

Bawley Bush Retreat

Event readiness form. ...2 pages

For us to prepare for your event this form must be returned fully completed at least 2 weeks before event starts. Standard cottage bed configurations are in bold. Comfortable event-only capacity with room sharing, including comfy fold-ups, is about 30#; more squeeze max is about 38#. Extras can book off-site local accommodation. Unless you have selected a wedding package we charge extra per person for more than 2 in a cottage, changes to standard bed configs, for marquee sites, food trucks/vans, dogs, breakages, rubbish removal and non-standard clean-up. Changes less than 2 weeks before stay may incur additional charges. Please print/scan or otherwise complete and email form to enquiries@bawleybushretreat.com.au. Questions? Ph 02 6100 4743, Mandy.

Event name:	Booking 1 st night date: _____
Contact name:	Reception date: _____
	Phone number: _____

Cottage	Cottage comfort #/max poss #	Room	Max accm #	Bed configurations, standard in bold. Enter person nos per night for each night in next columns	Nt 1	Nt 2	Nt 3	Nt 4	Nt 5	NOTES	
Chef's 7/8 1 inside bathroom (with toilet and shower), + outside bath, separate outside shower.		Br 1 d/s	2	King bed							
				Or 2 x singles							
		Br2 d/s	2	King bed							
				or 2 X singles							
		Loft u/s	4	2 X Singles							
				or King bed							
Kookaburra 13/16 4 BR house includes: Main separate bath/shr d/stairs,also sep toilet. Plus 1 ensuite shwr/toilet to main bedroom which , by using bedroom hall privacy curtain, can be made second common bathroom; Toilets (2) are composting. For groups when Cockatoo area is used as socialising hub and possible showering the lounge room can be set up as a dormitory to sleep up to 5.		Br1 d/s	3	King bed							
				Or 2 x singles							
				Foldup single #1							
		BR 2 u/s	3	King bed							
				Or 2 X singles							
				Foldup single #1							
		Br3 u/s	4	King bed							
				Or 2 x singles							
				Foldup single #1							
				Foldup single #2 tight							
		Small BRd/s	2	2 X Singles							
				Or King bed							
Lounge d/s	5	Foldup single #1									
		Foldup single #2									
		Foldup single #3									
		Foldup single #4									
		Lounge (3/4 wide)									
Cormorant 5/7 Single mezzanine bathroom with shower/ composting toilet but interconnect door to Oystercatcher can be unlocked thus access to 2 bathrooms.		Br 1 u/s	4	King bed							
				Or 2 X singles							
				Foldup single # 1							
				Foldup #2 (squeeze)							
Lounge d/s	3	Queen sofa									
		Foldup single (squeeze)									
Oystercatcher 5/7 Single mezzanine bathroom with shower/ composting toilet but interconnect door to Cormorant can be unlocked giving access to 2 bathrms		Br1 u/s	4	King bed							
				Or 2 X singles							
				Foldup #1							
				Foldup #2 (squeeze)							
Lounge d/s	3	Queen sofa									
		+Foldup single (squeeze)									
Wombat Caravan Shower, toilet and washing machine in van.		23ft caravan	-	Queen bed	NA	NA	NA	NA	NA	Availability subject to Council Application and approval, check	

Cockatoo Function Area Enter approx numbers each night reqd		Nt1	Nt2	Nt3	Nt4	Nt5	
Max guests 120: Standard tariff includes Cockatoo Room (max diners inside 85, veranda 30), fully equipped catering kitchen, bar room for BYOG, 3 X lounge areas, upstairs green room, large graded lawn spaces including large marquee frame.							
Dome marquee white fabric cover with 6 sides and floor: Max diners in marquee: 120. Note fabric hire fee applies per event *** ****							
Event Fire Warden * Essential all groups	Name: Email address: Relation to group:	Phone:					
Caterer	Enter supplier. Event catering numbers:	Phone:					**Insured? Yes / no
Food truck /van	Supplier:	Phone:					**Insured? Yes / no
Drinks van	Supplier	Phone:					**Insured? Yes / no
Mobile coolroom	Supplier:	Phone:					**Insured? Yes / no
Third party marquee *** ****	Supplier: Size of Marquee:	Phone:					**Insured? Yes / no
Other grounds use: ***	Name: Event catering numbers:	Phone:					**Insured? Yes / no
Celebrant	Name:	Phone:					**Insured? Yes / no
Wedding planner	Name:	Phone:					**Insured? Yes / no
Photographer	Name:	Phone:					**Insured? Yes / no
Band/ DJ/ muso ***	Name:	Phone:					**Insured? Yes / no

* All event principals exclusively hiring our property must nominate an Event Fire Warden who has agreed to act. For a wedding such person could be Best Man or parent of bride/groom. For all groups the person must be an adult of authority and practical capacity. Fire Warden will be responsible for implementing documented safety/evacuation procedures for event attendees in event of local bushfire. Nominee must meet with staff for training before event.

**For your protection and ours, when booking them you must confirm that your external supplier/providers carry Public liability insurance valid for our site and confirm that fact above.

***The use of our chairs and tables outside the Cockatoo Room for ceremony or for dining is included in tariff but such must be returned clean to storage after event. All decorations must be brought in: our bushes and trees are not to be used for cutting decorations from. We deduct from bond any cost we incur for removing decorations/ cleaning up.

****Note: For outside events a decibel meter provided by BBR must be used to ensure no noise lasting more than 10 seconds is produced louder than : 85dBA up to 6pm, 83dBA 6pm-10pm or 80dBA after 10pm. It must cease by 11pm. There is no restriction on music volume in Cockatoo Room at any time except that after 11PM volume must be so regulated that music cannot be heard more than 30m from the room....not discernible at Cormorant Bush Apartment.

Please separately advise any other supplier or outdoor setup not mentioned above:-