



LAWSON PARK | VENUE HIRE TERMS AND CONDITIONS | SMALL WEDDINGS & ELOPEMENT | EVENTS

Lawson Park offers a variety of venue locations for private events, including Long Alley Barn, Bushland Terraces, and the Garden & Studio. These venues are available for small weddings, elopements, and special occasions. Weekday bookings (Monday to Thursday) can be made with or without accommodation at Long Alley Barn, while weekend bookings (Friday to Sunday) require a minimum of one night's accommodation for 2-4 guests in conjunction with an event booking. All bookings are subject to the Lawson Park short-term accommodation terms and conditions.

EVENT HIRE AND PACKAGES - Each package includes venue hire with equipment hire, simple in house styling, set-up, and pack-down of Lawson Park equipment as per the hire agreement. The base event hire is for a minimum of 2 hours and a maximum of 4 hours at all venue locations. Hire agreements that include Long Alley Barn accommodation allow the primary guests/client access to the event locations during their total stay at Lawson Park for the purpose of preparation and pack up. Day hire periods commence from 9 am, while evening/sunset hire periods can commence from 2 pm.

Venue packages are quoted at the time of enquiry and form the basis of the hire agreement. Specific rates and quotes will be provided based on the details of your event, including the number of guests and the nature of the hire arrangements.

EXTERNAL VENDORS & SUPPLIERS - All external vendors providing additional services for your event must be approved by Lawson Park Management at least 90 days prior to the hire period. If the booking is within 90 days, notification must be received no later than 30 days prior to the hire period. Additional service fees may apply to coordinate external vendors and will form part of your venue package and hire agreement.

Nominated external vendors must provide details to Lawson Park Management no later than 30 days in advance, including public liability insurance, power, water, and space requirements. The client agrees on behalf of its external vendors to comply with our terms and conditions while present on the property.

VENUE FACILITIES - Lawson Park provides access to power, rainwater, and amenities as per the event hire agreement and quote. Equipment hired from Lawson Park Celebrations are detailed as part of the venue package quote. If the hire period exceeds 4 hours, additional hire fees will apply, as outlined in the venue package quote.

LONG ALLEY BARN - Available for use during the agreed hire period, including short-term accommodation facilities with one toilet/bathroom, surrounding facilities, verandah, and boardwalk area. The kitchen, kitchen equipment, indoor furniture, and BBQ cannot be used for catering purposes for more than 8 people without prior agreement. Use of the barn kitchen for an event will form part of an event venue hire agreement. Caterers/vendors/catering activities must be approved by Lawson Park Management as part of the hire agreement.

THE BUSHLAND TERRACES - Can be hired alone or in conjunction with Long Alley Barn for use during the agreed hire period. This outdoor location has no power, drinking water, and lighting facilities. It is available for hire for ceremonies all year around and casual style reception for 2-30 people during daylight saving annual dates AEST (October to April). All events in this location are by the unfenced farm dam. Guests are to be aware and take all care when using the terraces near this water body & unsealed surfaces. If events as defined by the venue hire agreement include a ceremony or reception at another location on the property, an additional location hire fee applies, quoted at the time of enquiry based on the number of guests and proposed hire arrangements.

THE GARDEN AND ITS STUDIO - Can be hired alone or in conjunction with Long Alley Barn for use during the agreed hire period. This outdoor venue has solar power access (limits apply), a rainwater tank, hot and cold water, kitchenette, grey water only disposal, recycling waste bins and Wi-Fi access. It is available for hire from October to May annually. If events include a ceremony at another location on the property with a reception at the Studio and its Garden, an additional location hire fee applies, quoted at the time of enquiry based on the number of guests and proposed hire arrangements.

VENUE HIRE AGREEMENT

Details of the event must be submitted to form the venue hire agreement and include nature of the hire, how you plan to use the property, the numbers of all personnel visiting the property during the hire period. 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, policies and venue hire package agreement(s) for the designated event, accommodation booking on the agreed date.

