



## FUNCTION BOOKING FORM

NOTE: BEFORE FILLING THIS OUT PLEASE CHECK AVAILABILITY BY CALLING US ON 9335 9636 OR VIEWING OUR WEBSITE.

NAME:	
ADDRESS:	
CONTACT PHONE:	
EMAIL:	
WEBSITE:	

**I/WE HEREBY APPLY TO HIRE KIDOGO ARTHOUSE GALLERY FOR AN EVENT/FUNCTION:**

EVENT TYPE/ NAME (E.G KIDS PARTY/BOOK LAUNCH/WEDDING/CONCERT/CORPORATE WORKSHOP...):

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DATE OF EVENT: \_\_\_\_\_

TIME AND DURATION: \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_



EQUIPMENT REQUIRED (WE CAN SUPPLY TABLES AND CHAIRS AT NO EXTRA COST. HIRE OF GLASSES, ETC. IS AVAILABLE AT A SMALL EXTRA COST. **PLEASE SPECIFY QUANTITIES.** SEE SERVICES OFFERED ON OUR WEBSITE):

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ANY ADDITIONAL SERVICES REQUIRED (SEE SERVICES OFFERED ON OUR WEBSITE):

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**PLEASE ADD ME TO YOUR MAILING LIST FOR INFORMATION ON EXHIBITIONS/EVENTS/KIDS CLASSES/ADULT SHORT COURSES (CIRCLE AS APPROPRIATE)**

**TERMS AND CONDITIONS OF HIRING KIDOGO ARTHOUSE FOR EVENTS**

TO SECURE A FUNCTION/EVENT AT KIDOGO ARTHOUSE A BOOKING DEPOSIT MUST BE PAID AT THE TIME A BOOKING IS MADE. THIS DEPOSIT IS NON REFUNDABLE SHOULD YOUR FUNCTION/ EVENT BE CANCELLED OR THE DATES CHANGED.

THE BALANCE IS DUE 4 WEEKS PRIOR TO THE FUNCTION/EVENT DATE.

KIDOGO ARTHOUSE GALLERY IS A HERITAGE LISTED BUILDING. UNDER NO CIRCUMSTANCES CAN NAILS BE PUT INTO THE WALLS OR ANYTHING ELSE WHICH MIGHT CAUSE DAMAGE TO THE INTEGRITY OF THE BUILDING'S SURFACE OR STRUCTURE.

THE GALLERY OWNER HAS THE RIGHT TO CANCEL AN EXHIBITION AT ANY TIME IN THE EVENT OF NON-COMPLIANCE TO THESE TERMS AND CONDITIONS. NO REFUND WILL BE ISSUED AS THIS WILL BE TAKEN AS A BREACH OF CONTRACT. THE GALLERY RESERVES THE RIGHT TO SEEK COMPENSATION FROM THE PERSON/COMPANY HIRING KIDOGO ARTHOUSE FOR ANY DAMAGES THAT MAY OCCUR AS THE RESULT OF UNPROFESSIONAL BEHAVIOUR.

REFRESHMENTS, SECURITY AND OTHER ASPECTS RELATING TO THE STAGING OF YOUR FUNCTION ARE THE FULL RESPONSIBILITY OF THE PERSON/COMPANY HIRING KIDOGO ARTHOUSE.

THE PERSON/COMPANY HIRING KIDOGO ARTHOUSE IS RESPONSIBLE FOR BOTH THE SET UP AND CLEAN UP BEFORE AND AFTER YOUR EVENT/FUNCTION. NOTE THAT YOU WILL BE BILLED ACCORDINGLY FOR ANY INCONVENIENCE CAUSED TO KIDOGO STAFF SHOULD YOU FAIL TO COMPLY WITH EITHER OF THESE TERMS.



YOU ARE ALLOWED 5MINS TO UNLOAD/COLLECT ITEMS FROM VEHICLES. PARKING YOUR CAR OUTSIDE THE BUILDING IS PROHIBITED.

YOU ARE RESPONSIBLE FOR YOUR OWN INSURANCE COVER. KIDOGO IS NOT LIABLE FOR DAMAGES THAT OCCUR DURING THE EVENT/FUNCTION THAT YOU/YOUR COMPANY IS HOLDING AT KIDOGO ARTHOUSE.

YOU ARE LIABLE SHOULD THE ARTWORKS ON DISPLAY BE DAMAGED IN ANY WAY.

**I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS STATED ABOVE REGARDING THE HIRE OF KIDOGO ARTHOUSE FOR A FUNCTION**

PLEASE SEND THE ABOVE INFORMATION TOGETHER WITH YOUR BOOKING DEPOSIT (\$110) TO THE ADDRESS:

***KIDOGO ART INSTITUTE  
BATHER'S BEACH, MEW'S ROAD,  
PO BOX 988, FREMANTLE, WA 6160 AUSTRALIA***

OR EMAIL THE COMPLETED FORM TO:

[INFO@KIDOGO.COM.AU](mailto:INFO@KIDOGO.COM.AU)

*CHEQUES SHOULD BE MADE PAYABLE TO : KIDOGO ART INSTITUTE*