



### CARRICK HILL Garden Wedding Ceremonies

Carrick Hill has two designated areas in the Garden available for Wedding Ceremonies  
Wednesday to Sunday and Public Holidays

#### Wedding Ceremony Locations:

- ⌚ The Elms – Pleached Pear Arbour & Terrace overlooking St Vincent Gulf
- ⌚ Cypress Pines – Cypress Walkway and Terraced Lawns overlooking the ponds
- ⌚ Other areas by negotiation

#### Wedding Ceremony Packages

Packages	Inclusions	Price (GST Inc.) Valid from 1 July 2006
Wedding Ceremony 10.30am – 4.00pm	<ul style="list-style-type: none"> <li>⌚ Reserved site</li> <li>⌚ Choice of two garden areas</li> <li>⌚ Up to 4 teak benches</li> <li>⌚ Marble top table and 2 chairs for signing the register</li> <li>⌚ Chairs for musicians if required</li> <li>⌚ Power cable if required</li> <li>⌚ Site visit to discuss logistics and rehearsal time by arrangement</li> <li>⌚ Directional signage for guests if required</li> <li>⌚ Car parking on site</li> </ul>	\$500 (2 hours) Time period includes Set up, ceremony & photographs (by client's own photographer)
Reservation of both The Elms & Cypress Pines locations.  (This is an option to ensure your Ceremony is the only one on the grounds during your booked time)	As above	\$1000 (2 hours) Time period includes Set up, ceremony & photographs (by client's own photographer)

**All prices are based on 150 people, ceremonies exceeding 150 people by negotiation**

**Available for Hire:** 100 white plastic chairs - \$2.50 each (pre-booked with House attendant)

Paper confetti and rice are not permitted – only rose petals may be used in the grounds

Rose petal confetti can be ordered through our Gift Shop @ \$1.00/pkt

Bubbles may be used; the empty containers must be placed in the bins provided

Carrick Hill staff will try to assist clients if inclement weather occurs

Tentative bookings will be held for 14 days. Return of signed Terms and Conditions and full payment of the Venue Hire fee is required to confirm your booking. Payment can be made to Carrick Hill either by cash, cheque or credit card 7 days a week. Tentative bookings not confirmed after 14 days will be cancelled.

*Carrick Hill reserves the right to increase Hire Fees without prior notice  
Fully paid clients will be protected at their booked rate*



# CARRICK HILL

## Terms and Conditions

### CARRICK HILL House Garden & Grounds Venue Hire Terms & Conditions

Carrick Hill is administered by the Carrick Hill Trust Board, which is appointed by the South Australian Government. It is the responsibility of the client to ensure that the following Terms and Conditions are adhered to before, during and after each function.

#### 1. General

- ⌚ Carrick Hill is open to the public Wednesday to Sunday & Public Holidays 10am – 4.30pm
- ⌚ The duration time of functions booked must be strictly adhered to
- ⌚ The client is responsible for controlling the behaviour of their guests

#### 2. Hire Fees

Carrick Hill reserves the right to increase Hire Fees without prior notice. Fully paid clients will be protected at their booked rate.

#### 3. Tentative Bookings

Tentative bookings will be held for 14 days. Tentative bookings not confirmed after 14 days will be cancelled.

#### 4. Confirmation of Bookings

A signed copy of the Carrick Hill Venue Hire Terms and Conditions along with full payment of the Venue Hire fee is required to confirm your booking. Please forward to Carrick Hill, 46 Carrick Hill Drive, Springfield SA 5062. Telephone: (08) 8433 1700 or email signed Terms and Conditions to: [carrick01@dpc.sa.gov.au](mailto:carrick01@dpc.sa.gov.au)

#### 5. Payment

Payments can be made at Carrick Hill by:

- ⌚ Cash, cheque or credit card, Wednesday to Sunday & Public Holidays between 10.00am – 4.30pm
- ⌚ Credit card payments can also be made by telephone on (08) 8433 1770 on any day
- ⌚ Cheques should be made payable to Carrick Hill, and sent to the Business Manager, Carrick Hill, 46 Carrick Hill Drive, Springfield, SA 5062

*Note: Catering payments to be made direct to Red Jam Venues and Events (telephone 0425 790 304)*



### 6. Cancellations

Cancellations must be in writing.

☞ Cancellation of a booking received up to 90 days prior to the nominated function date – 50% of the Venue Hire Fee paid will be refunded.

☞ There is a \$50 Administration Fee for a cancellation.

*Note: No refund will be made for a cancellation of a booking received within 90 days of the nominated function date.*

### 7. Garden Ceremony (e.g. Wedding, Funeral)

Carrick Hill has two Wedding Ceremony sites available, close to the house. They are the 'Cypress Pines' area and 'The Elms' area. These sites can be booked for two-hour periods. It may be possible to extend the period at an extra charge, depending on other bookings held. All Wedding Ceremony only bookings must finish by 4.00pm.

As the two-hour time period is to include set-up and decorations, guests arrival, ceremony and photographs, we would suggest that your ceremony commence half an hour from the starting time to allow time for photographs in the grounds after the ceremony.

It is possible that the Elms and Cypress Pines areas could have ceremonies booked simultaneously.

The furniture in the area you have selected will be set-up prior to Carrick Hill opening to the public. Members of the public or wedding guests may at times rearrange benches etc. prior to your booked event so there may be a need for you to move furniture back to suit your requirements.

