

# NOOSA ISLAND

## BOOKING AGREEMENT



To enable us to offer a high quality service, and to ensure the satisfaction of Your attendees, the following terms and conditions are applicable for Your Event (conference, wedding or function). Please read these terms and conditions carefully. If you have any questions please contact via the email address [noosaisland@gmail.com](mailto:noosaisland@gmail.com)

### Location:

Noosa Island, 276 Homeport Track, Noosa North Shore  
4567, Queensland, Australia.

### Definitions:

'Booking Form' refers to the event order details in the Booking Agreement.

'The Venue' refers to Noosa Island.

'Event Details Form' refers to the specific details (vendors, entertainment, structures and large scale props etc involved in the event).

'Venue Hire Fee' refers to the hire charge specified in the Booking Agreement.

'Booking Deposit' means 50% of the Venue Hire Fee specified in the Booking Agreement.

'Event Date' means the time and date of Your Event specified in the Booking Agreement.

'We' or 'Us' means Noosa Island.

'You' or 'Your' means the Hirer.

### Usage of The Property:

Noosa riverfront land as needed and agreed upon. Also, many photo opportunity locations available, as well as plenty of room for marquees, tents, parking, catering services/ food trucks etc.

### Venue Hire Fee:

Events booked on the following days incur the following respective fee:

Monday - Thursday \$2,990

Friday - Sunday \$3,990

### Tentative Bookings:

A tentative booking will be held for seven (7) days only. Bookings are NOT confirmed until the nonrefundable booking deposit and fully completed Booking Agreement have been submitted and received by us. If these items are not received within the seven (7) days from the date of the Booking Agreement, Your tentative booking will expire and Your Event Date will become available for others.

### Bookings:

Once We have received Your signed Booking Agreement and Booking Deposit, We will email You a receipt and confirmation of booking. 30 days prior to Your Event Date, the final nonrefundable balance of the Venue Hire Fee will be required as agreed in the Booking Agreement. You are liable for all money due under this agreement.

### Security Deposit:

A security bond of \$500.00 is required in addition to the venue hire fee. This will be added to your final balance invoice, which is to be paid 30 days prior to Your Event Date. If You do not perform all of the terms of the Booking Agreement, We may apply all or part of the security deposit to the payment of any amounts due as a result of Your failure to perform. Within 10 days after Your Event Date, We will return the security deposit or any remaining balance of the security deposit to You.

In addition, we also require credit card details to be provided at the time of payment of your final balance invoice. These will be kept on file as additional security in case any damage exceeds the \$500 security deposit. Any charges will be communicated prior to charging the credit card on file. Credit card details will be destroyed within 10 days after the Event Date.

## **Additional Incidental Charges:**

Loss, Damage, Theft and additional Clean-Up. You will be responsible for any loss or damage to the property - Yours, Your attendees or Your Contractors, its fittings and or equipment or injury to any staff member caused by any attendee or contractor engaged by You or Your agents prior to, during or after the function or event.

## **Payment Method:**

Payments must be made via direct deposit into Our bank account or in cash.

## **Postponement of Your Event:**

Please note that any event needing to be postponed must be done at least ninety (90) days prior to the Event Date to avoid penalties. After timely postponement, the event may be re booked within a ninety (90) period of the Event Date on a one-time basis only without Booking Deposit forfeiture.

## **Cancellation of Your Event:**

For any event canceled ninety (90) days prior to the Event Date the Booking Deposit will be refunded less an administration fee of \$250.00. For events canceled less than ninety (90) days before the Event Date all amounts will be forfeited. However, should We resell the event space We will refund 75% of the Venue Hire Fee.

## **Assignment:**

Assignment of the Booking Agreement and event time and space is prohibited.

## **Approval of Event Plans:**

All plans, designs, staging, equipment must be approved by Us at least 21 business days before the event. All entertainment in every form must be discussed and approved by Us including level of sound, as required by the City. Please email your Event Details Form a minimum of 30 days prior to your event. Please ensure that all areas of the Event Details Form are complete. We will advise you of any issues within seven (7) days of receipt.

## **Early Access to the Venue:**

Deliveries can start one day prior to event. Please speak to our Event Coordinator concerning Your access needs for deliveries, storage, decorating or setting up. Payment for deliveries of goods must be made by You in advance. We do not accept responsibility for damage to, or loss of any of Your property left on the premises prior to, during or after Your Event. No nails or screws can be driven into any tree on the Property for any purpose.

## **Event Duration:**

The following event durations must be strictly adhered to. Event running times are usually from 9:00 a.m. to 11:30 pm. Attendees and service people must vacate Noosa Island at the completion of the event.

## **Clean-Up After Event:**

Clean up can take place the morning after the event. You are responsible to return Noosa Island to the same state as you found it. Any additional clean-up required by Us after Your departure will be deducted from your security deposit or the credit card number on file should the security deposit funds be exhausted.

