



The Grange

*Colonial home of the famous Australian explorer
Captain Charles Sturt who occupied this residence
from 1840 – 1853.*

Charles Sturt Museum
39D Jetty Street, Grange SA 5022

Events Co-ordinator: Margaret Phillips
0422 434 403

The grounds of this historic precinct are the private property of the Charles Sturt Memorial Museum Trust Inc., The Trust welcomes the public to hire the grounds during daylight hours. Wedding packages are available and assistance can be provided for special events such as birthday celebrations, family reunions, memorial services and club activities. The museum is not available as a function venue but garden events such as vehicle displays and cocktail parties can make arrangements for guided tours for guests.

Hire Fees

Hire of Park or Heritage Garden	\$150.00
Hire of Terrace	\$250.00
Use of Electricity (minimum)	\$40.00
Hire of chairs, tables, trestles, cloths	\$150.00
Hire of 4 x 8m pop up white marquee	\$200.00
Site preparation, and dismantle	\$200.00
Prices are GST inclusive	

Wedding Ceremonies

We would be pleased to help make your wedding day perfect by providing forty white garden chairs, one/two trestle tables with white cloths for celebratory drinks, a registry table with white cloths, two white chairs for use in signing, Bentwood chairs for musicians, power and extension leads and two garden umbrellas if required. We will set up everything, receive deliveries of flowers and decorations and pack up after the bridal party have completed their photography session and left the grounds. Restricted parking for bridal party can be arranged and easy access parking is available for guests. Toilet facilities are available.

A site inspection can be arranged with our consultant in order to evaluate how best we can assist in making your event a very special day. We guarantee that the grounds will be available exclusively for the day by the hirer. **Note:** The grounds are not available after 6.00pm and catering facilities are not available.

Payment of \$80.00 will secure your booking of the grounds. The balance of any other fees is payable 30 days prior to the booked date.

Cheques/money orders to be made payable to Charles Sturt Memorial Museum Trust Inc. and posted to the Secretary, Charles Sturt Museum P.O. Box 132 Fulham Gardens SA 5024.

Or by EFT payment to Bendigo Bank A/C 633000 146066840.



CONDITIONS OF HIRE:

1. Bookings will only be confirmed on receipt of a completed application form and the required payment.
2. The Hirer agrees to maintain order within the group.
3. The Hirer will obtain an appropriate liquor licence if the occasion requires one.
4. Any sound system's volume will be controlled to an acceptable level or at the direction of the Trust Supervisor.
5. Vehicles are required to park on hard surfaces unless alternative arrangements are made.
6. The Hirer is responsible for all or any damage to Trust Property during the hire period. A written statement will be produced detailing damage to be repaired.
7. Should the alarm system be activated requiring the attendance of the Security company, the hirer will be responsible for a call out fee of \$54.00.
8. The grounds must be left clean and tidy with all bottles, cans and rubbish removed from the grounds or placed in the supplied containers.
9. Fees payable are those at the time of confirmation of the booking.
10. The Hirer can engage external contractors to supply, set up and dismantle wedding supplies such as chairs, arches etc.
11. The Hirer must co-ordinate with the Trust for the delivery of additional supplies regarding time and date of delivery to ensure site security.
12. All reasonable directions of the Trust Supervisor on duty must be complied with.
13. Function time limits will be arranged with Trust Supervisor. Weddings and photography have a time limit of two hours and will not start later than 4.00pm.
14. Wedding ceremonies (ie arrival of bride) are to take place at the time designated on the Hire Form. The area will be ready to receive guests 30 minutes before the stipulated time. Should the time be altered please notify the Trust Supervisor a month prior to ceremony.
15. Items are not to be fixed to any part of the museum.
16. Only rose petals, dried flowers or soap bubbles are allowed as confetti.
17. Wet weather policy: Hirer should arrange to have a marquee on standby should they feel it necessary.



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APPLICATION TO HIRE/USE GROUNDS:

I/We

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Of

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Post Code

Contact details:

T/phone

Mobile.....

Email

Apply to use the grounds of the Trust for:

Wedding Ceremony: []

Photography Only: []

Social Event: []

Please supply details of event

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Date Required:.....

Time.....am/pm

Area Required:

Park []
Terrace []
Heritage garden []

Items required:

Registry table and chairs
Chairs required Max 80. []
Trestles [1 - 3]
Power []
Chairs for String Instrument Players []

Items Hirer wishes to supply:

Marquee []
Chairs
Red Carpet []
Flowers []
Decorations []

Others items (stipulate)

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Delivery times

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I/We hereby acknowledge having read and accepted the terms and conditions of hire and agree to the terms and conditions and the hire fees.

I/We accept that exclusive rights to use of the grounds have not been granted.

Signed

Dated

Print Name

Please note this form is to be delivered within seven days of booking with non-refundable deposit and that the balance is payable 30 days prior to the booked date.

Office Use Only:

Deposit Receipt No.

Amount Paid \$Date

Final Payment Receipt No.

Amount Paid \$.....Date