

TERMS AND CONDITIONS

LAWSON PARK - VENUE HIRE FOR SMALL WEDDINGS, ELOPEMENT & EVENTS

Lawson Park offers access to Long Alley Barn facilities, the Bushland Terraces and the Garden & its Studio for the purpose of private events including photography and videography in accordance with hire agreement and quote.

Lawson Park venues are available for small weddings and elopements on weekdays - Monday, Tuesday, Wednesday, and Thursday without or with Accommodation in Long Alley Barn. Weekends - Friday, Saturday and Sunday with minimum 1 nights accommodation booking.

Lawson Park venues are available for special occasion events on weekdays - Monday, Tuesday, Wednesday, and Thursday without or with Accommodation in Long Alley Barn. Weekends - Friday, Saturday and Sunday with minimum 2 nights accommodation booking.

Clients booking Long Alley Barn accommodation in conjunction with an event package, must review Terms and Conditions of our short-term rental accommodation. All bookings at Lawson Park assume agreement of these terms and conditions.

Elopement/base event hire is for a minimum 2-hour duration and maximum 4 hours for the purpose of the ceremony & celebration, unless otherwise agreed with Lawson Park Management in the booking agreement. The hire period includes set up and pack down for all guests and vendors.

Day hire periods commence from 9am. Evening/sunset hire period can commence from 2pm. Separate rates may apply.

Venue Packages are quoted at the time of enquiry and form the basis of the hire agreement.

External vendors for additional services for your event must be approved by Lawson Park Management minimum 30 days prior to the hire period. Additional service fees may apply to coordinate external vendors and will be discussed at the time of booking.

Lawson Park will provide access to power, rainwater and amenities as per the event hire quote and signed agreement. Lawson Park can provide the hire of equipment such as tables and chairs, details are agreed on as part of the venue hire quote.

If the hire period is greater than 4 hours then additional hire fees will apply, details are agreed on as part of the venue hire quote.

LONG ALLEY BARN - VENUE HIRE

Long Alley Barn is available for use during the agreed hire period. Guests may use the short-term accommodation facilities including the 1 x toilet/bathroom, the surrounding facilities, verandah, boardwalk area.

The accommodation kitchen, kitchen equipment, indoor furniture and BBQ cannot be used for catering purposes inside the Long Alley Barn for greater than 10 people. Caters/vendors must be approved by Lawson Park Management as part of the hire agreement.

THE BUSHLAND TERRACES - VENUE HIRE

The Bushland terraces can be hired on its own or in conjunction with Long Alley Barn. This is an outdoor venue with limited access to power. Provisions for power, water and lighting will be determined by the nature of the hire agreement.

The Bushland Terraces can be used for the purpose of Ceremony and reception by the farm dam. Guests must make themselves familiar with the safety issues adjacent to an unfenced water body.

THE GARDEN AND ITS STUDIO - VENUE HIRE

The Garden and its Studio can be hired on its own and in conjunction with Long Alley Barn. This is an outdoor venue and the Studio property has limited solar power access, rainwater tank and Wifi access.

The Garden and its Studio is available for hire from October to May annually.

If events include a ceremony at another location on the property with reception at the Studio and its Garden, then a split location set up fee applies. Fees will be quoted at the time of enquiry based on the number of guests and proposed hire arrangements.

HIRE PURPOSE DETAILS

Details of the event must be submitted with your application (nature of the hire, how you plan to use the property, the numbers of all personnel visiting the property during the hire period) and written approval must be provided in advance. Failure to fully disclose (and obtain permission in writing) for any use of the property & its facilities will result in additional hire service fees, &/or instant eviction and loss of venue hire, accommodation fee and bond.

Nominated external vendors must provide details 30 days in advance to Lawson Park Management regarding public liability insurance, power, water and space requirements to undertake the event at Lawson Park. The Client agrees on behalf of its external vendors compliance with our terms and conditions when present on the property.

ACCEPTANCE AND RESPONSIBILITY

Payment of the deposit constitutes acceptance of all Terms and Conditions and approved arrangements as per the signed agreement.

