

## **VENUE HIRE TERMS AND CONDITIONS FOR HIRE OF HARBOUR VIEW LAWN, GEORGES HEAD (“HARBOUR VIEW LAWN”) WITH THE SYDNEY HARBOUR FEDERATION TRUST (“THE TRUST”)**

The Hirer acknowledges that no obligations in relation to the Harbour View Lawn will arise unless and until hire documentation has been agreed and executed by all relevant parties and all fees are paid.

### **Venue Hire**

The event must take place in the designated venue only (please refer to map). This agreement is non-exclusive, i.e. the Hirer may not prevent public access to the venue through signage, fencing etc. The Hirer must be mindful both of other visitors to the site and visitors of adjacent properties and must ensure that disruption caused to visitors and neighbouring properties is minimised.

This venue is suitable for hire for low impact events such as ceremonies and organised group picnics. Ceremony bookings must be in conjunction with a confirmed reception booking at The Tea Room Gunners' Barracks.

Please note that the only access to this site is by stairs, there is no disabled access.

### **Capacity**

Private functions or ceremonies at the Harbour View Lawn may not exceed a total of 100 people without exceptional prior written consent of the Trust.

### **Booking Times**

Maximum booking length is two hours unless otherwise agreed. All events including set up must start and finish within the times designated by the Hire Agreement and must take place during daylight hours for safety reasons. The Trust reserves the right to hire the Harbour View Lawn more than once per day.

When booking the Harbour View Lawn for wedding ceremonies in connection with an evening reception at The Tea Room Gunners' Barracks, hire may commence from 3.30pm (or from 4pm during Daylight Saving). The Tea Room Gunners' Barracks recommends that the ceremony commences at 5pm (or 5.30pm during Daylight Saving) to maintain service standards at the reception venue.

### **Food and Beverage**

Food and beverage service is not permitted in the Venue without exceptional prior written consent of the Trust. Consent will not be extended for ceremonies.

### **Parking**

Parking at Headland Park is limited and unreserved. Unless hire is in conjunction with a confirmed booking at The Tea Room Gunners' Barracks, subject to availability, vehicles may park in designated car parks shown on the attached map. Vehicle access beyond the security gate on Suakin Drive can be arranged for mobility impaired guests (please see attached map and list of charges).

### **Decorations**

Bunting, flags, balloons, rice, confetti or other decorations may not be used in Headland Park. Rose petals are allowed but must be removed at the end of the event.

### **Signage**

Temporary signage is not permitted at Headland Park. In particular signs indicating exclusive use of the venue are strictly prohibited.

### **Music**

Amplified music and public address systems are not permitted. Non-amplified music may be permitted with the prior written approval of the Trust.

## **Furniture and Equipment**

One table and one umbrella are permitted for ceremonies. A limited number of chairs are permitted. No other structures or canopies are permitted. All furniture must be broad-based to minimize damage to grassed areas and must be removed at the end of the event. The Trust accepts no liability for furniture or equipment brought to the site. The set up of any items must be done within the booked times.

## **Public Transport**

Guests should be encouraged to use public transport must be encouraged where possible.

The nearest bus routes are;

238 ~ Taronga Zoo Wharf to Balmoral Beach (bus stop: Middle Head Road near Beaconsfield Road) 1km walk

**weekdays only** 244 ~ Wynyard/QVB to Chowder Bay (bus stop: Middle Head Rd Nr Kahibah Rd) 600m walk. (please call 131500 or visit [www.131500.com.au](http://www.131500.com.au) for more detail.)

## **Payment**

To make a booking the Booking Fee must be paid and a completed Hire Agreement must be returned to the Licensing Officer. The remaining Hire Fee plus a Security Deposit must be received no later than fourteen days prior to the hire date. The Trust may use the Security Deposit to cover any loss due to the Hirer's breach of these terms and conditions.

## **Cancellations**

Cancellations will be accepted up to 5pm the last working day prior to the booking. All booking fees and hire fees paid are non refundable in the event of cancellation. Alternate dates can be arranged in the event of wet weather, subject to availability. The Trust reserves the right to cancel a booking without compensation by notice in writing.

## **Site Care**

The Hirer agrees to hire the Harbour View Lawn in its prevailing condition at the time of hiring. Upon hire expiry an inspection of the Harbour View Lawn will be carried out by a member of the Trust. The Hirer hereby accepts liability for any damage caused to the Harbour View Lawn and/or surrounding areas and agrees to pay any costs incurred in the repair or replacement of damaged property.

Children must be supervised at all times. The Hirer is responsible for making guests aware of the potential dangers of the site.

The Hirer agrees to use the Harbour View Lawn at their own risk and releases and waives any right to make any claim against the Trust for loss, theft, cost, expense or damage arising directly or indirectly from the use by the Hirer of the Harbour View Lawn.

## **Waste Removal**

There are no waste collection facilities on site. The Harbour View Lawn must be cleaned on departure and all rubbish must be removed from Headland Park and disposed of responsibly by the Hirer.

## **Park Regulations**

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 2001*.

## **Other information**

Days not available for hire include Christmas Day, Boxing Day and other days at the discretion of the Trust.

The Trust reserves the right to take photos of any event and use for internal and marketing purposes.

<b>LIST OF CHARGES</b>	
Hire Fee	\$1,000.00 +GST
Security Deposit (refundable upon satisfactory return of site)	\$1,000.00
Booking Fee (deductible from Hire fee)	\$300.00

### HIRE AGREEMENT FOR HARBOUR VIEW LAWN, GEORGES HEAD

- For enquiries please email or call the Licensing Officer on either [Licensing@harbourtrust.gov.au](mailto:Licensing@harbourtrust.gov.au) or 8969 2100.
- To make a booking, please complete the Hire Agreement form and return along with the Booking Fee to:  
The Licensing Officer, Sydney Harbour Trust Federation Trust, PO Box 607 Mosman 2088
- **The Booking is not confirmed until a Hire Agreement form is returned signed by a Trust signatory.**

#### APPLICANTS DETAILS

Full name		Contact number	
Company Name	<i>If applicable</i>	ABN	<i>If applicable</i>
Address			Postcode
Email address			
Contact on the day name and mobile number			

#### EVENT DETAILS

Event date(s) requested		Start time	
Number of guests		End time	
Brief description of event			
Details of equipment			
Details for group transport			
Details of non amplified music or entertainment			
How did you hear about the Harbour View Lawn?			
Where is your Reception Venue? (if applicable)			

I have read and agreed to the hire terms and conditions for Harbour View Lawn, Georges Head

HIRER'S SIGNATURE and DATE:  ...../...../.....	SYDNEY HARBOUR FEDERATION TRUST SIGNATURE and DATE  ...../...../.....
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Sydney Harbour Federation Trust

**METHOD OF PAYMENT FORM FOR HARBOUR VIEW LAWN, GEORGES HEAD**

**Direct Transfer**  
 Account Name: Sydney Harbour Federation Trust  
 Bank: Reserve Bank of Australia  
 BSB: 092-002  
 Account: 110721

**Your payment must include  
 the following reference:** LGH0033 (insert your surname)

**Cheque**  
 Please attach to booking form

**Credit Card**

Name on Card: \_\_\_\_\_

Credit Card Type\*\* : \_\_\_\_\_  
 \*\* Please note a 3% surcharge applies to American Express Cards.  
 \*\* Diners are not accepted

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Amount to charge now: \_\_\_\_\_

Do you authorise for full payment to be taken from your credit card fourteen days prior to the Booking Date:

YES  NO  please select

Card Holders Signature: \_\_\_\_\_

Date: \_\_\_\_\_