## **Removal of Hirer's Chattels:**

Removal may take place the morning after the event. You are responsible for and to remove all of Your property and the property of any and all of Your attendees and contractors. You shall indemnify Us in respect of any loss, theft or damage to this property. The Venue Hire Fee does not cover any loss, damage, theft or clean-up. Any property not removed at the conclusion of Your Event will be deemed to be abandoned and will be removed by Us at Your expense and will be deducted from your security deposit funds or charged to the credit card on file.

## **Noise Abatement:**

Noosa City Council follows a strict noise abatement policy. 7:00 am to 10:00 pm noise must be no more than 70 decibels, 10:00 pm to 11:00 pm no more than 50 decibels, and 11:00 pm to 7:00 am – no noise heard.

## **Open Flames:**

Noosa Island and the Great Sandy National Park surrounding it are a dense forest reserve. The use of smoke machines, pyrotechnics, open flames or explosive substances are strictly prohibited.

## **Catering and Food Preparation:**

You are responsible for any and all food, drink and serving items which will be part of Your Event and the handling of Your food and drink while it is on Noosa Island. At the conclusion of Your Event You are responsible to remove all leftover food, drink, serving items and garbage of any kind. If any food, drink, serving items or garbage is not removed at the conclusion of Your Event, We will remove them and You will be charged for the cost of removal and clean-up.

## Travel To & From the Venue:

Travel to and from the Venue is via boat to the dock or ferry service for cars and buses. The Hirer is responsible for all the travel costs of all guests, vendors, and participants of the Event. Ferry travel payment/s are to be arranged directly with Noosa North Shore Ferries.

## Utilities:

There are no electrical or toilet facilities at the Venue. The Hirer is responsible for organising a generator and portable toilet facilities and for the removal.

## Conduct at the Event:

You are responsible to conduct Your Event in an orderly manner and in full compliance of applicable laws. You must ensure no disturbances or nuisances will be caused by Your attendees. We reserve the right and will remove any attendee from the event whose behavior is objectionable or undesirable or if activities are considered illegal, noisy or offensive. It is recommended that for functions inviting 100 persons or more, You should employ the services of external security person for the duration of Your Event including the closing of the gate. This recommendation is to ensure the comfort, safety and wellbeing of Your attendees.

## Children at the Venue:

Noosa Island is 80 acres in size and is surrounded by dense forest on three sides, and the Noosa River on the Eastern boundary facing Noosa River. Noosa Island also has many unfenced dams and ponds. There are also fenced areas with horses, birds, and dogs which should not be opened at any time during Your Event. No children under the age of 12 should attend for their own safety and your attendees peace of mind.

## Outside Pets & Animals at the Venue:

No outside animals or pets are to be brought onto Noosa Island.

## Indemnity:

You agree to indemnify Us, Our employees and agents, against any and all claims or liabilities, including attorney's fees, arising out of or in regard to Your Event and Your use

of Noosa Island. We are also not liable for any theft, damage or loss of goods brought onto the Property by the Hirer. It is the Hirer's responsibility to ensure that all Vendors and suppliers involved with the Event have their own Public Liability insurances.

## Smoking Policy:

Please provide adequate ash trays and place in an open smoking area due to forest surroundings.

## Alcohol Policy:

BYO

## Lost Property:

All materials, equipment, personal effects should be removed by close of Your Event.

## Circumstances Beyond Our Control:

If We are unable to provide the facilities for Your Event or any period of it due to emergency, acts of God, possible injury, threat to loss of life, or order of Noosa City Council, We are not responsible for any costs, damages or expenses that You may suffer or incur.

## Disputes:

If any dispute should arise between Us and You, it is agreed that the dispute shall be first submitted to non binding mediation and the cost thereof shall be divided equally between Us and You. If the dispute is not resolved through mediation, either party may pursue whatever remedies they may have at law.

**Please be assured that the above policies have been implemented to ensure the comfort of both Yourself and the attendees attending Your Event at Noosa Island. If there is anything We can do support Your efforts to create a unique event, please let us know.**

**By signing below you confirm you have read, understand and agree to Our terms and conditions of venue hire.**

Date of Event: \_\_\_\_\_

Number of people: \_\_\_\_\_

\_\_\_\_\_  
Hirer Name: (print name)

\_\_\_\_\_  
Hirer Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Noosa Island Representative: (print name)

\_\_\_\_\_  
Noosa Island Rep. Signature

\_\_\_\_\_  
Date:

# EVENT BOOKING FORM

## NOOSA ISLAND – NOOSA NORTH SHORE



Name of Event: \_\_\_\_\_

Hirer: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Email: \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_

Card Type: \_\_\_\_\_

Card Holders name: \_\_\_\_\_

Card Holders signature: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

I authorize for Noosa Island to keep my credit card details on file for any additional incidental charges which may exceed the security deposit amount.

Email to: [noosaisland@gmail.com](mailto:noosaisland@gmail.com)

Signed on behalf of the hirer: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Us: \_\_\_\_\_

Date: \_\_\_\_\_

How did you hear about Noosa Island? \_\_\_\_\_