All guests and visitors to Lawson Park are to comply with current NSW & Australian Government health rules and regulations. Lawson Park Management reserves the right to refuse any person who is unable to or not willing to provide details of their health status if required. Further to this, guests or visitors who may be considered high risk may be asked to rearrange their travel plans or not attend the event.

SETUP/CLEAR AWAY

Set-up deliveries are available up to 4 hours prior to the designated hire period. Set up for the event can not commence prior to the designated hire period unless otherwise stated in the signed agreement

All hire/event equipment including rubbish is to be cleared away by the end of the hire period unless prior permission to collect from a nominated area is arranged. Extra charges will apply.

USE OF VENUE FACILITIES

Use of Long Alley Barn, the Bushland Terraces and Garden and its Studio is as presented and in accordance with the venue hire agreement. The Studio, Barn and ancillary structures are not to be altered or damaged during the event. No fixing of signage, pictures or structures to any part of the property is allowed unless written permission is given.

All indoor and external building areas are to be left clean at the end of the hire period. Furniture must be returned to its origins and/or within the Barn or Studio venues. Extra cleaning services to remove grease stains, signage, return furniture, etc. will be charged to the client at a rate of \$60/hour.

At the Terraces, the area is as presented on the day of hire. Surfaces can be uneven and soft due to weather conditions.

At the Garden, the use of the lawn area is as presented on the day of hire. Temporary flooring to accommodate tables and chairs is recommended to reduce damage to the lawn surface. All additional surfaces can be in place for no longer than 72 hours.

At Long Alley Barn and the Garden and its Studio, the water supply is the rainwater tank and maybe only suitable for cleaning purposes. It is recommended drinking water is supplied by the client. Limited hot water is provided at the Terraces and Studio by way of Urns.

Use of designated areas of the property as part of the agreed event is presented and in accordance with the venue hire quote. If weather events prevent access to intended areas, Management is not responsible or liable to refund monies incurred by other consultants or service providers.

Car Parking - Lawson Park Management will nominate areas for visitor car parking, vehicle drop off and collection points for the event. Only pre-authorized vehicles are permitted to park for the duration of their booking in the designated guest parking area. Where possible we encourage the Client to reduce the number of vehicles arriving at the property for the purpose of the event. Visitors to Lawson Park are not permitted to drive or park in areas other than those designated by Lawson Park Management. Parking is not permitted outside the venue hire period unless by prior arrangement with Lawson Park Management.

All visitors must follow safety instructions and no responsibility is taken by Lawson Park Management if visitors leave the designated venue hire area. Use of the boardwalk, farm dam areas, nature tracks or general property areas is at a visitor's own risk. As a rural property, ground surfaces can be uneven and native flora and fauna can cause harm to people.

Lawson Park is not a licensed venue. Lawson Park Management reserves the right to ask any guest or visitor to leave the property if they are intoxicated to cause harm to themselves, other persons or property at Lawson Park.

The Client is responsible for all approved vendors and suppliers, their personnel and their equipment while offering their services at Lawson Park.

PAYMENT

Up to 50% deposit is required to secure your accommodation & venue hire booking as per your Package quote. 30 days prior to your event/hire date the remaining funds are to be paid.

Direct transfer is the preferred method of payment. Payments can be made via credit card. For VISA or MasterCard payments, will incur a 1.75% payment processing fee. (AMEX or other credit cards are accepted on application)

Current and valid credit card details are to be provided to Lawson Park Management no later than 3 days prior to the accommodation/event hire check in. The following amounts will be authorised for a security bond & additional expenses:

\$500 security deposit for events 20 people & under;

\$1000 security deposit for all events over 20 people.

A security bond payment will be credited to your designated payment method once the property has been inspected and deemed left in a similar state to your arrival. The authorised amount will be cleared within 48 hours of your departure and void from your account in occurrence with the third party payment program.

Any damage, loss or expense incurred by Management as a result of your breach of these Terms and Conditions will be charged against the bond. Examples of this include but are not limited to any breakage, damage or excess cleaning requirements, extra guests or visitors beyond those declared.

CANCELLATION OR VARIATION

Variations and/or cancellations of accommodation bookings are subject to the Terms and Conditions of our short-term accommodation. Details are found on the website www.lawsonpark.com.au.

