

Function Hire Booking Enquiry Information Sheet



There are a number of unique function areas available at Maitland Gaol for your next dinner, corporate training day, product launch or party. Please complete this form with all information that is currently known and update the Maitland Gaol Administration Office as soon as additional information becomes known to ensure we meet your needs and the function runs smoothly. Once this form is received, and final availability is assessed, a Booking Confirmation will be forwarded with the information shown here, together with any required amendments and final 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: _____
Town: _____ Postcode: _____
Contact Name: Title: _____ First Name: _____ Last Name: _____
Phone: _____ Fax: _____ Mobile: _____
Email: _____

FUNCTION DETAILS:

Date(s): _____
Area Used: _____
Purpose: _____
Theme: _____
Time: Start: _____ Finish: _____
No of Guests: _____

EXTERNAL FUNCTION SERVICES:

You are welcome to arrange catering independently or select one of our suggested caterers.

Caterers: Yes No
Name: _____ Phone Contact: _____
Entertainment: Yes No
Name: _____ Phone Contact: _____
Other: _____

Please see over for further information and Declaration

GAOL SUPPLIED ADDITIONAL FUNCTION SERVICES:

Gaol Tour: Yes No

Type: _____

Time: _____

Room Style: Room set up style: (theatre, U shape, banquet etc.) _____

Table type: (round, trestle etc.) _____

Equipment/Services: Tablecloths Table centrepieces

White plastic chairs

Other: _____

GENERAL CONDITIONS REQUIREMENTS:

Time Requests:

Extra Bump-in Time: Yes No

No. of Hours: _____

Extra Bump-out Time: Yes No

No. of Hours: _____

Naked Flame:

Candles: Yes No

Number.: _____

Other Naked Flame: Yes No

Type: _____

Alcohol:

Supplied to Patrons: Yes No

Sold to Patrons: Yes No

Licence Granted: Yes No

(Copy to be supplied)

Security:

Security Required: Yes No

Arrangements: _____

(Copy of agreement with security company to be supplied or additional charge if arranged by Maitland Gaol)

Insurance:

Public Liability: Company: _____ Policy No.: _____

(Copy of policy to be supplied)

SPECIAL REQUESTS:

Details: _____

Please see over for further information and Declaration

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 any additional conditions. 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: _____