

ABERGELDIE HOUSE
548 Portrush Road, Glen Osmond, SA 5064
Email: info@abergeldiehouse.com
Ph: (08) 8379 7887 - **Fax:** (08) 8388 3838

RESERVATION FORM
PHOENIX ROOM

Please print

Name

Postal Address

Suburb Post code

Phone No Mobile

E-mail Address

Do you have a current Public Liability Insurance? Yes No

Photocopy of Policy attached Yes/No

Policy number Policy Expiry Date

DAY _____ DATE _____ TIME FROM _____ TO _____ AM/PM

Room Hire \$

Key required \$50.00 Signature Refunded

TV and VCR/DVD \$25.00

Overhead projector \$25.00

White board with pens \$15.00

Signature Date

PRICE:

\$19.80 per Hour

\$88 maximum per Day or Evening

(Prices include GST)

Note:

DAY session is from 9.00am to 5.30pm

EVENING session is from 6.00pm to 11.00pm

Conditions

- Individuals or organizations wishing to hire these premises must provide written proof that they are covered by Public Liability Insurance.
- Bookings will only be accepted in writing on our Reservation Form.
- All bookings must be confirmed in writing with insurance details and deposit of one third of the booking fee within 7 days or booking will lapse.
- On leaving the premises please ensure all chairs, tables etc. are replaced as you found them and that all windows and doors are locked, and the security code entered.
- **CANDLES MUST NOT BE BURNED ON THESE PREMISES**
- No smoking or alcohol is permitted any where in the building or courtyard. Smoking is only permitted in the car park.
- Please be aware that other people could be using the building and we ask you to keep the noise level to a minimum

Office Use Only. Date booking received

Deposit Paid \$ Date

Signed