Cancellation of accommodation with a venue hire is subject to the below venue hire cancellation policy. If in the instance of another accommodation booking received on the same day(s) as the cancelled dates. Lawson Park will provide a partial refund less administration fees and determined in accordance with accommodation cancellation policy.

Variations and/or cancellations of your venue hire with or without accommodation are subject to the following policy:-

The booking deposit will be refunded in total if cancellation occurs 6 weeks (42 days) prior to the event date with an administration fee of \$250. A 50% refund for events cancelled 41 to 14 days prior to the event booking and no refund of venue hire deposit if cancellations 13 days or less prior to the date of the event/hire period.

Variations to accommodation and venue hire agreements may incur additional service fees, these will be quoted based on the nature of the variation at the time of enquiry.

UNAVAILABILITY

If the property becomes unavailable for your occupancy due to unforeseen circumstances (e.g. fire, storm, damage, Government Health requirements) then Lawson Park Management will inform you immediately and any money paid will be refunded in full in accordance with our cancellation policy.

PETS

No pets are allowed unless agreed with by Lawson Park Management. A pet is welcome to be part of your special event however must be chaperoned, restrained or supervised throughout the event by a nominated person other than the wedding couple. Pets are not allowed in the Barn for the purpose of containment. Arrangements can be discussed further at the time of booking. The client must review our Accompanying Dog Policy and return a signed copy to Lawson Park Management before the booking commences. Your booking confirms your acceptance of this policy.

CHILDREN (under 12 years)

Children are welcome as part of your event and to stay at Long Alley Barn. There are unfenced farm dams, native flora & fauna at Lawson Park. Within the event spaces open fires are in operation. We request that the child/children are supervised at all times by a responsible adult other than the wedding couple during the event. Arrangements can be discussed further at the time of booking.

FIREPLACES & OUTDOOR FIRE PITS

Fireplaces & Outdoor Fire pits can be used during your hire period as per your hire agreement and are operated at your own risk. You will be held liable for any damage you cause including smoke or ember damage from incorrect use. Please use fire guards at all times to prevent damage and maintain safety during your stay.

ALL fireplaces & BBQ and their external casings can get very hot and may cause serious burns if touched. It is strongly recommended that the fireplaces be operated with consideration of these dangers.

Firewood is provided for use during the fire period. If firewood of any kind is removed from the property or not used appropriately during your hire period we reserve the right to ask for guests to replenish the supply of wood at their cost.

Firewood provided at the Barn is not to be used in the outdoor fire pits elsewhere on the property. Bush 'wood' is located beside the outdoor fire pits for guest use.

Guests are to adhere to all requirements of Fire Hazard Warning Notifications and advice from the NSW Rural Fire Service when lighting fires during your stay. Please note this advice can change daily. www.rfs.nsw.gov.au

FIRE SAFETY

Please familiarise yourself with **open fire safety procedures** within the Property Information Booklet and the '*Action in the Event of an Emergency and Fire Evacuation Procedure*'. **Note a Fire Extinguisher & Blanket** are located in the Long Alley Barn pantry, beside the refrigerator, and in the Barn kitchen. Smoke Detectors & Carbon Monoxide Monitors are fitted in the Barn. In the Garden Studio, a fire extinguisher and blanket are located adjacent to the roller door access.

As a rural property, we may experience a bushfire in our local area. Lawson Park Management will assess the risk of bushfires before you visit Lawson Park. Accommodation Bookings and Events may be cancelled at short notice if a risk is determined, please see our unavailability policy.

CLIENT RESPONSIBILITIES

The Client is responsible for all visitors to Lawson Park for the purpose of the event/venue hire. The Client is responsible for any damage, breakages, theft and loss of the property and any part of it during the hire period & terms of the agreement. You must notify us of damage, loss or breakages immediately. Management may recover costs from your bond to repair or replacement costs (at Management's discretion).

Only the visitors nominated and agreed to in the booking may enter the property and/or stay at the property overnight. If any other guests visit or stay at the property without prior written permission, extra charges will apply, and the agreement may be terminated immediately without a refund.

