

VENUE HIRE

The following venue hire fees, etc apply to events being conducted within the grounds of the Port Arthur Historic Site (PAHS). Prices are valid until 31st March 2015.

Prices do not include catering or beverage options.

The venue hire fee includes the provision of power leads if required.

Outdoor Venue Hire

Port Arthur Church \$600.00

Government Gardens \$250.00

Commandant's Garden \$250.00

Trentham Cottage Garden \$250.00

Other venues on application and subject to approval and availability

Indoor Venue Hire

Junior Medical Officer's House \$400.00

St David's Church \$250.00

Museum/Asylum Town Hall \$500.00

Visiting Magistrates House \$450.00

Note prices quoted are for venue hire only. Extra charges apply for set up and staff costs

Other venues on application and subject to approval and availability

Items available for hire

Chairs \$3.20 each (Plastic)

Chairs \$4.40 each (Metal)

Trestle tables— 1.8m x 75cm \$15, 2.4m x 75cm \$16

Table cloths POA (subject to size)

Glasses \$0.85c

Lectern \$15.00

Red Carpet Runner \$100.00

Guest Assistant \$55.00 per hour (PAHSMA Staff Member)

Table and Chairs \$20.00 (for signing of Marriage Certificate)

Sound System \$100.00 per hour

Terms and Conditions for functions at PAHS

Food and drink:

PAHSMA holds the liquor license that permits alcohol to be served/consumed on the Site. Our preference is to wholly manage the supply and serving of beverages.

PAHSMA can supply glasses, tables, etc – please see

'Items available for hire'.

All catering is to be provided by the PAHSMA Food and Beverage department.

Furniture and equipment hire:

Unless specified, venue hire fees do not include any furniture or equipment. Please see 'Items Available for Hire'.

Function times:

Venue hire is strictly until midnight when all guests must have vacated the building/Site. An additional fee of \$60.00 per hour is charged for any function/event between 5.00pm and midnight for staff supervision.

An additional fee of \$200 per hour will be charged if a function runs overtime.

Cleaning:

Reasonable cleaning is included in venue hire fees. An additional fee will be charged if PAHSMA deem it necessary.

Non Smoking Site:

PAHSMA is strictly a no smoking Site. Special arrangements may be made for events on Site. It will be the responsibility of the hirer to ensure that all rules of the Site are followed. An additional fee of \$200 will be charged if any cigarette butts are left on the ground.

Car Parking:

Car parking is strictly in the Visitor Centre car park. Consideration will be made for people with disabilities and for bridal parties to have vehicle access on the Site. Electric buggies, with driver, are available to transport guests for a fee of \$200 for up to three hours and \$100 per hour thereafter.

Set up and deliveries:

Directions will be provided by PAHSMA staff for any setting up. All care must be taken to ensure that the heritage fabric is not damaged in any way. Speed limits must be obeyed if vehicles need to access the Site for deliveries. Additional fees may be incurred for assistance from PAHSMA staff to supervise setting up.

Personal service:

When you book your function/wedding at one of the PAHSMA venues we will assign you a coordinator for your function to ensure that your function runs seamlessly and according to plan. Our coordinator will be your contact during the lead up to your function. They will present a full running sheet (and floor plan if necessary) for your sign off and assist with set up to allow you to enjoy your function free of concern about practicalities. The coordinator will not be responsible for setting up venue or table decorations but they will assist.

External equipment:

Hirer must obtain approval from PAHSMA to utilise any external equipment.

Bookings:

Bookings must be made 90 days prior to the function. Deposit of 50% of fee is due 60 days prior to the event and balance amount due on the day of the event. Any alterations to the booking must be received by PAHSMA 30 days prior to the event.