



Maitland Gaol

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Maitland Gaol Hiring Request Information Sheet

Please complete 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 the information becomes known so that we can better serve your needs and ensure your function proceeds as smoothly as possible. Once this form is received, a Hiring Agreement will be forwarded with the information shown here, together with the fees and charges assessed for the function. To confirm the booking, the hiring agreement must be signed and returned, together with the required deposit.

The staff of Maitland Gaol look forward to hosting your function.

Hirer's Details:

Name: _____

Business Name: _____

Address: _____

Contact Name: _____

Phone: () _____ Fax: () _____ Mobile: _____

Email: _____

Function Details:

Date(s): _____

Venue: _____

Purpose: _____

Theme: _____

Time: Start: _____ : _____ Finish: _____ : _____

Guests: Total No.: _____

External Function Services:

Caterers: Yes No
 Name: _____ Phone Contact: () _____

Entertainer: Yes No
 Name: _____ Phone Contact: () _____

Other: _____

Please complete the following page of this form

Gaol Supplied Additional Function Services:

Gaol Tour: Yes No

Type: _____

Time: _____ :

Equipment Hire: Type: _____

No: _____

Type: _____

No: _____

Type: Round tablecloth @ \$10.00 each

No: _____

Type: _____

No: _____

Special Requests:

Details: _____

General Conditions Requirements:

Requests:

Extra Set-up Time: Yes No No. of Hours: _____

Naked Flame:

Candles: Yes No Number: _____

Other Flame: Yes No Type: _____

Liquor:

Supplied to Patrons: Yes No

Sold to Patrons: Yes No

Licence Granted: Yes No (Copy to be supplied)

Security:

Required: Yes No

Arrangements: ** Security may be required for all functions where alcohol is served at the hirer's expense. We recommend Newcastle firm NES Security and Maitland Gaol can arrange this on your behalf. The security cost will be added to your invoice **

(Copy of agreement with security company to be supplied)

Insurance:

Public Liability: Company: _____ Policy No.: _____

(Copy of policy to be supplied)

How did you hear about Maitland Gaol:

- Word of Mouth
- Newspaper Advert.
- Promotion Flyer
- Other: _____
- Television Advert.
- Newspaper Editorial
- Previous Visit
- Television Programme
- Yellow Pages
- Site Signage

Tax Invoice Request:

If you require a formal tax invoice before the payment of the deposit and/or fees please indicate.

Tax invoice required prior to payment of fees.