

Venue Hire Terms & Conditions

APPLICATIONS for venue hire (which shall be in writing on this form) are subject to acceptance by the Company (known as Lardner Park). The Company reserves the right to reject any application in its absolute discretion.

- PAYMENT - A booking is not considered confirmed until 50% of venue hire fees have been received by the Company (14 days is provided from the venue hire invoice date to receiving fees, if not received, the dates are considered available to another hirer).
- Balance of venue hire fee is due prior to 30 days before start of your event (or bump-in)
- All other event costs (catering, audio visual, staging, etc.) are due and payable not later than 14 days prior to event start
- Late changes to guest numbers, additional hire items, beverages on consumption are invoiced immediately following the event

CANCELLATION

- More than 3 months: full venue hire refund less 15% administration fee
- Between 2 & 3 months : 50% of venue hire fee & 100% of all other event costs refunded
- Between 2 & 1 month/s : 25% of venue hire fee and 100% of all other event costs refunded
- Between 1 month & 2 weeks : no refund of venue hire fee
- Less than 2 weeks : no refund of other incurred event costs

**In unforeseen circumstances Lardner Park may be forced to re-schedule your event or function where a major event activation is proposed for the property. We will endeavor to secure an alternative date to suit.

- Cancellation/global disaster/Force Majeure:
 - If your event is canceled due to a government lock-down or mandated shutdown due to a pandemic or other global disaster prior to the event start date, Lardner

Park will provide a venue hire credit rollover for your next scheduled event less a 15% administration/property cancellation fee. This fee is retained by Lardner Park to recover labor; logistical and planning costs associated with booking your event. Extra event costs (catering, AV, staging, etc.) will not be refunded if canceled within 7 days of event start (or bump-in).

- GUARANTEED – Final numbers of guests and all dietary requirements must be no later than seven (7) working days prior to the event. Some items may need to be confirmed earlier for ordering.
- LOSS or damage to building, property, carpet, fixtures or fittings caused by client, guest, agent or contractors before, during or after the function will be deducted from the bond or rectification costs invoiced.

- CONFETTI, metallic scatter material and naked flames, etc. are prohibited from use inside the building.
- ALCOHOL and catering: No private catering is permitted to be brought into the Events Centre. No alcohol is permitted to be brought onto the Lardner Park grounds unless authorised by Lardner Park Management.

INFRINGEMENT - Company reserves right to cancel the agreement for venue hire and retain part of all monies paid in relation to this, if there is in the opinion of the Company any infringement of any of the venue hire conditions. Company also reserves the right to remove the hirer or any person entering Lardner Park at the request express or implied of the hirer, who in the opinion of the Company is behaving in an offensive manner.

- CONDITION of site - Hirer is responsible for condition of the allocated area for duration of the hire period and until that area has been cleaned up to the satisfaction of the

Company. It is the responsibility of the hirer to remove all rubbish and unwanted materials where applicable within 24 hours of the final day of any hire period and to leave same in such conditions as allocated. Exclusions to this are functions in the Events Centre where the Company includes Lardner Park cleaning responsibilities. A cleaning fee may be charged for post-event for litter uncollected.

- SECURITY - Shall be the responsibility of the hirer but is subject to approval of the Company. The Company will not be responsible for loss or damage to any property of the hirer or its invitees while on the Company's property.
- SAFETY - Hirers must comply with local by-laws and requirements, Acts of Parliament, Statutory Rules and Regulations, at all times. Hirer must also comply with Lardner Park

Safety Guidelines.

- INFRASTRUCTURE - Hirers must before digging any holes or driving any objects into the ground, ensure no underground power (and must have obtained approval from the

Company administration) cables, water pipes or telephone cables which could be damaged or cause injury to any persons. All damage caused by the hirer, his servants, agents or invitees will be repaired by the Company at the expense.

- LIVESTOCK - May only be delivered or collected on hire days except by prior arrangement with the Company Property Manager. Hirer must arrange and be responsible for watering, leading and tending to livestock. No livestock may be left unattended on the property. At the discretion of the Company Property Manager, emergency veterinary services may be provided, and hirer shall be liable to indemnify the Company for the cost of same. The Company shall not be responsible for any loss or damage to livestock.

Livestock transport vehicles must not be washed down on the property and use of sawdust in the yards is prohibited.

- LIGHTING and power - Hirer shall strictly observe all posted directions as the operation of lights (especially overhead sodium lights in the Rotunda), power and water supplies.

Failure to do so which results in damage shall render Hirer liable to the Company for cost of making good such damage.

- **INSURANCE** -While the Company has public liability insurance cover at Lardner Park, hirers are required to make their own insurance arrangements and provide a certificate copy as part of the booking procedure.
- **WATER** – Sufficient water supplies are included as part of your venue hire, however excessive use of water warranting the purchase of external water supplies will incur a fee post event.
- **POWER** – Sufficient power supplies are included a part of your venue hire, however excessive use of power will incur a fee post event.
- **BOND** – A refundable bond will be charged prior to the start of your event. The bond (less costs incurred) will be refunded post event.
- **AGREEMENT** - Lardner Park will take all reasonable steps to ensure conditions of this agreement are observed; however, Lardner Park 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.
- **USE of property** - Hirer will accept and enforce directions of the Company (Lardner Park) as to “go” and “no go” areas at Lardner Park.
- **CARS** left on the Lardner Park property overnight risk no access until the next business day following the function. Cars will be left at owner’s own risk and will be charged if the vehicle requires movement due to a property hiring.
- **OFFENSIVE material** – The Company shall have the power to enter upon the areas described in the application at any time and remove articles, signs, pictures or any printed material which in their opinion may be cause for offence.