



264 Jondaryan-Evanslea Road
 Jondaryan Qld 4403
 07- 4692 2229
 info@jondaryanwoolshed.com
www.jondaryanwoolshed.com

TERMS AND CONDITIONS OF HIRE

When accepting bookings, the Jondaryan Woolshed Pty Ltd reserves the right to assess the suitability of the proposed function to the site and its surrounding environment. Our terms and conditions have been set out to ensure all guests enjoy a safe and relaxing time whilst visiting the Jondaryan Woolshed. Please read this information carefully as it contains important information about functions at the Jondaryan Woolshed venue.

CLIENT/HIRER INFORMATION

Full Name:	
Address:	
Home phone:	
Mobile:	
Email:	

BOOKINGS

- The chosen venue/s will be held tentatively for fourteen (14) days, from the date the Jondaryan Woolshed accepts the booking.
- Confirmation of the booking is required in writing to the Jondaryan Woolshed, and a deposit payment made within fourteen (14) days of making the booking. If a signed copy of this "Terms and Conditions" document and a deposit are not received by the Jondaryan Woolshed Pty Ltd within fourteen (14) days, the venue will be released, and the booking may be cancelled.
- Confirmation of final details including but not limited to number of guests; beverage package; menu selection; dietary requirements; décor and venue layout, must be provided to the Jondaryan Woolshed no later than 30 days prior to the date of the functions
- Exceptions and extensions may apply at management's discretion.
- Requests to change the date of function must be received in writing no later than 30 days prior to the Function date. The Jondaryan Woolshed will at management's discretion allow the hirer to change the date of the function at no additional costs in the case of a situation or significant event that prevents the function from taking place on the date agreed.

DEPOSITS

- A \$1,000 non-refundable deposit is required within fourteen (14) days of booking. The deposit is to be paid with terms and conditions signed and returned before the booking is guaranteed.

A COMMUNITY FACILITY OWNED BY THE TOOWOOMBA REGIONAL COUNCIL

Jondaryan Woolshed Pty Ltd ACN: 128 419 983

- Twelve (12) months prior to the function date, 25% of the estimated function cost is required to be paid
- Six (6) months prior to the function date, 50% of the estimated function cost is required to be paid
- Three (3) months prior to the function date, 75% of the estimated function cost is required to be paid
- Thirty (30) days prior to the function date, 100% of the function cost is required to be paid

PAYMENT

- Full payment of the function is required at least thirty (30) days prior to the function date. Services will not be provided without the final payment being received.
- Any additional charges need to be settled on departure.
- The Jondaryan Woolshed accepts cash, credit card or bank cheque and E.F.T.
- The Jondaryan Woolshed do not provide credit.
- The Client/Hirer is liable to pay all money due under this Agreement.
- All payments must be made on or prior to the due date unless otherwise agreed to in writing by Jondaryan Woolshed Pty Ltd.
- Any extra charges incurred are required to be settled at the completion of the function.

CANCELLATION

- All cancellations are required in writing.
- All deposits / payments are non-refundable.
- Notice within twelve (12) months of the function date, 25% of the function cost will be charged.
- Notice within six (6) months of the function date, 50% of the function cost will be charged.
- Notice within three (3) months of the function date, 75% of the function cost will be charged.
- Notice within one (1) month of the function date, 100% of the function cost will be charged.

VENUE HIRE

- Use of the venue is available to the client from 10:30am the morning of the function. If the client wishes to set up at an earlier time, this must be pre-arranged and approved by the General Manager and is subject to availability.
- Please ensure all deliveries and their times are arranged with the Functions Coordinator.
- The venue will close at 12.00 am and all guests must exit the venue by 12.30 am at the latest. If the function concludes after the time agreed upon confirmation of booking, then a surcharge may be applied.
- The Jondaryan Woolshed accepts no responsibility for any goods left on premises. Please advise external suppliers of the Terms and Conditions.
- All items belonging to guests, patrons and external suppliers must be removed from the premises by 8.30am the following morning.
- Any items that have not been collected after the event will be disposed of within seven (7) days.

ACCOMMODATION

- Guest accommodation is subject to availability and booked on the acceptance of our accommodation terms and conditions (available on the Jondaryan Woolshed website).
- Check-in is at 2.00pm and check out is at 10.00am. Early check-in must be pre-arranged and approved by Management. The Jondaryan Woolshed reserves the right to charge a fee for early check-in at its discretion.

CIRCUMSTANCES BEYOND THE CONTROL OF THE VENUE

- If the Jondaryan Woolshed is unable to provide the facilities or any other arrangements for the function or any part thereof, or to otherwise perform the terms of this agreement and the Jondaryan Woolshed's failure is due to circumstances beyond its decision or control, the Jondaryan Woolshed is not responsible for any costs, damages or expenses that the client/hirer may suffer or incur.
- The Jondaryan Woolshed cannot guarantee the same co-ordinator throughout the planning process. In the result of a co-ordinator ceasing employment a new co-ordinator will be allocated at the Jondaryan Woolshed's discretion.

