

The Holroyd Gardens Park Wedding Ceremony Venue

Hire Agreement and Booking Form 2017

For enquiries or further details please email or call The Holroyd Centre on either holroydcentre@holroyd.nsw.gov.au or phone 02 9840 9900. To request a booking, please complete this Hire Agreement and Booking Form and return along with the Hire Fee (*please send hire fees and payment details*) to

The Holroyd Centre, 11-17 Miller Street, MERRYLANDS NSW 2160.

Booking dates are only confirmed once forms are completed together with full payment.

APPLICANT DETAILS					
First Name			Surname		
Address					
Suburb		State		Post Code	
Email Address					
Contact Numbers	Home		Work		Mobile
Wedding Ceremony Event Details					
Wedding Ceremony Date			Start Time		
			Ceremony Time:		
			End Time		
Number of guests attending ceremony (approx.)					
Details of additional equipment, decorations or other temporary structures that you will be responsible for and have been approved by Holroyd Centre management?					
CONTACT PERSON ON THE DAY <i>(NB: must be someone other than the bride and groom)</i>					
First Name			Surname		
Relationship to Bride and/or Groom					
Contact Phone Number (MOBILE)					
Additional Information					
How did you hear about Holroyd Gardens Park for your wedding ceremony?		Magazine		Referral	
		Internet		Newspaper	
		Holroyd Centre Website		Holroyd Council Website	
		Other <i>please specify</i>		Banner	

The Holroyd Gardens Park Wedding Ceremony Venue

Hire Agreement and Booking Form 2017

WEDDING CEREMONY PACKAGES <i>(all packages are a standard 2 hour booking)</i>						
DUCHESS PACKAGE	<i>Hire of rotunda and use of water feature</i>				\$420.00	
PRINCESS PACKAGE	<i>Includes Duchess plus 1 vehicle access to & from rotunda</i>				\$540.00	
MAJESTIC PACKAGE	<i>Includes Duchess & Princess plus celebrant, 30 chairs, red carpet, skirted signature table.</i>				\$1,350.00	
EMPRESS PACKAGE* <small>* Subject to availability</small>	<i>Includes Majestic Package plus personalised welcome Sign, Silk Floral Canopy, 2x Pillar Draping</i>				\$1,900.00	
ADDITIONAL SCHEDULE OF FEES						
OPTIONAL EXTRAS Please provide qty required for chairs and for all other items please tick if applicable. <small>* Use of a private vehicle is permitted as the bridal car only if there is current and full third party comprehensive car insurance.</small>		\$580.00	Celebrant		\$550.00	*Stylist Package <i>Personalised welcome sign, silk floral canopy, 2 pillar draping</i>
		\$3.60/pc	Chair Hire (50 max)		\$4.95/ea	*Chair Aisle Decoration Options *Option A - Sashes <i>(only available with Stylist Package)</i>
		\$65.00	Red Carpet		\$6.95/ea	*Option B - Glass Jars <i>(only available with Stylist Package)</i>
		\$225.00	Signature Table <small>skirted with vase, flowers & 2 chairs</small>			
		\$various	Additional Hours			
TOTAL PAYABLE <small>Please include package price and total of any extras</small>	<i>Holroyd Centre Office to complete total amount payable for hire of Holroyd Gardens Park:</i>					
PAYMENT DETAILS						
Credit Card Details <small>Only VISA or MASTERCARD accepted</small>			Name on the card			
Credit Card Number					Expiry Date	MM / YY
Credit Card Authority: I authorise my credit card to be charged the full venue Hire Fee. I am aware that the supplied credit card may be used to reimburse the Holroyd Centre for any damages, including cleaning or rubbish removal from this period of Hire. The Holroyd Centre will advise before charging the card.						
Card Holders Signature _____ Date _____						
Cheque	If paying by cheque or money order please draw cheque to HOLROYD CITY COUNCIL					
In Person	If paying in person, please visit The Holroyd Centre, 11-17 Miller Street, Merrylands, NSW, 2160					
SIGNATURE						
Applicant Signature					Date:	