Holdsworth Venue Hire – Piano Room

Contact Person: _____

Address: _____

Mobile: _____

Email: _____

Day & Date of Venue Hire: _____

Saturday ☐ *Morning* 9:00am-12:00pm ☐ *Afternoon* 2:00pm-5:00pm

Sunday ☐ *Morning* 9:00am-12:00pm ☐ *Afternoon* 2:00pm-5:00pm

Please note: *no bookings can be made on public holidays or during Christmas closure.*

Entertainment

If entertainment has been arranged for your event, please provide full details below**.**

Please note that all third-party entertainment providers are required to submit a current copy of their Public Liability Insurance certificate prior to receiving approval.

Description: _____

Company: _____

☐ Yes, I have provided a copy of the Public Liability Insurance.

PLEASE NOTE: *Jumping Castles, Amplified Music, PA Systems, Animal Farms and Kindy Zoos are* ***NOT PERMITTED*** *due to noise restrictions and cleaning concerns. If you want to hire children's rides, they must be approved prior to booking.*

Cost: The cost to hire the Holdsworth Centre is **$250 + GST (Total $275.00) per session or $490 + GST (Total $539.00) for a double session i.e. full day.**

Please charge the amount of $_____ + GST to my credit card as per below.

☐ Visa Card ☐ Mastercard

Number: _____ / _____ / _____ / _____

Expiry Date: _____ CCV: _____

Date: _____ Name on Card: _____

Signed: Date:

Venue Hire Terms and Conditions

PLEASE READ CAREFULLY AND ADD YOUR SIGNATURE TO ACKNOWLEDGE YOU'VE READ AND UNDERSTOOD.

The Centre is not available for hire on public holidays or during the Christmas/New Year and Easter holiday closures.

PLEASE CLEAN UP AFTER YOUR PARTY, ENSURING TO PUT THE SPACE BACK AS YOU FOUND IT.
TAKE ALL YOUR RUBBISH WITH YOU. HOLDSWORTH BINS ARE STRICTLY NOT TO BE USED BY VENUE HIRE. YOU MUST BRING YOUR OWN GARBAGE BAGS FOR THIS PURPOSE.
IF RUBBISH IS LEFT BEHIND IN ANY HOLDSWORTH BINS **A PENALTY FEE OF $150 WILL BE CHARGED TO YOUR NOMINATED CREDIT CARD.**

Booking procedures:

You may access the Holdsworth Centre one hour prior to your booking for setup. The party must commence and conclude within your booked times, with morning hirers vacating by 1:00pm and afternoon hirers by 6:00pm.

Please note the following conditions of hire:

Rubbish removal – Take all rubbish with you upon departure (please bring your own garbage bags), as onsite bins cannot accommodate weekend party waste.

Equipment – A limited number of ride-on toys, tables, and chairs are available. All ride on toys etc. must be returned to the shed and stacked neatly after use. The Piano Room has five trestle tables and additional chairs, which should be neatly stacked away after use.

Facilities – The Piano Room, Kitchen, Bathrooms and Playground, are available during your hire period. Please note that public access to the Playground cannot be restricted.

Fees from 1 July 2026: $250 + GST per session or $490 + GST for a double session i.e. full day. Your booking will not be confirmed until completed Venue Hire Forms and full payment has been received.

Keys: Keys may be collected on either the Thursday or Friday (before 1pm) directly prior to your booking. When collecting your key, you are required to participate in a brief orientation and safety tour. Keys should then be placed in the return lock box which is on the wall next to the reception door prior to leaving. **A penalty of $20 will be taken for each working day until the key is returned with $100 being charged after the third working day. A penalty fee of $150 will be charged if a key is lost.**

Cancellations: A full refund will be provided for cancellations made more than four weeks prior to the booking date. For cancellations made between one and four weeks prior to the booking date, we reserve the right to retain 50% of the total booking fee. No refunds will be issued for cancellations made within one week of the scheduled booking date.

Booking obligations:

By using the Holdsworth Centre, you agree to comply with the rules and regulations outlined below.

We ask that all hirers respect our neighbouring residents by keeping noise levels to a minimum.

Please note that failure to comply with these conditions may result in restrictions being placed on future access to the Holdsworth Centre for all hirers. **We also reserve the right to charge a penalty fee of $150 for any breach of the conditions listed below.**

- **Maximum** of 30 people in attendance.
- **No amplification of sound** of live music.
- **No animals** (other than companion animals) inside the gates of the Centre at any time. This includes Animal/Petting Farms, pony rides and pets.
- **No jumping Castles or other equipment** which could cause any damage, or which would operate at noise levels that would disturb our neighbours, may be brought into the Centre. If unsure, please ask Holdsworth staff at time of booking.
- **No smoking or vaping** in any part of the Centre or Playground.
- **Alcohol** – you are responsible for the behaviour and safe service of alcohol to any person attending your function.
- **Keys** must be left in the mailbox after the party. A penalty of $20 will be taken for each working day until the key is returned with $100 being charge after the third working day. Your $150 will not be returned if a key is lost.
- **Rubbish –** you are required to **take your rubbish with you** after the party (bring a coloured garbage bag for this purpose) as the bins and rubbish collection at Holdsworth cannot accommodate rubbish from the weekend parties. **A fee of $150 will be charged to your credit card if rubbish is left behind.**

Please sign below to agree that you have read and understood the above terms and conditions of hire and that you agree to abide by these conditions. Failure to comply with these requirements will be regarded as a breach of agreement, giving Holdsworth the right charge a penalty fee of $150 as well as cancel all or any future bookings. Email the form to info@holdsworth.org.au, drop it in at Holdsworth or call 1300 882 962.

Signature	
Name & Date	

PLEASE NOTE: *Your signature on this form is required to confirm and authorise the Venue Hire booking.*

NOTE: No staff are available on the weekend. In the event of an emergency please contact Challenger Security on **0418 222 382** or Paddington Police on **(02) 8356 8299**. Alternatively, you can contact Holdsworth during normal business hours on **1300 882 962**.

ENJOY YOUR PARTY – WE HOPE YOU HAVE A GREAT TIME!

OFFICE USE ONLY:

Type of Payment: ☐ Cash ☐ Cheque ☐EFTPOS ☐ CR

Date of Payment: _____

Receipt Number: _____

Booking taken by: _____

Key Collected:

Key Number Issued: _____

Date Key Returned:

_____

(Staff Signature required on key return)