

PARTRIDGE
• H O U S E •

38 Partridge St,
Glenelg SA 5045
ph +61 8 8229 9980
www.partridgehouse.com.au
hello@partridgehouse.com.au

VENUE HIRE

APPLICATION FOR VENUE HIRE – PRIVATE FUNCTION

Hirer's Name:

Address:

Phone:

Email address:

Type of function:

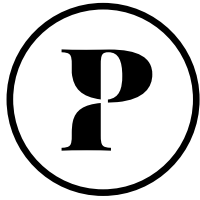
Approximate number of guests:

Function date:

Access time:

Departure time:

Please note, times must include set up time and pack down time required



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Private Function Venue Hire Inclusions

- Up to 100 chairs inside / 50 chairs outside
- A large selection of tables and trestles
- Use of Kitchen with oven and fridge is included with a room hire

Venue Access Hire Time*:

from

to

*Venue hire time commences from when you require access to the house including catering and decorating contractors.

Please select the venue hire space for your function. The Venue Coordinator will confirm the price on application before proceeding with your booking.

Partridge Room

Courtyard Room

The Library Room

Mayoress' Parlour

The Garden Room

Partridge/Courtyard/ Library Room

Front Grounds

Elm Tree/Pond

Entire House & Grounds

Total Hire Fee: \$

Applicable for venue access hire time.

25% Deposit required: \$

Payment of a non-refundable deposit secures your booking

Balance is due 1 month before function

Additional Hire Options

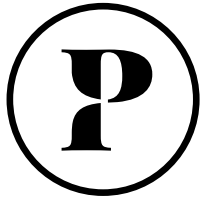
Cocktail table \$25 each No of tables:

Market umbrellas with stand \$50 each No:

Sound equipment \$100

Data Projector & screen \$100

Linen \$20 per cloth (must be ordered at least 1 week before event)



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T&Cs

TERMS & CONDITIONS OF HIRE

1. In agreeing to hire Partridge House as your function venue, you are classed as the 'Hirer', Partridge House is the 'Venue Provider' and Instyle Catering is the 'Caterer' for all formal sit down functions, cocktail functions for over 50 people, high tea for over 30 people and all wedding receptions. Selfcatering and external caterers are permitted for informal functions and light refreshments. Further clarification on your catering can be discussed with the Function and Venue Coordinator.

2. Before submitting an application form and payment, you must make a tentative booking with the Partridge House Function and Venue Coordinator to confirm that your preferred date, time and location are available. Email: hello@partridgehouse.com.au or call 8229 9980 to make a tentative booking.

3. Your completed application form and payment of a non-refundable deposit of 25% of the total hire fee must be received in full within 14 days of making a tentative booking. Your booking is not confirmed until the deposit is received. If the deposit is not received or an extension requested and approved in writing by Partridge House staff within 14 days, your tentative booking will be cancelled.

4. Venue hire fees are to be paid in total at least one month prior to the function date. Fees are subject to variation. Hire fees will be those applicable at the date of the signed application form.

5. All chairs and tables utilised for the hire period need to be returned to where they were found on entry to the venue. Any excess furniture utilised from the storage room needs to be returned the storage room.

6. VENUE HIRE TIME PERIOD:

- Venue Access to Partridge House will be the hours outlined on the application form as agreed by the coordinator. Extra hire time required for set up or pack down must be booked not assumed.
- Hirer and guests are to vacate the premises by 11.30pm for an evening function.

7. As there are residents nearby, music is to be kept to a level at or below that approved by the Partridge House Function and Venue Coordinator and music must cease by 11:00pm.

8. You must advise the Partridge House Function and Venue Coordinator of additional equipment that has been hired for your private function, and negotiate arrangements for delivery and collection. Additional charges may apply to provide access to the grounds or on-site storage. Availability of on-site storage cannot be assumed.

9. All reasonable directions of the Partridge House Function and Venue Coordinator are to be complied with and access given to Council Representatives.

10. The "Hirer" is responsible for the behaviour of their guests at all times whilst at Partridge House and for any damage caused during the hire period. The City of Holdfast Bay reserves the right to recover from the hirer any costs arising from misuse, damage or excessive untidiness. The venue is to be left in a clean and tidy condition.

11. Any additional hire time, cleaning or damage charges incurred will be invoiced after your event and payment terms will be 14 days

12. Smoking is permitted within the grounds (only) of Partridge House, however, smoking is not permitted in any location where food and/or beverages are served, or within ten (10) metres of the children's playground equipment.

13. Parking is available on grounds for up to two (2) vehicles and a permit must be displayed on dash. The venue coordinator will allocate the parking permit once the booking has been secured.

14. Cancellations must be made in writing and sent to hello@partridgehouse.com.au. No refund will be given but every effort will be made to re book another suitable date for the event. Only one date change per booking will be considered.

15. Covid Check in - The hirer must ensure that all guests have checked in using the QR code provided on site or by filling in the hard copy Contact Tracing Record form for those that are unable to use the QR code.

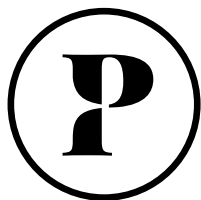
All current SA health Covid safe guidelines must be followed. It is the hirers responsibility to ensure your guests check in using the QR codes provided. Hard copy contact tracing record forms are available for those that are unable to use the QR codes.

I/We hereby acknowledge having received, read and understood the conditions of hire applicable to holding a wedding ceremony and reception at Partridge House and agree to the hire fees, terms and conditions contained therein.

Name:

Signature:

Date:



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I/We hereby acknowledge having received and read a copy of the conditions of hire applicable to holding a private function at Partridge House and agree to the hire fees, terms and conditions contained therein.

Name:

Signed:

Date:

Payment Options

Note: a tentative booking must be made by email or phone to the Partridge House Function and Venue Coordinator prior to making a payment. Email hello@partridgehouse.com.au or call 8229 9980.

Please debit my credit card:

VISA MASTERCARD

Please send me an invoice (to be paid within 14 days)

Card number:

Card expiry:

CVN:

Amount \$

Card Holder's Name:

Card Holder's Signature:

Completed application forms and payments can be submitted by email, post or in person:

Email: hello@partridgehouse.com.au

Post: City of Holdfast Bay, PO Box 19, Brighton SA 5048
Brighton Civic Centre, 24 Jetty Road, Brighton
or

In person: Customer Service Counter, Glenelg Library, 2 Colley Terrace, Glenelg