



*Events at
Carrick Hill*

CARRICK HILL



Garden

The Elms or Cypress Pines

The Elms - Pleached Pear Arbour & Terrace overlooking St Vincent Gulf.
Cypress Pines - Cypress Walkway & Terraced Lawns overlooking the ponds.



Inclusions

- Reserved site
- Marble top table & two chairs
- Chairs for musicians (if required)
- Directional signage for guests
- Carparking on site

Pricing

2 hour hire - \$770

Extra time - \$187 per hour

Plus \$275 *refundable bond on all bookings

*Bond refunded following the booking, if all Terms and Conditions are adhered to.

20% Surcharge on Public Holiday bookings

- Garden bookings take place between 10am - 4pm.
- Other areas negotiable, price upon application
- Americana chairs available for hire - from \$5 each (pre-booked). See point 8 in T&Cs.
- Paper confetti and rice are not permitted - only fresh and dried flower petals may be used
- Bubbles may be used; the empty containers must be placed in the bins provided



Marquee

Evening Bookings

Inclusions

- Exclusive use of the permanent onsite 15m x 9m marquee from 5pm to 11:30pm (Wed - Sat)
5pm to 11pm (Sun & Public Holidays)
- Directional signage for guests
- Carparking on site



Pricing

Wed - Fri - \$1,375
Sat - Sun - \$1,650

Plus \$275 *refundable bond on all bookings

*Bond refunded following the booking, if all Terms and Conditions are adhered to.

20% Surcharge on Public Holiday bookings



Daytime Bookings

Inclusions

- Exclusive use of the permanent onsite 15m x 9m marquee during Carrick Hill operating hours (10am-4pm)
- Directional signage for guests
- Carparking on site

Pricing

Non exclusive use for 40+ pax
Min 3 hour hire - \$385
Extra time - \$132

Exclusive use
Min 3 hour hire - \$660
Extra time - \$220

Plus \$275 *refundable bond on all bookings

*Bond refunded following the booking, if all Terms and Conditions are adhered to.

20% Surcharge on Public Holiday bookings

House

House | Garden | Marquee Package

House | Garden | Marquee Packages available Wednesday to Saturday (5pm - 11:30pm), Sunday and Public Holidays (5pm - 11pm)

Inclusions

- Carrick Hill house open for guests to view 5pm-7pm.
- Exclusive use of The Elms and Cypress Pines from 5pm.
- Exclusive use of the permanent onsite 15m x 9m marquee
- Directional signage for guests
- Carparking on site

Pricing

Wed - Fri - \$1,540

Sat - Sun - \$1,980

Plus \$275 *refundable bond on all bookings

*Bond refunded following the booking, if all Terms and Conditions are adhered to.

20% Surcharge on Public Holiday bookings



Grounds

Logia

Inclusions

Hire of the Logia for up to 8 pax during open hours

Pricing

Wed - Sun - \$165 per hour

Plus \$275 *refundable bond on all bookings

*Bond refunded following the booking, if all Terms and Conditions are adhered to.

20% Surcharge on Public Holiday bookings

Petanque Piste

Inclusions

Hire of the Petanque Piste during open hours

Pricing

3 hour hire - \$110

Plus \$110 *refundable bond for use of Carrick Hill's petanque sets

*Bond refunded following the booking, when petanque sets returned

20% Surcharge on Public Holiday bookings

Stables Lawns

Inclusions

Hire of the Stables Lawns during open hours

Pricing

6 hour hire - \$385

Plus \$195.50 *refundable bond on all bookings

*Bond refunded following the booking, if all Terms and Conditions are adhered to.

20% Surcharge on Public Holiday bookings

Other areas of the grounds available by negotiation



Terms and Conditions

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

1. General

- Carrick Hill is open to the public Wednesday to Sunday and Public Holidays 10am - 4:30pm.
- The duration time of functions booked must be strictly adhered to.
- The Hirer is responsible for controlling the behaviour of their guests.
- The interior and exterior of Carrick Hill House, Marquee and Garden Landscaping is subject to change without notice.
- Carrick Hill Trust Regulations are applicable to all visitors to the property. (Carrick Hill Trust Regulations 2012 are available on the Carrick Hill website - www.carrickhill.sa.gov.au)

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. Payment of Venue Hire Fee is required to confirm your booking. 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 the venue hire booking. The signed forms and payment should be forwarded to Carrick Hill, 46 Carrick Hill Drive, Springfield SA 5062. Email: curator.carrick@sa.gov.au.

5. Payment

Payments can be made at Carrick Hill:

- Visit Carrick Hill in person to pay cash, cheque or credit card, Wednesday to Sunday and Public Holidays 10am - 4:30pm
- Credit card payments can also be made by telephone on (08) 7424 7900 any day.
- Cheques should be made payable to Carrick Hill and sent to Carrick Hill, 46 Carrick Hill Drive, Springfield SA 5062.

6. Cancellations must be in writing

If a confirmed booking is cancelled 90 plus days prior to the nominated function date, the Hirer will be refunded 50% of the total Venue Hire Fee LESS a \$50.00 administration fee.