VERBAL ADVICE

- While all verbal advice is given based upon the best intention and information available, under no circumstances should verbal advice be acted upon or deemed to be final, without written confirmation.

CONDUCT OF THE FUNCTION

- The Jondaryan Woolshed Pty Ltd does not allow confetti, rice or glitter on the property. Rose petals and/or bubbles are allowed.
- The function must be conducted in an orderly and lawful manner. At no time will the client commit any act or permit its employees, agents or invitees to commit any act that is unlawful, illegal, offensive, or is in breach of the venue's rules. Nor can any such act breach any statutes, by-law, orders, regulations or other provisions having the force of the law including but not limited to the venue's Liquor License.
- The Jondaryan Woolshed may terminate the function if the Jondaryan Woolshed reasonably believes that the function is not being conducted in an orderly and lawful manner.
- The Jondaryan Woolshed has no responsibility to the client/hirer for any costs, damages or expenses that may be incurred in relation to the Jondaryan Woolshed's termination of the function.
- The Jondaryan Woolshed may exclude or remove any persons or possessions from the function or from the Jondaryan Woolshed premises. No food or beverages of any kind, other than those provided by the Jondaryan Woolshed, will be permitted at the function venue without the consent of the General Manager.
- To ensure the safety of all guests, the Jondaryan Woolshed asks that the client ensures that their displays, equipment, goods or materials do not obstruct the emergency exits of the venue. Statutory signage that is lit must always remain on. No naked flames are permitted

on the Jondaryan Woolshed grounds, excluding camping areas, due to the extreme fire risk to the irreplaceable nature of the buildings.

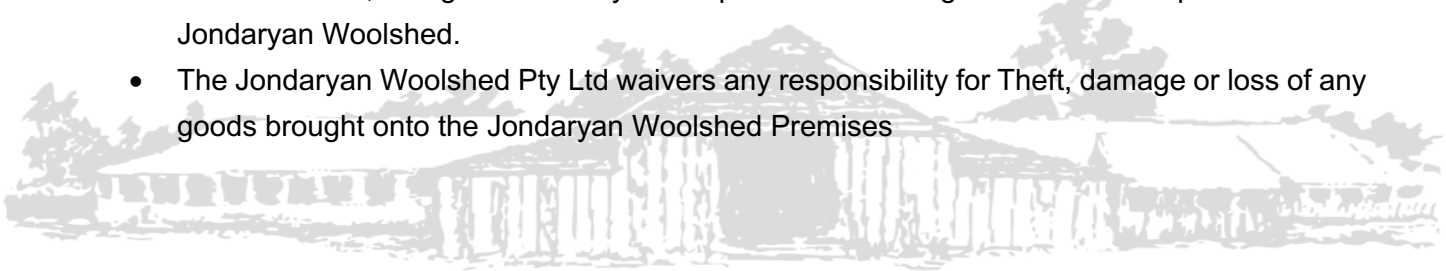
- Nothing is to be nailed, screwed or adhered in any way to any wall, door or another part of the building unless prior permission is granted by the Jondaryan Woolshed.
- The Jondaryan Woolshed Housekeeping document must be verbally read out to all guest on arrival.
- The Jondaryan Woolshed is a public venue and is open to other guests. All guests are required to observe house rules, trespass, noise and general behaviour, particularly at night.
- General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
- The Jondaryan Woolshed reserves the right to use any image or photograph taken by Jondaryan Woolshed representatives or staff of the function for the purpose of any legitimate advertising or marketing activities for use in any media type. Permission will be obtained from the hirer prior to the Jondaryan Woolshed using an image or photograph of the function if it includes the hirer or another guest.

ENTERTAINMENT

- The Jondaryan Woolshed requires all entertainment to be disclosed to Management 14 days prior to function.
- Any food and beverage consumed by entertainers, photographers & videographers will be charged accordingly. This must be arranged one month prior to the event.
- Management always reserves the right to control volume levels of entertainment.
- Management has final say on all entertainment and may cancel an act or performance if it is deemed to be offensive, unlawful or not of suitable character.