Pitching of tents is strictly prohibited unless previously agreed with Lawson Park Management.

All outside noise is to be significantly reduced by 11pm and to cease completely by 1 am.

Disturbance to our neighbours in Hartley Vale during your stay & period of hire on the property, including excessive noise while entering & exiting the property &/or excessive car vehicle movements is prohibited and will result in termination and eviction without refund of rental rate or bond. Illegal activities (such as, but not limited to, illicit substances and fireworks) are strictly prohibited and will result in immediate eviction without a refund.

Lawson Park is a smoke-free/vape-free property. If there are visitors to the property who are known smokers, please notify Management of protocols in managing areas for smoking and appropriate and safe disposal of rubbish. Management reserves the right to ask any visitor who is smoking to refrain while on our property or to leave if they refuse to do so. No smoking of any kind is allowed in any indoor spaces.

The Property must be left in a clean and tidy condition. Should the cleaning fee be more than the normal cost for cleaning the property, you will be charged the additional costs (\$45/hr) over and above the normal cleaning fee, which will be deducted from the security bond. All furniture, furnishings and equipment must be left in the position they were in when you arrived, or additional charges will apply. All lights, appliances and taps must be switched off before departure from the property. The property must be vacated on time and secured.

PHOTOGRAPHY & DIGITAL REPRESENTATION

Representation of Lawson Park Property in digital or print material other than personal use is subject to permission by the property owners. Lawson Park Management requires the right to approve all representation of the property Lawson Park Management requests that all image material shared on digital platforms refers to/tags/mentions - **@longalleybarn** & **@lawsonpark_celebrations**, as per the LP T & C's for Photography & Videography., Professional photographer(s) are permitted for the purpose of the event/venue hire bookings at Lawson Park. Lawson Park Management requires the

right to approve all commercial representation of the property. The Client &/or professional photographer &/or videographer shall provide images &/or all references to Lawson Park Property prior to publishing for approval.

Management reserves the right to request any inappropriate or unwanted images appearing in print/digital form regarding Lawson Park and Long Alley Barn on all media platforms to be removed.

PROBLEMS OR COMPLAINTS

In the case of any problem or complaint, you must inform Lawson Park Management at the earliest opportunity, so Management has the chance to rectify the situation as quickly and efficiently as possible. You must allow repair/service access to the property during reasonable hours.

Any complaint, which cannot be resolved locally, must be notified in writing to Lawson Park Management prior to departure from the property. Failure to follow this procedure may hinder the ability of Management to rectify the problem or complaint and reduce or extinguish any claim you may have.

All commercial vendors visiting Lawson Park must have appropriate Public Liability Insurance. All Visitors must have appropriate travel insurance when at Lawson Park since Management is not responsible for any injuries, illnesses or accidents that may occur whilst staying at our property.

DEFINITIONS

“Booking” “hire agreement” or “period of hire” means the period for which you have paid to stay at the Property with the agreed detail and conditions on the written quote.

“Property” means Lawson Park, 154 Lawsons Long Alley, Hartley Vale NSW and designated event buildings, fixtures, fittings and equipment

“Management” means the owners and managers of the Lawson Park Property

“Guests” means the persons who stay overnight on the Property during the agreed booking

“Visitor” means a person a Guest permitted to visit the Property during the booking or event

“Client” means primary Guest(s) who have engaged in booking the accommodation and venue hire for the purpose of the agreed event. If not the same as the Guest on the booking information, the client is subject to the responsibility of all Guests and Visitors to the Property

“Elopement package” or “event package” means the details and inclusions of your hire period as per the quote provided at the time of enquiry.

“Venue hire” means the area you have permission to utilise for the purpose of the agreed event.

“Hire period” means the agreed length of time of the agreed event

“Car parking” vehicle access and storage are only permitted in designated areas on the property. No overnight parking unless guests are staying at Long Alley Barn and/or by prior approval from Lawson Park Management

“Smoking” includes but is not limited to all forms of cigarettes, cigars, e-cigarettes, vaping or the like

“Weekdays” means Monday, Tuesday, Wednesday, Thursday

“Weekends” means Friday, Saturday, Sunday