4. Insurance

For organisations a copy of Public Liability Insurance for \$20,000,000 must accompany the application

### 5. Booking Times

- i. The Harbour Trust reserves the right to licence the Venue more than once per day.
- ii. The Hirer may book a maximum period of 3 hours between Sunday to Thursday from 12pm to 3pm. Bookings for Friday and Saturday will not be accepted. All bookings are subject to availability.
- iii. Set up, break down and cleaning of the Venue must be within booked times, should there be any additional overlap of time, an additional Hire Fee will be charged.

### 6. Site Care

- i. The Hirer accepts the Venue in its prevailing condition at the time of hiring. Upon licence expiry an inspection of the Venue will be carried out by a member of the Harbour Trust. The Hirer hereby accepts liability for any damage caused to the Venue and/or surrounding areas and agrees to pay any costs incurred in the repair or replacement of damaged property. The credit card supplied will be held as a guarantee for this purpose.
- ii. The Hirer agrees to use the Venue at its own risk and releases and waives any right to make any claim against the Harbour Trust for loss, theft, cost, expense or damage arising directly or indirectly from the use by the Hirer of the Venue.
- iii. The Harbour Trust accepts no liability for equipment bought to site.

### 7. Food and Beverage

- i. Food and soft drink service is permitted by prior written consent of the Harbour Trust. Limited takeaway beer and wine can be purchased from the island’s café during operating hours. Alcohol must only be consumed at the Venue.
- ii. The Hirer is responsible for ensuring the group consumes alcohol responsibly. Fines may apply.
- iii. The Restaurant and Catering Industry Association of NSW’s Licence Accreditation Scheme regulates and informs the public regarding minimum standards for catering businesses. All caterers at the Venue must have a Gold Licence and a copy must be provided to the Harbour Trust on request.

### 8. Waste Removal

There are limited waste collection facilities at the campground, all waste must be placed in the bins.

### 9. Inclusions

Two tables that seat 30 people, access to one BBQ plate for one hour and wristbands for the group that permit limited takeaway alcohol from the island’s café.

### 10. Not permitted

BYO alcohol, naked flames or compressed gas cylinders, structures or pop up marquees, amplification is not permitted (for example, microphones, stereos, PAs or speakers), ball games, directional or branded signage, anything that indicated exclusivity, vehicles, decorations, balloons, banners, confetti, fireworks or alterations or fixings to the Venue including the attachment of nails, screws or any other fastenings to walls or fittings.

### 11. Park Regulations

- i. The Hirer and its guests must comply with all relevant laws including the *Sydney Harbour Federation Trust Act 2001* and *Sydney Harbour Federation Trust Regulations 2021*.
- ii. Groups are to follow any instruction from Harbour Trust rangers or security.
- iii. At the discretion of the Harbour Trust, In the event of antisocial behavior groups may be asked to leave the Island.
- iv. Intoxicated people may be refused onto public transport, if a water taxi is arranged this is at the cost of the individual or hirer.
- v. All furniture must be returned to its original position prior to the hiring of the area.

### 12. Other information

The Venue is not available for hire on Boxing Day, Christmas Day, New Years Day and other days at the discretion of the Harbour Trust. The Harbour Trust reserves the right to take photos of any event and use for publicity purposes.

Harbour Trust

