

Saltwater Hiring Costs for non-catered events

Time	Lawn	Verandah per hour	Inside per hour
6am - 5pm			
Monday - Friday	\$50/h	N/A *	N/A *
Saturday - Sunday	\$100/h	N/A *	N/A *
Public Holiday	\$75/h	N/A *	N/A *
5pm - 12pm	TOILET	CHOICE	REQUIRED
Monday - Friday	\$100/h ** or ***	\$150/h ** or ***	\$200/h *** only
Saturday - Sunday	\$150/h ** or ***	\$200/h ** or ***	\$250/h *** only
Public Holiday	\$175/h ** or ***	\$250/h ** or ***	\$300/h *** only
12pm - 6am	LOAD	OUT	ONLY
Monday - Friday	\$100/h ** only	\$100/h ** only	\$100/h ** only
Saturday - Sunday	\$100/h ** only	\$100/h ** only	\$100/h ** only
Public Holiday	\$100/h ** only	\$100/h ** only	\$100/h ** only
N/A *	By	Request	Only
TOILET #1 **	Porta Potti	\$300 per day	1 per 60 people
TOILET #2 ***	Saltwater Staff	Access to Museum Toilets	\$50 per hour
Multiple Spaces	Add Prices	Discount by 10%	
All Bookings	subject to Saltwater	Darwin Rules and	Procedures

Venue Control

The venue remains in the control of Saltwater Darwin. An Event Duty Manager will be allocated to each event. This person maintains the right to enforce ALL of Saltwater Darwin's rules and responsibilities. All individuals and groups hiring the venue agree to follow the direction of the Event Duty Manager, and to ensure that their guests do likewise.

Suppliers and Vendors

- All suppliers and vendors you intend to use are required to contact Saltwater Darwin at least 14 days prior to your event to ensure that they have the appropriate level of

accreditation, experience and qualifications for the role they are undertaking. This is an OH&S issue and is not negotiable.

- Saltwater Darwin will arrange access to the venue, or in regards to any set up questions 2 days prior to the event. Attendance at this event is compulsory for ALL suppliers and vendors.
- Please provide us and ALL of your suppliers with a confirmed floor plan and seating plan no later than 48 hours prior to your event to reduce any confusion on the day.
- Saltwater Darwin will not take responsibility for the setup of outside suppliers and/or decorations that you have organised. Please ensure you entrust a colleague/relative or friend to oversee and check these details.
- Also, please advise all suppliers booked to bring all equipment necessary, such as power leads and power boards (must be tagged and tested), and any other necessary items.
- DJ's and musicians will need to provide their own table for equipment, and a cloth.

Event Set Up & Pack Down

- Please ensure you and/or your chosen supplier(s) allocate enough time on the day of your event to allow for event set up requirements. Access to the venue on the day of your function will need to be discussed and confirmed with us to ensure other events and/or guests are not interrupted.
- Event pack down and collection of outside supplies and/or decorations is required at the conclusion of your evening unless organised prior with the Event Manager. All Suppliers must ensure collection of their equipment no later than 10am the following morning.
- Please note that Saltwater Darwin has NO storage facilities, please organise a colleague/relative or friend to remove all centre pieces from your table(s). Pee Wee's will not take responsibility for items left overnight at the venue.

Music

- Please discuss music options with our Event Manager. Noise restrictions can apply subject to other activities at Saltwater Darwin, for functions who do not take out sole use of the venue. These restrictions do apply until approximately 9:30pm, although this can be discussed on the night with the Event Duty Manager.
- All music is to finish at 12:00 midnight sharp unless a time extension is discussed prior. DJ's and musicians will need to provide their own table for equipment, and a cloth.

Reserving the Date

If your event is more than 6 months from the booking date we will accept a holding deposit of \$1,000.00. This amount is NOT refundable when only booking the venue.

Deposits

To lock in your preferred date, once the event is within 3 months we require:

1. a deposit of 25% based on the agreed indicative pricing.
2. a signed Terms and Conditions form

Deposits are strictly non-refundable or transferrable.

Full Payment

Full payment is required 30 days prior to the event. This payment is non-refundable, nor transferable. Payment can be made:

1. by direct debit into our bank account
2. cash or bank cheque
3. Visa or Mastercard (1.5% surcharge)
4. Amex or Diners (3.5% surcharge)

Bonds and Security

- Saltwater Darwin requires all events to provide a credit card pre-authorisation as a security bond for any bar tabs or damages on the night.
- Every possible effort is taken to maintain prices, but these are subject to change to allow for market cost variations. The prices shown are inclusive of GST.

Sole Use of Site & Responsibility

- As you are aware, Saltwater Darwin covers a very large area, with an external lawn area of about 1900 m², a verandah of about 110 m², and an internal space of about 110 m².
- Please be aware that unless you request and pay for sole use of the site you may not have exclusive use of the complex. We will ensure that you have plenty of space and an area will be designated for your private use.
- Although all care is taken, Saltwater Darwin will not be responsible for the loss of or damage to any property left on the premises by you your guests, suppliers or vendors at any time prior to, during, or after the event.
- As a condition of hiring the venue, you accept financial responsibility for any damage to the venue, its fittings or equipment caused by the client's guests or by outside contractors engaged by the client prior to, during, or after the event.