

LARDNER PARK EXHIBITION CENTRE

Function Application Terms & Conditions Agreement

Please complete and sign the form below after reading the terms and conditions (on reverse) and return to Lardner Park Events with your deposit

P.O. Box 366, Warragul, Vic., 3820

Phone: (03) 5626-1373 Fax: (03) 5626-1418

Email: office@lardnerpark.com.au Website: www.lardnerpark.com.au

Contact Details

Function Name (where applicable)

Mr Mrs Miss Ms

First Name: _____ Surname: _____

Address: _____ Town: _____

State: _____ Postcode: _____ Email: _____

Phone Number: () _____ AH Phone Number: () _____ Mobile: _____

Function Details

Event Date: ____/____/____ Event Start Time: _____ Number attending: _____

Actual bump-in day/date ____/____/____ Bump-out day/date ____/____/____

Function Specifics

Food & Beverage Requirements _____

Other services : Audio Visual _____

Furniture / Staging / Dance floor _____

Security _____

Other requirements _____

I have read and accept the Terms & Conditions Signature _____ Date ____/____/____

Payment Details

Deposit via cash Enclosed cheque or money order
 Direct Deposit EFT (Bank details: BSB : 063 532 Acc # : 1007 2313 - Lardner Park Events)
 Credit card

Please advise if this card is to be used for your deposit Yes No
Please advise if this card is to be used for the final payment of your event Yes No

If yes, a receipt will be sent to address given in contact details

Or charge to: Visa Mastercard

Exp Date: _____
____/____

Cardholder Name: _____

Declaration: I am over the age of 18 Cardholder signature: _____

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1. 20% of the hire fee is payable together with the signed function agreement to confirm your booking.
2. Guaranteed final numbers of guests are required within seven (7) working days prior to the event. Please specify dietary requirements of your guests. Table numbers need to be consistent eg. 10 or 12 guests per table.
3. Loss or damage to the building, property, carpet, fixtures or fittings caused by the client, guest, agent or contractors before, during or after the function will be the financial responsibility of the organiser.
4. Confetti, metallic scatter material, etc. is prohibited from use inside the building.
5. Alcohol and catering : No alcohol or private catering is permitted to be brought into the Exhibition Centre.
6. AGREEMENT : Lardner Park Events will take all reasonable steps to ensure that the conditions of this agreement are observed, however Lardner Park Events will not be responsible if it is unable to carry out the terms of the agreement, due to circumstances beyond its control, i.e. industrial action, government intervention, natural disaster, power blackout, etc. A signed copy of this agreement is required on confirmation of booking.
7. CANCELLATION OF FUNCTION : One (1) month prior to the date of the function, where the notification is provided in writing, are entitled to the booking fee refunded in full.

Cancellations made less than one (1) month prior NON REFUNDABLE.