



## **Legacy Function Room -** **External Booking Procedures**

1. Go to [www.legacy.com.au](http://www.legacy.com.au), and open the Level 1 Booking Request form which is located on the Legacy Home Page.  
*Alternatively, you can email [venuehire@sydney-legacy.com.au](mailto:venuehire@sydney-legacy.com.au) or phone 02 9248 9019 to obtain the form or for further information.*
2. Fill out the form with all its requirements and click submit and follow the prompts. The form will then be submitted to the venue team for processing.
3. The venue hire team will then check for availability of the dates and times requested. If the room is available, a quote will be issued along with additional information about the room and our terms and conditions.
4. Once you have approved the quote, please return it signed and dated back to [venuehire@sydney-legacy.com.au](mailto:venuehire@sydney-legacy.com.au).
5. As per the terms and conditions, you will receive an invoice and will need to pay a 25% deposit to secure the room. This deposit will then go toward the final cost of the hire.
6. An official confirmation will be sent along with a receipt of your paid deposit.
7. Final details will be sent to the client 3-5 days prior. No changes will be accepted within 3 working days of the event.
8. The final balance will need to be paid – Payment must be made within 10 days prior to event. *Please refer to the terms and conditions.*
9. Bump in to commence before event start time.
10. Event Day commences.
11. Bump out – Assess for any damages and report.
12. A feedback form will be sent to be filled out and sent back to the events team.

Please see attached for terms and conditions of venue hire. Please read this through carefully and if you have any questions or concerns, please contact us on the details below:

Contact: Sarah Hallab

Email: [venuehire@sydney-legacy.com.au](mailto:venuehire@sydney-legacy.com.au)

Phone: 02 9248 9019