

# 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: \_\_\_\_\_