For Wedding Ceremony only bookings, finger food and/or drinks packages are available from the Carrick Hill caterers (Red Jam) – Self catering is not permitted.

In the event of continuous inclement weather on the day of the ceremony the supervising House Attendant will decide, at least half an hour before the ceremony, whether it is possible to bring the Wedding Ceremony into the House, giving due consideration to other visitors to Carrick Hill. THERE IS NO GUARANTEE THAT THIS WILL BE POSSIBLE.

Should your Garden Wedding Ceremony be brought into the House due to inclement weather it will be for the Wedding Ceremony only and the Wedding Party and guests must leave the House within 15 minutes of the completion of the ceremony so that visitors to the House are not inconvenienced. As food and drinks are not permitted inside the House during public hours, alternative arrangements will need to be made with the Carrick Hill caterers for any prearranged catering.

### 8. Hire Equipment / Chairs for Ceremonies

Please advise Carrick Hill of any equipment being brought in for ceremonies. Arrangements will need to be made with Carrick Hill for deliveries of chairs etc. It is the responsibility of the client to set up and pack up chairs or any other equipment brought in from outside at the completion of the booking. Chairs hired from Carrick Hill will be left for collection outside the House behind the Security Office. The chairs will need to be packed up and returned to this area at the completion of your booking.



### **9. Wedding Rehearsal / Site visit**

Wedding Rehearsals and/or site visits are inclusive of your hire fee and can be made by arrangement with Carrick Hill staff.

Times for rehearsal bookings are available during Carrick Hill's public hours – depending on the use of the site at the time of the intended booking.

### **10. Care of the House, Gardens and Grounds**

Smoking is prohibited within the House and the Marquee. The lighting of candles in the House is also prohibited due to the sensitive fire detection system; however candles may be used in the marquee.

The taking of photographs of any kind (including by mobile phone) and video recording is not permitted in the House for security reasons.

Paper confetti and rice are not permitted – only rose petals or bubbles may be used in the grounds. Rose Petal Confetti can be ordered through our Gift Shop @ \$1.00/pkt. Empty bubble containers must be placed in the rubbish bins provided.

#### **House**

Carrick Hill is fortunate in being one of the few period homes in Australia to survive with its original contents almost completely intact and its grounds undiminished. As there are many valuable and irreplaceable items on display inside the house we ask that clients using the House for functions take care not to cause any damage to the House or its contents.

Carrick Hill requests that guests attending a function are not to touch or place items on the furniture. Dancing is not permitted in the House. Any breakages and damage will be charged accordingly.

### **11. Parking of Vehicles**

Wedding and function guests should enter via the main gate at 46 Carrick Hill Drive, Springfield and park in the main car park.

Disabled parking is available through the service entrance (see below).

### **12. Access via service entrance**

Only limited access is available through the service entrance at 5 Meadowvale Road, Springfield. This entrance is closed and the intercom at the gate must be used to contact staff to allow access. The service entrance is only to be used by:

- ⌚ Visitors and guests with disabilities
- ⌚ Wedding party & parents of bride and groom for wedding ceremonies in the Elms area and functions in the marquee
- ⌚ Wedding celebrant and musicians (for Elms area & marquee)
- ⌚ Delivery and pick up by suppliers



### **13. Special Access for Wedding Ceremonies**

#### **Arrival and/or departure by Horse & Cart**

Advise Carrick Hill, telephone (08) 8433 1700, at least one month prior to date of Wedding Ceremony so that bollards can be removed to allow access to the wedding area on the day.

Note: Under NO circumstances can the bollards be removed to allow wedding cars or any other motorised vehicles to drive closer to the House.

### **14. Public Areas**

Carrick Hill grounds are open to the public from 10.00am – 4.30pm Wed. – Sun. and Public holidays. Exclusive use of the gardens and grounds is not possible during these hours. No inconvenience shall be permitted to other visitors to Carrick Hill.

The Carrick Hill House is open to the public from 10.00am – 4.30pm Wed. – Sun. and Public holidays. The House cannot be booked for ceremonies, receptions or other functions during these times or before 5.00pm on any of these days.

### **15. Photography**

For *Garden Wedding Ceremony only* bookings all wedding photographs must be completed within the two-hour period booked. It is the responsibility of the client to ensure their photographers are aware of the booking times and that these times are strictly adhered to. Photographs can be taken anywhere in the grounds provided that there is not another booking in the area. No inconvenience to other visitors shall be permitted. No photographs are to be taken inside the House.

### **16. Contingency**

In the unlikely event that Carrick Hill is unable to meet the terms of an event booking, due to the site being shut down because of an extreme emergency, Carrick Hill reserves the right to cancel the event booking and refund the Venue Hire fee paid.



CARRICK HILL

Terms and Conditions

CARRICK HILL  
House Garden & Grounds  
Venue Hire Terms & Conditions

Date of Ceremony \_\_\_\_\_

Area/s Booked: Elms / Cypress Pines / Other \_\_\_\_\_

Ceremony Commence Time (if applicable) \_\_\_\_\_

Time (Ceremony only - 2 hour time period) \_\_\_\_\_

Bride's Name \_\_\_\_\_

Telephone \_\_\_\_\_

Groom's Name \_\_\_\_\_

Telephone \_\_\_\_\_

I acknowledge that I have read and understood the above Terms and Conditions and agree to abide by them.

Client's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W or M) \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_