

Sleepover Booking Enquiry Information Sheet



To help us provide the best possible service to your group, please complete and return this form with all information that is currently known. Where information is not presently available, please advise the Maitland Gaol Administration Office as soon as possible. **This form is not a Confirmation and does not guarantee that the particular enquiry can be fulfilled.** Once this form is received and availability assessed, a draft hiring agreement will be forwarded with the information shown here, together with any required amendments and final fees and charges assessed for the group. Please ensure you check the agreement when received, sign the agreement and pay the deposit to secure the booking.

Please note the special Conditions and Requirements on the following pages.

The staff of Maitland Gaol look forward to hosting your group activity.

HIRER'S DETAILS:

Group Name: _____

Contact Name: Title: _____ First Name: _____ Last Name: _____

Address: _____

Town: _____ Postcode: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____

BOOKING DETAILS:

Date: _____

Time: Start: _____ Finish: _____ (Standard start time 9:30pm and finish time 8:00am)

No of Participants: Adults: _____ Children: _____ (Minimum 20 or payment thereof)

Tour Type Preferred: _____ (Select from dropdown list)

SPECIAL REQUESTS:

Details: _____

Alcohol:

Supplied to Patrons: Yes No (See Conditions overleaf relating to Alcohol and Security)

Security:

Security Required: Yes No (See Conditions overleaf relating to Alcohol and Security)

Insurance:

Public Liability: Company: _____ Policy No.: _____
(Copy of policy to be supplied)

Please see over for further information, Declaration and Booking Conditions

HOW DID YOU HEAR ABOUT MAITLAND GAOL?:

Method: _____ (Select from dropdown list)

PAYMENT METHOD:

Please indicate your proposed method of payment for this activity.

Cash Card Cheque Bank Transfer

DECLARATION:

I have read, understand and have agreed to comply with all the Conditions and Requirements of Hiring of Maitland Gaol (or part thereof) including additional conditions as detailed below. I understand by signing this enquiry request that I am responsible for adhering to and ensuring all attendees adhere to the said terms and conditions and that I am responsible for the event/function in its entirety.

Name: _____ Signature: _____ Date: _____

SLEEPOVER BOOKING CONDITIONS AND REQUIREMENTS:

General Conditions

1. These conditions are in addition to the 'General Terms and Conditions of Hire for Maitland Gaol or Part Thereof' and especially relate to bookings where the patrons are to stay within the Gaol precinct for the entire night. These conditions do not exclude the General Terms and Conditions which must also be adhered to for Sleepovers.

Group Minimum

2. A minimum of 20 persons or equivalent payment is required to secure a Sleepover booking.

Inclusions

3. The fee for Sleepovers includes welcome by your 'Guard', torchlight tour and access to the sleepover venue. The 'Guard' will lockdown patrons at around 11.00pm and remain on-site overnight. From this time, access will be restricted to specific areas of the site only.
4. Toilet facilities are available all night but shower facilities are not available.
5. Patrons for Sleepovers should bring with them 'Prison' pyjamas, mattress/airbed, sleeping bag/blankets, torch, camera, food, drink and toiletries.

Group Supervision

6. The 'Guard' is not responsible for the supervision of patrons. This is the responsibility of the hirer (see General Terms and Conditions).
7. Adults are deemed to be persons over the age of 18 years. Persons below the age of 14 years are not generally permitted on Sleepover bookings.
8. Persons below the age of 8 MUST be accompanied by a responsible adult who is either, a parent, guardian or authorised group coordinator from a recognised organisation. A minimum ratio of 1 to 10 responsible adults to children is required for supervision purposes.
9. The hirer must attend the function and is responsible for all activity by patrons on the night.

Alcohol

10. Reasonable quantities of alcohol are permitted on site depending on the group composition and age however this must be previously arranged as additional security will be required. Bringing of alcohol onto the premises without prior arrangement will be considered a breach of the hiring agreement.
11. Minors must not consume alcohol in the facility. Providing alcohol to minors is an offence and the authorised staff will require offenders and the minors to leave the facility.
12. Glass must not be brought into the facility.
13. Where alcohol is to be brought into the facility, specific security will be required and will be organised by Maitland Gaol at an additional cost to the hirer.