



Lithgow City Council Application for Hire of Eskbank House



Name of Applicant/s:

Address:

Phone: Mobile: Email:

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

Fees & Charges

The following fees & charges apply as at 1 July 2007 in relation to the Hire of the Eskbank House & Museums Grounds for a Wedding Ceremony and/or Wedding Photography.

Wedding Ceremony	Non-Refundable Deposit	\$25.00
(9.00am – 5pm)	Grounds (incl. Photography)	\$265.00
(9.00am – 5pm)	Grounds only	\$225.00
Wedding Photography	Garden Photography	\$50.00
(9.00am – 5pm)		

Permit for the erection of a hired marquee (fee does not include marquee hire) \$440.00

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

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

See attached "Schedule of conditions of Hire" Section 3 Preparation, Decorating, Catering and Cleaning.

Tables & Chairs Required: Yes/No

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

Details of Hire

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 written statement detailing your plans for your wedding/function. This is to enable the designated Council Officer to assess your requirements for approval. When planning your function please ensure that you have read and understood the Schedule of Conditions of Hire. In some cases you may be asked to provide a site plan of your proposed function for consideration.

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.

OR

In consideration of the use of Councils 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.

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 be fully paid by 14 days prior to the event.

Booking and payment can be made to:

Eskbank House & Museum

Corner of Inch & Bennett St,

Lithgow N.S.W. 2790

Ph: (02) 6351 3557

Fax: (02) 6350 3281

Email: eskbank@lithgow.com

(Cash or Cheque only)

Lithgow City Council

Administration Building – Cashier

180 Mort Street,

Lithgow NSW 2790

Ph: (02) 6354 9999

(Cash/Cheque/Credit Card)

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.