

# *The Hen House*

-REHEARSAL STUDIOS-



## **HOST YOUR NEXT EVENT @ THE HEN HOUSE**

Let our inspired artwork and incredible atmosphere be the perfect backdrop for your next bucks/hens, birthday, engagement, or wedding party!

The Hen House Rehearsal Studios is tucked away in a beautiful warehouse in Osborne Park. We have excellent parking and can accommodate up to 80 people. Our location, in an industrial area is also great as we have no issues with noise restrictions.

**VENUE HIRE :** The space is available Saturday nights from 6pm to 1am. During the day equipment and supplies for the event can be dropped off between 12:30pm and 3pm. We can also organise early morning drop offs to the site for an extra fee. From 6pm the space is entirely yours and can be set up to your liking.

**SIZE :** The Hen House can hold a maximum of 80 people.

**FOOD & ALCOHOL :** You are allowed to supply your own food and alcohol for the event. People also use catering companies, food trucks and even delivery, as food options down at The Hen House. We allow free use of the studio BBQ as well.

**PLEASE NOTE :** You are not allowed to sell alcohol at your own event under any circumstances.

**BBQ & SOUND SYSTEM :** We also give you free use of our BBQ, Ice Tubs (x6) and powerful sound system, which is set up for easy bluetooth access for phone, Ipad or laptop

**PRICE :** Our standard price for an event is \$1500 incl GST. Fashion Shows and Weddings will typically be priced a little higher depending on the amount of organisation required for the event.

**BASKETBALL RING :** Use of the basketball ring is strictly prohibited throughout the event. Failure to adhere to this rule will result in a large deduction from your bond.

**NEIGHBOURS :** We please ask that you keep all patrons of your event inside or in front of The Hen House. Keeping our neighbours happy is extremely important to us, so please make sure no bottles or trash make its way to any neighbouring business. Please note any damage to a neighbouring business or their property will also result in loss of bond money.

**CLEANING :** The space will be pre-cleaned for you when you arrive. We ask that you manage all rubbish yourselves throughout the event, as you will have access to our skip bin for the evening. We will also provide you with a clean-up kit for any mishaps during the event. This contains extra bin bags, dustpan and brush, a mop, and a roll of Chux cloths. All cleaning the following day is handled by us, we just need you to have everything removed the following day by 11am so we are able to do so.

**BOND :** A \$500 Bond is required for security in the advent of any damage to the premise. The Bond is refunded the day after the event. **Please also send us your bank details so we can easily transfer the bond back to you. Details can be added where you sign the T&Cs.**

**EVENTS WE DO NOT HOST :** We do not allow the space to be rented or hosted by anyone aged under 25, or for any events for parties aged under 25 (e.g. 18ths, 21sts etc.) We also do not cater for public ticketed events. All bookings must be private gatherings, with no sale of tickets, or alcohol.

**NEXT STEP :** Check out the space in person. The best times are 6pm Mon to Fri or 1pm Sat & Sun. Just let [tom@thehenhouse.com.au](mailto:tom@thehenhouse.com.au) know what day and time suits. Phone or text on 0407 442 726

**CONFIRMATION :** If you are happy to proceed simply **sign and send back the T&Cs form (attached below)** - Your booking is confirmed once we have received full payment of venue hire of \$1500 (incl GST) and the \$500 Bond. That is a total transfer of \$2000.00.

**PAYMENT DETAILS :** Name - The Hen House : Account - 575415557 : BSB - 016412 : Please put the name of the person having the event in the banking reference section, so we know who paid.





## Terms & Conditions @ The Hen House

PLEASE READ, SIGN & RETURN BELOW

### Confirmation

- The booking is confirmed upon receipt of the full payment of the event space (\$1500 incl GST) and bond (\$500). **Total payment of \$2000.** By paying the event hire price you are agreeing to The Hen House Rehearsal Studios terms and conditions. An additional Security bond may be required depending on the type of event.
- Security bond will be refunded after the function; less any incidentals or damage.
- The Hen House will be under no obligation to proceed with the function if the full payment has not been received within 6 weeks of the event's date.

### Cancellation of a Confirmed Booking

- Written email notice is required for any cancellations.
  - You will receive the full amount back if it is at least 6 weeks notice (42 days) before the event.
  - You will forfeit 50% of the event fee for any cancellation between 4 and 6 weeks.
  - You will forfeit 100% anything less than 4 weeks notice before the event.
- As we no longer have enough time to book a new event in.

### Standard Event Timing

- Event hire is agreed for a maximum of 7 hours.
- 6pm to 1am are our standard times.
- During the course of the day you may liaise with The Hen House to drop off or set up any extra items for the night's event. Best time is between 12:30pm and 3:00pm. We will keep room 17 free for you to drop supplies. **Hen House Management can be reached on 0407 442 726 and can also organise early morning drop off times - this will minus \$35 from your bond if you select an earlier drop off time.**

- All gear, equipment and furnishings must be removed at 11am on the following day, to allow for the smooth transition of bands arriving at the studio at 12pm. Please make sure you are at the studio no later than 10:30pm to allow adequate time for us to clean the space.

### **Food & Beverage**

- All alcohol can only be consumed by patrons over the age of 18.
- Alcohol is not under any circumstances allowed to be sold at the event.
- Responsible service of alcohol is in the hands of the person hiring The Hen House and The Hen House Rehearsal Studios takes no responsibility for the intoxication of patrons or any injury, damage or problems caused by such people.

### **Damage To Property**

- The client is responsible for the conduct of all guests and will take full responsibility for any damage to persons or property caused by client or guests and will pay incurred costs or cover any loss of business for The Hen House.
- We do not accept responsibility for damage to clients or guests while on the premise or surrounding car park.
- Function organiser accepts all responsibility for any damage done to persons and property during the course of their function.
- The Hen House will not be held responsible for any damage or loss.

### **Security**

- All security needed is at the expense of the client.

### **Underage Guests**

- Underage guests are only permitted in The Hen House if accompanied by a legal guardian at all times.

## **Adult Entertainment**

- The roller down **MUST** remain down for the duration of any adult entertainment or shows
- All entertainment must take place **INSIDE** the warehouse. No adult activities or nudity can take place outside of the building or in the carpark. Failure to adhere will result in loss of bond.

## **Miscellaneous**

- The Hen House will NOT accept any responsibility for damage or loss to materials left on the property prior to, during or after an event. Any damage to neighbouring businesses will result in loss of bond and may incur an additional expense if the damage is over \$500. ● If any excess things are left by our bin (e.g. broken tables, broken chairs), the bond will be deducted. The bin is for standard trash that goes in trash bags provided. It is your responsibility to remove any items you bring for the event.
- No open flames, Candles or Sparklers are permitted in The Hen House.
- Strictly no more than 80 guests allowed.
- Use of the basketball ring is strictly prohibited throughout the event. Failure to adhere to this rule will result in a large deduction from your bond.

**I agree to all of the terms above :**

**Full Name of person organising event (please print)**

**Signature of person organising event**

**Bond Return Details. Please provide your:**

**Account Number:**

**BSB:**











