

ROYAL AUSTRALIAN HISTORICAL SOCIETY

# **HISTORY HOUSE**

## **VENUE HIRE**

### **BOOKING FORM AND TERMS**







## HOSTING YOUR EVENT AT HISTORY HOUSE

Welcome to History House, a cherished gem in our community's architectural heritage. Now home of the Royal Australian Historical Society, the building was designed by prominent architect George Allen Mansfield as a gentleman's residence for his uncle and Parramatta politician, George Oakes, in 1871. We extend a warm welcome and ask for your cooperation in safeguarding its heritage and kindly ask that you adhere to the following guidelines:

- Treat the venue with the utmost respect, refraining from actions that may cause damage to its structure or contents. Be mindful of the venue's architectural features and historical significance, including the furniture and furnishings.
- Help us minimise our environmental footprint by conserving energy and resources during your event.
- Foster an atmosphere of warmth and mutual respect by treating fellow visitors, guests, and workers with the utmost courtesy.

INDIVIDUAL/ORGANISATION	
Name/Organisation	
Billing Address	
Contact Number	
Email	
RAHS Member <input type="checkbox"/> Yes      Number ____ _	
PRIMARY EVENT CONTACT This person is on-site during the event.	
Contact Name	
Mobile	
Email	
BOOKING REQUIREMENTS Minimum two-hour booking fee.	
Event Type	
Number of Attendees	
Rooms Required:	
Reception Room Only	<input type="checkbox"/>
Auditorium Room Only	<input type="checkbox"/>
Both	<input type="checkbox"/>
Dates	
Time	
Access From	
Event Start Time	
Access Until	

EVENT EQUIPMENT			
Data Projector	Y/N	Plates/Cutlery	Y/N
Speaker Microphone	Y/N	Serving Platters	Y/N
Roaming Microphone	Y/N	Glassware	Y/N
Whiteboard	Y/N		
If you would like to use your laptop for presentations, we recommend that you schedule a time to check that our connections and projector are compatible with your device.			
CATERING REQUIREMENTS			
None		<input type="checkbox"/>	
RAHS tea/coffee/biscuits; \$5.50 per person		<input type="checkbox"/>	
Own Caterer		<input type="checkbox"/>	
If you have your own caterer, please provide the following details:			
Contact Name			
Mobile			
Email			
CREDIT CARD DETAILS 50%Booking deposit required			
Card Type: Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> We do not accept American Express			
Name of Card			
Number:			
Expiry Date			
CSV			
50% Deposit (per RAHS invoice0			
TERMS AND CONDITIONS			
I have read, understood, and acknowledge the <i>Hiring History House – Terms and Conditions.</i>			
Name			
Signature			
Date			

# HIRING HISTORY HOUSE – TERMS AND CONDITIONS

**Confirmation of Bookings:** Tentative bookings will be held for fourteen (14) days. Bookings will be confirmed once signed Terms and Conditions and requested deposit is received. The RAHS reserves the right to release any tentative bookings not confirmed within seven (7) days without further correspondence.

**Payments:** Payment can be made by cash, credit card or bank transfer. A deposit of 50% of the total event cost is required to confirm your booking. Prices are inclusive of GST.

**Cancellations:** All cancellations must be made in writing. The RAHS will return deposit payment if it receives the cancellation fifteen (15) days before the date of booking as per the signed booking form. If the function is cancelled between eight (8) and fourteen (14) days before the function, the 50% deposit will not be refunded. If the event is cancelled less than seven (7) days before the function, 100% of the total invoiced costs must be paid.

**Damages:** We ask that organisers liaise with RAHS employees over display arrangements to prevent any damage to the premises. Clients will be financially liable for any damage sustained to the RAHS or its property. No staples, sticky or masking tape, blue tac, nails, glue or velcro may be used on any walls, door or other surface or part of History House.

