

Lithgow City Council

Wedding Booking Form Eskbank House



Name of Applicant/s:

Address:

Phone: Mobile: Email:

Date: Time of function: from.....am / pm to.....am / pm

Fees available on the Eskbank House and Museum Website

<http://lithgow.com/eskbank/services.html>

Wedding Rehearsal required: Yes/No Date:..... Time:.....

Access for preparation required: Yes/No Date:..... Time:.....

Venue for wedding (please circle)

Garden

Courtyard

Tables & Chairs Required: Yes/No

Number of Tables:..... Number of Chairs:.....

Number and type of vehicles requiring access to the facility:.....

See attached "Schedule of conditions of Hire" Section 10 Vehicles.

Reason for access (please circle)

Bridal Party

Delivery

Please attach a brief written statement detailing your plans and timetable for your wedding/function, including plans for wet weather and other contingencies. Catering and other requirements should be discussed with Council staff prior to the event.

Please ensure that you have read and understood the Schedule of Conditions of Hire, downloadable from http://lithgow.com/eskbank/venue_hire_conditions.html

- ☐ In consideration of the use of Council's owner/controlled facility, I/We agree to hold the Lithgow City Council harmless for any damages, acts or incidents that occur as a result of the above event held by me/us. Furthermore I/We assume all liability for specific losses arising from the event listed above and release the Lithgow City Council from all liabilities and costs incurred arising from or incident in the event.

OR

- ☐ I/We currently carry a Public Liability Insurance Policy for \$10m and attached is a copy of our current policy or a certificate of currency.
- ☐ I/We have read and understand the attached Schedule of Conditions of Hire and agree to abide by these conditions.
- ☐ I/We understand that I/We may be liable for additional costs incurred as per the conditions of hire above.

Signature: Date:.....

Print Name:

Signature: Date:.....

Print Name:

This application form must be returned with the non-refundable deposit. Bookings must paid in full not less than 14 days prior to the event.

Booking and payment can be made to:

Lithgow City Council

PO Box 19, Lithgow NSW 2790
Administration Building – Cashier
180 Mort Street
Lithgow NSW 2790
Ph: (02) 6354 9999
Fax: (02) 6351 4259
Email: eskbank@lithgow.nsw.gov.au
(Cash/Cheque/Credit Card)

Eskbank House & Museum

PO Box 19, Lithgow NSW 2790
Corner of Inch & Bennett St
Lithgow N.S.W. 2790
Ph: (02) 6351 3557
Fax: (02) 6351 3568
(Cash or Cheque only)

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE.

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council.
We will take reasonable care not to disclose personal information. Exempt documents may come under Section 12 of the Local Government Act.