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

Standard set-up and deliveries are to occur from four (4) hours prior to the designated hire period. Set up for the event cannot commence prior to the designated hire period unless otherwise stated in the venue hire agreement. All external hire/event equipment and rubbish must be cleared by the end of the hire period/accommodation booking unless prior permission is given to collect it within 24 hours. Extra venue hire fees may apply if items/equipment left at the venue prevent normal business operations from resuming.

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 and its studio, 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 Studio, rainwater is in use & available for cleaning, and clients should bring their own drinking water. Hot and cold water are available.

Use of designated areas of the property as part of the agreed event is presented and in accordance with the venue hire agreement. If weather events prevent access to intended areas, Management is not responsible or liable to refund monies incurred by other/external vendors, suppliers, 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-authorised 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. Illegal activities (such as, but not limited to, illicit substances and fireworks) are strictly prohibited and will result in immediate eviction without a refund.

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

PAYMENT

A deposit is required to secure your accommodation & venue hire booking as per the venue package agreement/quote. The remaining funds are to be paid 42 days prior to your event/hire date. 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. A security bond will be authorized for additional expenses: \$500 for events with 20 people or fewer, and \$1000 for events with more than 20 people. The security bond will be credited back to your designated payment method once the property has been inspected and deemed left in a similar state to your arrival.

Any damage, loss or expense incurred by Management because of your breach of the Lawson Park Terms and Conditions and policies, 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 Lawson Park accommodation terms and conditions policy. When an accommodation booking forms part of the venue hire package and agreements, the following policy applies and takes precedence.

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

The event booking deposit will be refunded if cancellation occurs 6 weeks (42 days) prior to the event date with an administration fee of 5% of the event booking deposit amount. The 25% deposit is non-refundable if an event is cancelled 41 to 14 days prior to the event booking. No refund will be given of the total venue hire package fee if cancellations 13 days or less prior to the date of the event/hire period. A partial refund may be given of the Lawson Park Equipment hired for the event, the external vendors yet to be engaged as part of the venue hire package. This will be subject to external vendors terms and conditions, the nature and timing of the cancellation.

Variations to accommodation and venue hire agreements may incur additional service and administration 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 accordance with our cancellation terms for 42 days prior to event regardless actual date of cancellation.

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 containment purposes. Arrangements will form part of the event hire agreement. The client must review the 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 without safety barriers are in operation. Children are to be always supervised by a responsible adult when staying or visiting Lawson Park accommodation and/or an event. Arrangements for a third party to supervise children during the hire period is to form part of the event hire agreement.

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. Fire guards must be always used to prevent damage to property and maintain safety to all persons in the immediate vicinity of the fire.

Firewood is provided for use during the event hire period. If firewood of any kind is removed from the property or not used appropriately, Lawson Park Management will ask the client to replenish the supply of wood at their cost. (\$60/load) Firewood provided at Long Alley 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 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 Jaspas Venture Pty Ltd and Lawson Park nominated representatives. Lawson Park Management requires the right to approve all representation of the property. All image material shared on digital platforms refers to/tags/mentions - @longalleybarn & @lawsonpark_celebrations, as per the LP T & Cs 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 and/or professional photographer and/or videographer must provide images and/or all references to Lawson Park Property prior to publishing for approval. Management reserves the right to request the removal of any inappropriate or unwanted images appearing in print/digital form regarding Lawson Park and Long Alley Barn on all media platforms.

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/hire agreement.

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

“Management” “Lawson Par Management” means the owners and managers of Jaspar Ventures Pty Ltd trading as Lawson Park and Operating Long Alley Barn and Lawson Park Celebrations.

“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

“Event package” “Venue hire 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

These definitions help clarify the terms for venue hire &/or staying at Lawson Park. If you have any questions or need further details, contact Lawson Park Management,

