



KUMBOGIE WOOLSHED

Your Host: Peter & Jenny Jones
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VENUE HIRE CONTRACT

Following are a list of Terms and Conditions for hiring our wedding venue

Owner: Peter & Jenny Jones

Hirer: Couple hiring venue for their wedding

1. The price for your wedding venue hire only is (strike out not applicable):

A: Ceremony and reception is \$4000.00 (Maximum 80 persons formal)

B: Ceremony only \$1000.00 (2 hours from the start of the ceremony)

Date of wedding _____

2. This price includes 10% GST and is guaranteed for weddings held in 2026
3. A rescheduling fee of \$200 is payable if your date needs to be changed once contract has been signed.
4. The Hirer is required to pay a deposit of \$1000.00 (Ceremony is full payment at time of booking. This deposit is non-refundable nor transferable. A payment plan is required as per the below table.

6 Months prior	50% Total cost
3 Months prior	75% Total cost
Fortnight prior	100% Total cost

Once payments are paid they become non-refundable.

5. The function **must** finish no later than **11.30pm** (Receptions Only)
Price for functions are based on an 8 hours for ceremony and reception. For any reason the event runs after 11.30pm, a \$500 per hour surcharge will apply. Time commences .5 hour prior to ceremony time
6. The Hirer is able to access the venue one day prior to the wedding for set up and decorating. (Between the hours of 9am – 5pm). Ceremony only will only have access the day of the wedding.
7. All set up and decorating is left up to the Hirer
8. The Hirer will ensure candles/naked flames are enclosed in jars/ holders and only placed on tables to eliminate possibility of wax being split and fire risk.
9. The price does not include any catering from Kumbogie Woolshed.
10. All caterers, food, drinks, decorations, staff, cutlery, crockery etc is to be organised by the Hirer.

Bar staff that hold a current RSA certificate are required to operate your bar and must commence their duties 30 minutes prior to the ceremony time and stay until your guests have departed. A minimum number of bar staff is required: Last drinks are **30 minutes** prior to finish time.

60 or less guests = 2 staff member

61 to 125 guests = 3 staff members

11. Caterers need to be self-sufficient except for power (single phase 240V). Caterers need to be made aware of staff meals, these include photographer, videographer, bar staff and musicians
All catering equipment and caterers rubbish to be removed immediately following the function.
12. The Hirer must ensure the function area is cleaned up and left in the same state it was prior to the function by midday the following day. Failure to do so will incur a \$200 cleaning fee.
13. The Hirer is also responsible for any damage caused by yourselves or your guests.
A bond of \$200.00 will need to be paid at least 7 days prior to the wedding and will be held and returned within a week following your function assuming the venue is not damaged and left in a clean state.
14. The cool room will be available for use the day prior and must be emptied by midday the day following.
15. All rubbish is to be placed into bins provided
16. Music must be kept to a reasonable noise level and must be stopped **30 minutes** prior to your finishing time.
17. Guest must only use the car parking area for parking, except for the disabled park located opposite the shearing shed.
18. Any loss of power or damage caused by natural storms & disasters will be dealt with to the best of our abilities. We will not be held liable for anything out of our control.
19. The Owner reserves to right ensure to responsible service of alcohol guidelines are observed
20. The Owner reserves to right to eject any guest including the Hirer for any unacceptable behaviour.
21. All other service providers will be required to hold their own insurances and these will need to be sighted by the Owner prior to the event.
22. If matters beyond the owner's control occur which makes the obligations within this contract unable to be fulfilled, the owner will return full payment to the hirer within a reasonable time, and the owner will not be liable for any expenditure incurred by the hirer in reliance or expectation of this contract being fulfilled.

By signing this contract you are agreeing to the Terms and Conditions

Brides/Grooms Name: _____ Signature: _____

Grooms/Brides Name: _____ Signature: _____

Owners Name: _____ Signature: _____

Contact Details

Bride/Groom		Groom/Bride	
Given Name		Given Name	
Surname		Surname	
Phone		Phone	
Email		Email	
Significant others			
Date			
Ceremony	<input type="checkbox"/>	Reception	<input type="checkbox"/>
Number of guests		Seated <input type="checkbox"/>	Cocktail <input type="checkbox"/>
Number of children		Wedding Planner	
Photographer		Caterer	
Celebrant		Wedding Cake	
Florist		Hire Cars	
Music	Band <input type="checkbox"/> DJ <input type="checkbox"/> IPOD <input type="checkbox"/>	Decorator	
Progress Notes:			