LIABILITY

- The person named as Client/Hirer shall be responsible in full for costs and charges as a result of the agreed booking
- The Jondaryan Woolshed and its employees or agents will not be liable for any injury, damage or loss of any nature, however caused (through negligence or not) suffered by the Client/Company or guests, agents for or other persons associated with the function, whether before, during, or after the function.
- The Client/Hirer are responsible for all loss and damage to the property of the Jondaryan Woolshed (including the Jondaryan Woolshed Premises and any fixtures, furnishings or goods on or off the Jondaryan Woolshed) caused by or arising from any act or omission by the client/hirer, the guests or any other persons attending the function or present at the Jondaryan Woolshed.
- The Jondaryan Woolshed Pty Ltd waivers any responsibility for Theft, damage or loss of any goods brought onto the Jondaryan Woolshed Premises



- The Client/Hirer by signing this agreement, hereby indemnifies the Jondaryan Woolshed Pty Ltd and any of its employees, representatives, committees or volunteers in relation to any of its properties against all claims for which the Jondaryan Woolshed Pty Ltd may become liable in respect of loss, damage or accident or injury to property or person caused or contributed to by the function or any act or failure to act by the Client/Hirer, its staff or subcontractors or the Client/Hirer's failure to comply with its obligation under these conditions.

SMOKING POLICY

- In accordance with Queensland smoking laws, smoking is not permitted inside the Jondaryan Woolshed buildings or anywhere that food and beverages are being served. Smoking is only permitted within the designated areas. The Jondaryan Woolshed is a non-smoking venue.

SERVICE OF ALCOHOL

- The Jondaryan Woolshed is a Licenced Premises. BYO Alcohol is not permitted at within the licensed area. Alcohol is not to be removed from the licensed area.
- The Jondaryan Woolshed reserves the right pursuant to section 125 of the Liquor Licensing Act 1997 to refuse service of alcohol to intoxicated or disorderly patrons.
- Intoxicated or disorderly patrons may be asked to leave the venue.
- The Jondaryan Woolshed is committed to the responsible service of alcohol and will not serve to persons under eighteen years of age.

EXTERNAL SUPPLIERS

- Where goods or services are supplied from an external supplier additional terms and conditions may apply, such as additional deposits, earlier confirmation of final numbers or cancellation fees.
- The Client/Hirer is responsible for any fees that may apply in relation to the supplier's terms and conditions.

SUBSTITUTION OF LOCATION

- The Jondaryan Woolshed may assign the Client/hirer to another area or venue within the Jondaryan Woolshed complex for the function in the event that the area or venue originally designated for the function is unavailable for any reason or the Jondaryan Woolshed believes the area of the Jondaryan Woolshed originally designated for the function is deemed inappropriate.
- Options for wet weather reception venue change will be agreed at the time of booking. The decision to move the reception venue in the event of wet weather is the responsibility of the Jondaryan Woolshed and will be made no later than 24 hours prior to the function day.

STAFF & SECURITY

- It is a condition of hire that Jondaryan Woolshed Pty Ltd staff be present at all functions. All patrons/guests must comply with staff directions.

- Should the Jondaryan Woolshed deem it necessary for a specific event, security guards may be present at the event.

DISPUTES/ISSUE RESOLUTION

- Disputes, issues or concerns in relation to this agreement are to be raised with the General Manager in writing for review, action and resolution.
- If any dispute arises involving the performance of this agreement or the interpretation of its terms, before either party resorts to legal action, it is agreed that if negotiations fail, the parties shall utilise mediation with each party bearing their own costs.

SPECIAL CONDITIONS

- The Jondaryan Woolshed Pty Ltd reserves the right to impose further special conditions to function if deemed necessary.
- All additional special conditions must be in writing.

PRICE VARIATIONS

- Whilst every effort is made to maintain prices as printed or quoted, they may be subject to increase without notice to cover unforeseen price rises.

Please read these terms & conditions carefully. If you do not understand any of the terms & conditions or have any questions, please discuss them with our Functions Co-ordinator.

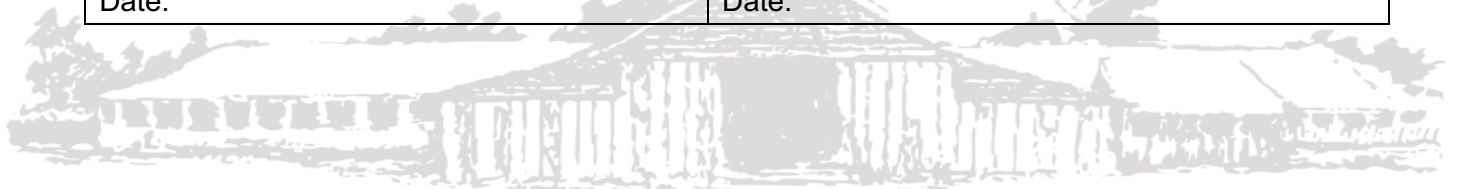
AGREEMENT & EXECUTION

In signing this agreement, I confirm that I have read and understood all terms and conditions. I agree to adhere to the terms and conditions and accept that the terms and conditions are binding on payment of deposit.

Please sign below and initial each page:

CLIENT/HIRER	WITNESS
Name:	Name:
Signature:	Signature:
Date:	Date:

JONDARYAN WOOLSHED REPRESENTATIVE	WITNESS
Name: Rebecca Pope, General Manager	Name:
Signature:	Signature:
Date:	Date:



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