



VENUE HIRE TERMS AND CONDITIONS FOR HIRE OF GEORGES HEAD LOOKOUT LAWN ("LOOKOUT LAWN") WITH THE SYDNEY HARBOUR FEDERATION TRUST ("THE TRUST")

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

Venue

The event must take place in the designated area only (please refer to map). Public access to the circular stone platform, walkway, steps and gun emplacements must be maintained at all times. Ceremonies can not take place on the circular stone platform. 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 Lookout and visitors of adjacent properties and must ensure that disruption caused to visitors and neighbouring properties is minimised.

Capacity

Private functions or ceremonies at the Lookout Lawn may not exceed a total of 100 people.

Booking Times

Maximum booking length is two hours. All events 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 Lookout Lawn more than once per day.

Food and Beverage

The service or sale of any kind of food or beverages is not permitted under this agreement.

Parking

Parking at Headland Park is limited and unreserved. 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 and Bridal Party cars only (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.

Furniture and Equipment

One table, one umbrella and up to ten chairs for mobility impaired guests are permitted for ceremonies. These must be set up within the booked two hour period. 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.

Music

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

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 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 Security Deposit must be received no later than fourteen days prior to the licence 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 licence the Lookout Lawn in its prevailing condition at the time of hiring. Upon licence expiry an inspection of the Lookout Lawn will be carried out by a member of the Trust. The Hirer hereby accepts liability for any damage caused to the Lookout 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 Lookout 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 Lookout Lawn.

Waste Removal

There are no waste collection facilities on site. The Lookout 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 Boxing Day, Christmas Day, Easter Sunday and other days at the discretion of the Trust.

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

LIST OF CHARGES	
Hire Fee (per 2 hours)	\$1,000.00+GST
Security Deposit (refundable upon satisfactory return of site)	\$1,000.00
Booking Fee (deductible from Hire fee)	\$300.00+GST
Opening of the Security gate (bridal cars only, disabled access free of charge)	\$100.00+GST

HIRE AGREEMENT FOR GEORGES HEAD LOOKOUT LAWN

- For enquiries please email or call the Licensing Officer on either 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	<small>If applicable</small>	ABN	<small>If applicable</small>
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 <small>(maximum two hours)</small>	
Licensed Area	A <input type="checkbox"/> or B <input type="checkbox"/> please select one, see map for details		
Brief description of event			
Details of equipment			
Details for group transport			
Details of non amplified Music or Entertainment			
Do you require Bridal Party or mobility impaired access through the security gate (see list of charges)? YES / NO (Please circle)	If Yes, time required:		
	Number of cars:		
How did you hear about the Georges Head Lookout Lawn?			

I have read and agreed to the terms and conditions for hiring the Georges Head Lookout Lawn

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

Building 28, Best Ave (off Suakin Drive), PO Box 607 Mosman NSW 2088
ph 02 8969 2100 fax 02 8969 2120 tty 02 8969 2152 web www.harbourtrust.gov.au

METHOD OF PAYMENT FORM FOR GEORGES HEAD LOOKOUT LAWN

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: _____