

Events

AT THE EDEN VISITOR
INFORMATION CENTRE

20 24



SPECIAL EVENTS

NETWORKING
FUNCTIONS

PRESENTATIONS

What we offer at the

EDEN VISITOR INFORMATION CENTRE



GENERAL INFORMATION

The award winning Eden Visitor Information Centre is located on the ground floor of the Eden Welcome Centre. This iconic building was opened in April 2021 and provides an architecturally designed, unique waterside venue at Snug Cove.

THE SPACE

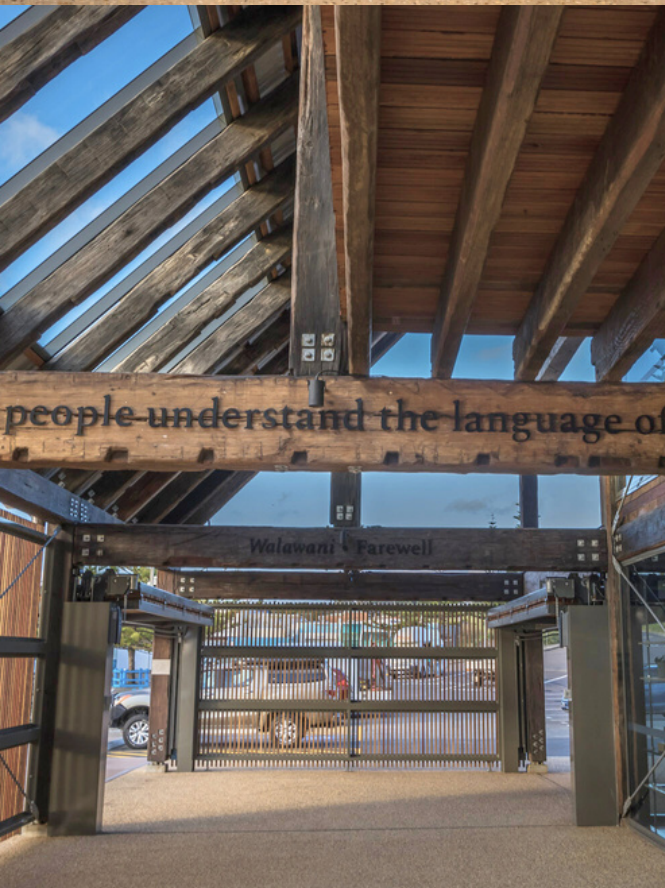
The interior of the Centre has been thoughtfully designed to allow for the option of functions and events after business hours, including ample open space for mingling, and movable storage cupboards that double as bar or buffet tables. The Centre is perfect for networking functions or business presentations.

The harbourside foyer area directly out front of the Centre provides an undercover all weather outdoor area with opening and closing bi-fold walls.

FEES & CHARGES

A flat venue hire fee of \$350 applies to all bookings. However we do understand that no two events are the same, so please contact us if you'd like to discuss further.

Our standard venue hire fee includes exclusive (after-hours) use of the space, a pull-up screen and projector, and water service for your guests. For catering we recommend local Eden businesses Toast Eden, Rusty Plough, Florabel or Fig Cafe.



Terms & Conditions

BOOKING AGREEMENT

- Your reservation is considered confirmed on receipt of a holding deposit of \$50.00, and a copy of this signed Event Booking Agreement.
- The Management of the Eden Visitor Information Centre reserve the right to book the venue to other clients until such time as this holding deposit is paid.
- The balance of your invoice is to be paid at the conclusion of (or prior to) your event.
- The Eden Visitor Information Centre reserves the right to cancel the booking to make the venue available to other clients, if your deposit of is not paid.
- The total number of guests attending is to be confirmed 5 days prior to the event.
- PAYMENT OPTIONS:
 - Electronic Funds Transfer: BSB # 641-800 ACC # 200732667 (please quote name and date of function as reference)
 - Cheque – Made out to Eden Visitor Information Centre.
 - We accept the following Credit Cards: Visa and MasterCard. Eftpos Facilities Available.
 - Prices quoted are based on individual requirements of your event (inclusive of GST). Should your dates or requirements change, additional charges may be incurred. The Eden Visitor Information Centre reserves the right to increase the prices at any time, due to changes in or imposition of government charges, taxes or an increase in direct costs. This being an additional cost outside your contract.
- RESPONSIBILITY: The patron assumes responsibility for all damages caused by them or any of their guests, invitees or other people attending the function, whether in the Centre or in another part of the building. General and normal cleaning is included in the cost of the event, but additional charges may be payable if the event has created cleaning needs above and beyond normal cleaning. The venue will take all necessary care but will not accept responsibility for damage or loss of any client's property in the venue before, during or after an event. The patron is responsible to conduct the event in an orderly manner and in full compliance with the rules and House Policy of the Management of the Eden Visitor Information Centre and all applicable laws. We reserve the right to intervene if an event's activities are considered illegal, noisy or offensive. The Management of the Eden Visitor Information Centre reserves the right to request any guest attending an event to vacate the premises if their behaviour is deemed to be offensive, inappropriate or if they are intoxicated prior or during the event. Failure to vacate the premises may result in the Police being called to the premises and a fine being issued.
- CANCELLATIONS: All cancellations must be made in writing. If an event is cancelled management of the Eden Visitor Information Centre reserve the right to withhold the deposit paid.

Terms & Conditions

BOOKING AGREEMENT

- Company / Organisation Name: _____
- Contact Person: _____
- Contact Phone & Email: _____
- Time and Date of Event: _____
- Number of People: _____
- Type of Event to be Held: _____
- Company / Organisation Address: _____
- Preferred method of deposit payment (please circle) Bank Transfer / Cheque / Eftpos
- Pull up screen required (please circle)? YES NO
- Data projector required (please circle)? YES NO

Signature

Please return this signed agreement to the Eden Visitor Information Centre via email to info@visiteden.com.au via post to PO Box 435 Eden NSW 2551, or in person at the Ground Floor, Eden Welcome Centre, Weecoon Street Eden.