

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 – WEDDING CEREMONY & RECEPTION

Name:

Phone:

Name:

Phone:

Address:

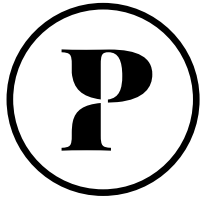
Email address:

Wedding date:

Ceremony start time:

Reception start time:

Approximate number of guests:



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Wedding Ceremony & Reception

Venue Hire \$2000

(Note: \$400 non-refundable deposit must be paid within 14 days of making a tentative booking to secure the booking)

- up to 8 hours use of venue inclusive of set up and close down
- 26 ceremony chairs
- signing table
- photography permit
- chairs and tables in house for reception
- 3 parking spaces
- Partridge House staff set up and pack down of furniture provided by the venue only
- 1 hour rehearsal prior to wedding day (to be booked in with Partridge House)

NB: Catering is an additional cost and is provided exclusively by Instyle Catering. Please liaise with Adam Bishop from Instyle Catering for your event catering, Ph: 0402 344 215 Email: adam@instylecatering.com.au

Wedding Ceremony Time:

Ceremony Location:

Garden Elm Tree Tranquil Pond/Fountain
Historic Front of House Garden
Inside Sun Dial Garden

Wedding Reception

Venue Access Time:

Reception Start:

Reception Finish:

Seated Wedding Reception
Cocktail Style Reception

Additional Hire Options

Cocktail table \$25 each No of tables:

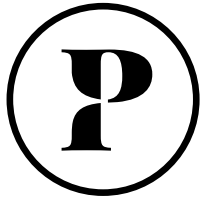
Market umbrellas with stand \$50 each No:

Sound equipment \$100

Data Projector & screen \$100

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

Wedding arch or wedding circle \$100



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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.

ADDITIONAL Terms & Conditions of Hire WEDDINGS/RECEPTIONS

15. If additional venue hire time for the setup or pack down is required, this needs to be negotiated with Partridge House Venue Coordinator. Access for delivery vehicles to unload and load items for the ceremony or reception must be pre-arranged with the Venue Coordinator.

16. Partridge House must be notified of any additional equipment that has been hired for your wedding ceremony and reception and negotiate delivery and collection times before the event. Additional charges for early access and storage may apply. Availability of on-site storage cannot be assumed.

17. Fresh Rose petals are permitted in the grounds (only) but not within the house. Confetti, scatters, sparklers, coloured sprays or rice may not be used anywhere on the property.

18. A maximum of three (3) bridal cars are permitted to park in the grounds of Partridge House. No other vehicles are permitted to park in the grounds. Please provide car registration numbers or the hire company name and type of vehicle no later than one week prior to the venue hire date to hello@partridgehouse.com.au

19. The Partridge House gardens are accessible to the public. Whilst your booking may reserve a specific location within the grounds for your ceremony, it does not provide or permit exclusive use of the entire grounds.

20. Your one (1) hour wedding ceremony rehearsal is included in your wedding booking and must be booked in with the Venue Coordinator. The rehearsal is not necessarily staffed, but bookings are required. Weekend rehearsal times are limited and cannot be booked more than two (2) weeks in advance.

21. You and your guests must comply with these terms and conditions and all reasonable directions of Partridge House staff, our Caterer and their staff or other Council representatives.

22. 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.

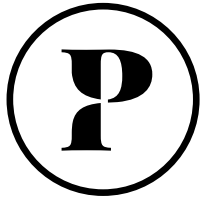
All current SA health Covid safe guidelines must be followed. It is the hirers responsibility to ensure your guests check in using the QR codes provided. Hard copy contact tracing record forms are available for those that are unable to use the QR codes.

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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Name(s):

Signed:

Date:

Name(s):

Signed:

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