**No Smoking:** All rooms and all internal areas of History House are non-smoking.

**Access to History House:** The RAHS will provide access to the venue for the times nominated on the booking form. It is the client's obligation to allow sufficient time to set up and pack down an event as part of the period for which the venue is hired.

**Deliveries:** Should you wish to have items delivered to History House in preparation for your event, these can only arrive onsite on the day of your event date. We may be able to facilitate delivery the day before the event subject to prior approval five (5) days before the event. All deliveries should be made via the loading bay at a time agreed with RAHS employees and confirmed in writing.

**Function Support:** During business hours (9 am – 5 pm, Monday – Friday, excluding public holidays), a member of the History House team will be onsite to assist for the duration of the event. Outside of these hours, security will be onsite at an additional hourly security charge and lock-up fee as outlined in the invoice. The client is responsible for any additional employee or security costs incurred by RAHS which cause a RAHS employee or security to remain at History House after the scheduled finishing time of the function, or to provide a service that is not part of their standard contract.

**Venue Responsibility:** The RAHS does not take responsibility for the damage or loss of personal items before, during or after an event. There are no dedicated security-watching function rooms; please ensure all valuables are taken with you.

**Client Responsibility:** The client is responsible for the conduct of all guests and invitees and indemnifies the RAHS for all costs, charges, expenses, damage and loss caused by any act or omission by the client, client's guests or invitees. It is expected that the members will conduct the event in an orderly manner. The RAHS reserve the right to remove attendees who breach these terms and conditions or any policies, laws or regulations. The RAHS is committed to creating and maintaining an environment that is professional, safe and free from unlawful or inappropriate behaviour. We aim to foster a culture of integrity and responsibility amongst all employees, members and guests.

The client is responsible for ensuring the number of attendees does not exceed 60 unless another agreement has been made in writing with the RAHS. The client must also ensure all attendees remain in the room(s) hired and common access areas on the ground floor and basement.

Public address systems and noise volume will need to remain at an acceptable level and not disturb neighbouring buildings.

**Event Approval:** All events booked are subject to RAHS approval. The RAHS reserves the right to vary or cancel any booking if the event is deemed to oppose the objectives of the RAHS or may prejudice the RAHS. All events shall be conducted in an orderly manner and comply with the terms/conditions and all applicable laws.

**Cleaning:** The RAHS will clean all function rooms: this service is included in your room hire. However, should the event have substantial cleaning requirements an additional cleaning charge of \$150.00 will be incurred.

**Catering:** The client is responsible for engaging and liaising with a caterer. Any external caterer engaged for the function may have access to the kitchen facilities and must remove their own equipment and rubbish after the function.

The client will ensure that the caterer complies with these terms and will be responsible for any additional cleaning, loss or damage costs incurred by RAHS because of the caterer's actions. Any external caterer engaged for the function may have access to the kitchen facilities and must remove their own equipment and rubbish after the function.

**Alcohol:** The client is responsible for ensuring that its employees, contractors and participants comply with all liquor licensing laws and responsible service of alcohol requirements. The sale of alcohol at History House is not permitted.

**Extensions:** Should your event run overtime, all incurred costs with serving the event beyond the expected finishing time will be passed onto the client. The RAHS will contact you regarding any additional charges incurred.

**Property and Equipment:** The client will be held responsible for any missing items or repair costs for any damages incurred to equipment, furniture, facilities or other goods or property.

**Fire Safety:** Prior to the event, the client will need to organise time with the RAHS to get a briefing on the locations of fire exits, extinguishers, and first-aid kits. All emergency exit doors must be left unlocked and unobstructed.

**Other:** The RAHS will not be liable for any non-performance of its obligations under this contract in case of a fire, storm, flood, explosion, accident, labour disputes, government regulations, or other force majeure events.

If you have any queries about these Terms and Conditions, please email [history@rahs.org.au](mailto:history@rahs.org.au)





## CONTACT

Email: [history@rahs.org.au](mailto:history@rahs.org.au)  
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<https://www.rahs.org.au/venue-hire/>

