



**NORMAN LINDSAY GALLERY AND MUSEUM**  
**FUNCTION BOOKING SHEET**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TEL: BH \_\_\_\_\_ AH \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_  
DAY AND DATE \_\_\_\_\_  
NO OF GUESTS \_\_\_\_\_  
FUNCTION Starting Time \_\_\_\_\_ Finishing Time \_\_\_\_\_

NAME OF HIRING COMPANY (if any) \_\_\_\_\_  
NAME OF CATERING COMPANY (if any) \_\_\_\_\_  
WILL THERE BE ENTERTAINMENT OR MUSIC? \_\_\_\_\_

**SPECIAL REQUIREMENTS**

Marquee @ \$100. \_\_\_\_\_ Chairs @ \$1. \_\_\_\_\_ Tables @5. \_\_\_\_\_  
Extra toilets (Reception for over 80 guests) @ \$150. \_\_\_\_\_  
Parking Assistance (Reception for 80 guests) @\$50. \_\_\_\_\_  
Special Location requirements \_\_\_\_\_  
Agreed gallery viewing time for guests \_\_\_\_\_  
Agreed Venue Hire Fee \$ \_\_\_\_\_ Agreed Non Refundable Deposit \$ \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

How did you hear about Norman Lindsay Gallery? \_\_\_\_\_

**OFFICE USE ONLY**

Deposit received \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ Receipt No \_\_\_\_\_  
Bond received \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ Returned \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_  
Notes \_\_\_\_\_

14 Norman Lindsay Crescent  
Faulconbridge 2776  
Ph: 02 4751 1067  
Fax: 02 4751 5845  
[info@normanlindsay.com.au](mailto:info@normanlindsay.com.au)



## **Penalty Rates**

Penalty rates apply after agreed booking hours \$150 per half hour. Please note we close at 9pm strictly.

## **Receptions**

- No marquees allowed east of north facing hedge (street side)
- Marquees are only allowed by discretion of staff and staff will advise suitable position.

## **Extras**

- Trestle tables @ \$5 each. We have 4
- Plastic garden chairs are \$1 each. We have limited numbers in green & cream.

## **Conditions of Hire**

- We are not allowed any amplified music
- String trios, quartets and harps are allowed
- Any damage to statues, grounds etc is payable by hirer.