No refund will be provided for a cancellation of a booking that is notified within 90 days of the nominated function date.

Cancellations of confirmed bookings must be in writing to Carrick Hill, 46 Carrick Hill Drive, Springfield SA 5062. Email: curator.carrick@sa.gov.au.

COVID-19

While we recognise that the situation with COVID lockdowns and border closures remains unstable and constantly evolving, Carrick Hill are committed to working with you to manage your booking.

Should your event be affected by COVID restrictions, we will endeavour to assist on a case by case basis with rescheduling/cancellations as required.

7. Garden Bookings

Carrick Hill has two garden sites available for bookings, 'The Elms' and the 'Cypress Pines'. Other areas are available by negotiation.

Garden bookings are booked for a minimum of two hours. Additional hours may be hired for an additional per hour fee.

Booking times must be strictly adhered to. If a Hirer arrives before or departs after the confirmed booking time, an equivalent amount will be deducted from the refundable bond in half hour increments.

Hirers should be aware that it is possible for The Elms and Cypress Pines areas to have simultaneous bookings during Carrick Hill's opening hours.

Any furniture provided as part of the booking will be located in the hired area prior to the booking commencing. Hirers should be aware that on occasion, members of the public may rearrange some items of furniture, unaware that it has been booked for a function. Hirers should allow enough time in the booking timeframe to check this when they arrive at Carrick Hill.

Inclement Weather - Wedding Ceremonies Only

In the event of continuous inclement weather on the day of the wedding ceremony, the supervising House Attendant will make a decision ten minutes before the wedding ceremony as to whether the ceremony can be moved inside the House. This decision is based on what other activity is scheduled in the House and numbers of visitors in the House. Please note that there is NO GUARANTEE that wedding ceremonies will be moved into the house in inclement weather.

Should a Hirer's wedding ceremony be moved into the House due to inclement weather, it will be for the duration of the formal ceremony only. The wedding party and guests must leave the house immediately following the ceremony so that visitors to the house are not inconvenienced.

8. Hire Equipment

Hirers are required to advise Carrick Hill of any additional furniture or equipment that will be brought onsite for the booking. The Hirer is responsible for making any other hire arrangements for furniture or equipment, and set-up and pack-down of hired furniture and equipment must fall within the booking timeframe. Any additional time for deliveries, set-up or pack-down that occurs outside the booked timeframe will be deducted from the refundable deposit.

Chairs hired from Carrick Hill will be left within the hired area at the commencement of the booking for your organised person to set up. Chairs must be packed up onto the provided trolley by the end of the booked time.

9. Wedding Rehearsal / Site Visit

Wedding rehearsals and/or site visits are inclusive of the venue hire fee and should be booked in advance with Carrick Hill Staff. Wedding rehearsals and/or site visits must occur during Carrick Hill normal opening hours. No rehearsals are permitted inside the house.

10. Care of the House, Gardens and Grounds

- Any breakages and damage to the House, garden or grounds by the Hirer or Hirer's guests will be charged accordingly.
- Smoking is prohibited within the House and marquee and within 5 metres of any doorways.
- The lighting of candles or flames in the House, marquee or in the garden and grounds is strictly prohibited.
- Paper confetti and rice are not permitted. Flower petals or bubbles may be used in the gardens and grounds only. Empty bubble containers must be placed in the rubbish bins provided.
- All rubbish must be removed from the site of the booking and placed in the rubbish bins provided.

11. The House

Carrick Hill is one of the few period homes in Australia to survive with its original contents almost completely intact and its grounds undiminished. Hirers using the House as part of their function must take care not to cause any damage to the house or its contents. Carrick Hill requests that guests attending a function do not touch or place items on the furniture. Dancing is not permitted in the house.

Any breakages or damage in the House by the Hirer or the Hirer's guests will be charged accordingly.

12. Catering

Catering for functions at Carrick Hill is provided by Tabel Catering.

Prices for food and beverage packages, payment scheduled and confirmation of guest numbers will be negotiated between Carrick Hill, Tabel Catering and the Hirer.

Self-catering is not permitted on the site. Alcohol that is not purchased through the onsite caterers is not permitted at Carrick Hill. Alcohol is not permitted to be consumed by the Hirer or the Hirer's guests outside of the booked area.

13. Entertainment

Carrick Hill and Tabel Catering reserves the right to control the sound levels of any live entertainment or amplified music in the marquee at Carrick Hill. All amplified entertainment must be run through the Carrick Hill sound system in the marquee, which complies with the Environmental Protection Authority (EPA) noise control requirements. Access times for set up and sound checks must be negotiated in advance with Carrick Hill and additional time may be charged.

Wedding ceremonies in the gardens are permitted a small, vocal sound system for the celebrant or MC. Carrick Hill reserves the right to ask the Hirer to turn the volume down if it is considered too loud for other visitors or local residents bordering the property. Hirers must comply with any volume requests made by Carrick Hill.

No other amplified sound is permitted in the gardens for entertainment purposes. Any music for entertainment purposes must be acoustic and non-amplified.

14. General Conduct

The Hirer is responsible for the orderly manner and behavior of all guests, attendees or personnel associated with the Hirer and their function. Any guest deemed to be creating an undue disturbance, annoyance or inconvenience to other patrons or staff, at any time prior, during or after the function will be asked to leave the property immediately.

15. Liquor license

Tabel Catering is a responsible server of alcohol and is bound by conditions of the venue, the liquor license, the liquor industry code of practice and the SA Liquor Act. Carrick Hill and Tabel Catering reserves the right to refuse the service of alcohol to any guest. It is a condition of the Liquor License that all entertainment and alcohol service will cease at 11:30pm on Mondays - Saturdays and 11:00pm on Sundays and Public Holidays.

16. Parking of Vehicles

Wedding and function guests should enter via the main gate at 46 Carrick Hill Drive, Springfield and park in the main public carpark. Disabled parking is available through the service entrance (see below).

17. Access via service entrance

Limited access only is available through the service entrance at 5 Meadowvale Road, Springfield. This entrance is closed to the public and the intercom at the gate must be used to contact staff to request access onto the property.

The service entrance may only be used by:

- Guests with disabilities that require a closer drop-off point and disabled carparking
- Immediate members of the Wedding Party
- Delivery and pick up by suppliers

18. Special Access for Wedding Ceremonies

Carrick Hill must be advised at least one month prior to the wedding ceremony if arrival and/ or departure of by horse and cart. Carrick Hill staff will provide explicit details of where the horse and card can and cannot travel on the property and the Hirer agrees to abide by any instructions.

Any other unusual methods of arrival and/ or departure for wedding ceremonies must be negotiated on an individual basis with Carrick Hill at least one month prior to the ceremony date.

Under NO circumstances can bollards be removed from any areas of the property. Wedding cars and/ or any other motorised vehicle are not permitted closer access to the House or Driveway.

19. Public Areas

The Carrick Hill house and grounds are open to the public from 10:00am - 4:30pm Wednesday to Sunday and Public Holidays. No inconvenience shall be permitted to other public visitors to Carrick Hill and exclusive use of the garden and grounds is not possible during normal opening hours. The House cannot be booked before 5pm.

20. Photography

It is the responsibility of the Hirer to ensure photographers booked for their function are aware of the booking times and that these times are strictly adhered to. Photographs can be taken anywhere within the grounds only provided that there is not another booking in the area.

No inconvenience to public visitors shall be permitted.

Unmanned Aerial Vehicles, commonly known as Drones, are not permitted to be flown over Carrick Hill property.

21. Contingency

Extreme Emergency

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 will refund the venue hire fee paid. Carrick Hill will provide as much notice of any cancellation as possible.

Catastrophic Fire Days

Carrick Hill is located in an area that may be impacted by Catastrophic Fire Days in the warmer months. In the event that a Hirer's function falls on a Catastrophic Fire Day, every attempt will be made to keep the property open for the booked function and that every safety precaution is taken. Should it be deemed too dangerous to permit the booked function to proceed, Carrick Hill will give as much notice of the cancellation as possible and will refund the venue hire fee paid.

Restoration Work at Carrick Hill

Carrick Hill is a historic site and, by necessity from time to time requires restoration and maintenance work. This work will usually be carried out during the closure of the site in July each year, however some work may not be possible during the July timeframe and may be scheduled during other months of the year, where possible. Normal operations and events will continue in the house and grounds during these times. Hirers should be aware that from time to time Carrick Hill may have scaffolding, hoardings and other structures erected for safety purposes, both inside and outside the building.

Carrick Hill Event Booking Form

Please complete and place N/A where not applicable

Booking Date: _____ Type of Booking: _____

Area/s booked: _____

Booking Time Start: _____ Finish: _____

Wedding Booking
Partner 1 Name: _____

Partner 1 Phone: _____ Email: _____

Partner 2 Name: _____

Partner 2 Phone: _____ Email: _____

I acknowledge that I have read and understood the above terms and conditions and agree to abide by them.

Clients Name: _____

Postal Address: _____

Phone: _____ Email: _____

Date: _____ Signed: _____

Full Venue hire payment is required to confirm your booking, please contact curator.carrick@sa.gov.au or phone (08) 7424 7900 for the exact amount payable.

Please select your preferred payment option below:

____ In person - Cash, Credit Card, Cheque accepted Wed - Sun & Public Holidays 10am-4.30pm

____ Phone - Credit Card payments can be taken any day during business hours by calling (08) 7424 7900

____ Bank transfer - Invoice can be issued by request (bank details provided on the invoice)

____ Post - Cheques made payable to Carrick Hill can be sent to Carrick Hill, 46 Carrick Hill Drive, Springfield SA 5062.

Contact Us

We would love to hear from you.

Carrick Hill

46 Carrick Hill Drive, Springfield, SA 5062

Email: admin.carrick@sa.gov.au

Phone: (08) 7424 7900

www.carrickhill.sa.gov.au

