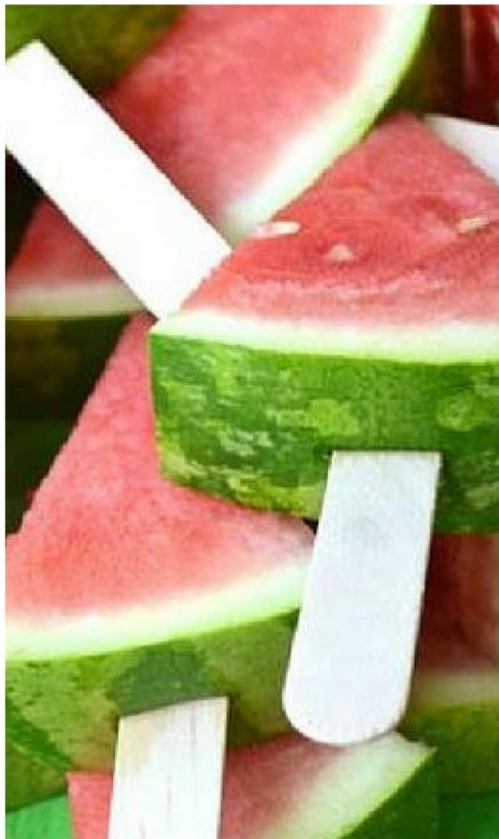




Kids Parties

Celebrate at the Hewett Centre





Thank you for considering the Hewett Centre for your forthcoming Kids Party celebration. Our passionate and dedicated team is ready to work with you, offering a variety of Kids Party packages to suit any age from 1 – 14 years.

Let us take the hassle out of planning your little ones' special day!

OUR SPACES...

Hewett Auditorium encompasses the Brolga and Ibis Hall, overlooking the North Para River with sweeping views of the native landscape, our Auditorium is perfect for an evening affair comfortably suitable for up to 200 guests. Opening onto the outdoor terrace and lawned areas, the Auditorium allows for your guests to mingle and relax in an indoor/outdoor setting.

Brolga Hall providing floor to ceiling opening windows with views of the native landscape and rolling farmland is ideal for seating up to 80, opening onto outdoor terrace and lawned areas for the perfect indoor/outdoor party experience!

Kingfisher & Rosella Room are ideal for the more intimate or smaller gathering; our dedicated evening Kindigym Party Room and ideal for smaller gatherings of up to 30 family and friends.

Outdoor Terrace our pretty terrace and native landscaped lawns are ideal for < 100 guests – the perfect place for outdoor-loving little ones to run and play!

All Kids Parties come with 1hour access before and 30minutes access after the Event. Additional time requested can be negotiated at the time of booking.

CATERING

Platters cater approximately 16-20 guests

Savory

Cocktail pies, pasties and sausage rolls	60 pieces	\$35.00
Mini quiches with a range of flavors	60 pieces	\$30.00
Mixed cocktail savories	55 pieces	\$20.00
Spinach and ricotta pastries	30 pieces	\$20.00
Mini dim sims - with soy sauce	30 pieces	\$20.00
Chicken Nuggets and Chips		\$35.00
Potato wedges - sour cream and sweet chilli		\$40.00
Hot Chip Platter		\$10.00

Dessert

Fruit platter – a range of seasonal fruits	\$55.00
Cheese platter- range of cheese crackers dips	\$60.00
Fairy bread	\$10.00

**Dietary needs can be catered for. All dietary requirements must be confirmed 7 days prior with full payment*

Catering required (please tick all that apply – refer menu above for pricing):		Qty required:
<input type="checkbox"/> Cocktail pies, pasties & sausage rolls		
<input type="checkbox"/> Mini quiches		
<input type="checkbox"/> Hot Chip Platter		
<input type="checkbox"/> Spinach & Ricotta pastries		
<input type="checkbox"/> Mini dim-sims (w/ soy sauce)		
<input type="checkbox"/> Chicken nuggets & chips		
<input type="checkbox"/> Potato wedges (w/ sour cream & sweet chilli)		
<input type="checkbox"/> Mixed cocktail savories		
<input type="checkbox"/> Fruit platter		
<input type="checkbox"/> Fairy bread		
<input type="checkbox"/> Cheese platter		



HEWETT CENTRE KIDS PARTY APPLICATION FORM

Please note: all Kids Parties require a non-refundable \$50 deposit to secure booking.

Organiser Details

Contact Person: _____

Address: _____

Suburb: _____ Post Code: _____ Mobile: _____

Email Address: _____

Birthday Child's info

Child's Full Name: _____ Childs turning age: _____ M / F _____

Party Details

Date of Party: _____ PAX: _____

Options (please tick):

Room Hire:

Includes: table and chair set-up, full PA system (optional microphone, lectern, projector), optional Fairy Lights, Lawn Games* and Jumping Castle*. Does not include table linen*

**differing times to the below available – subject to Management discretion and availability*

- | | |
|---|---|
| <input type="checkbox"/> Saturday 9.30am – 12.30pm (access 8.30am – 1.00pm) | <input type="checkbox"/> Sunday 9.30am – 12.30pm (access 8.30am – 1.00pm) |
| <input type="checkbox"/> Saturday 2.00pm – 5.00pm (access 1.00pm – 5.30pm) | <input type="checkbox"/> Sunday 2.00pm – 5.00pm (access 1.00pm – 5.30pm) |

- | | | |
|---|--|--|
| <input type="checkbox"/> Auditorium (Brolga & Ibis Hall combined)
\$300.00 | <input type="checkbox"/> Brolga or Ibis Hall
\$210.00 | <input type="checkbox"/> Rosella/Kingfisher Room
\$150.00 |
|---|--|--|

**additional costs apply*

Kindigym Party

Costs \$350

Includes: 20 x birthday invitations, table and chair set-up, soft play equipment, full PA system (inc. microphone, lectern, projector), ice cream birthday cake, optional Fairy Lights, Lawn Games* and Jumping Castle*. Does not include table linen*

- | | |
|---|---|
| <input type="checkbox"/> Saturday 9.30am – 12.30pm (access 8.30am – 1.00pm) | <input type="checkbox"/> Sunday 9.30am – 12.30pm (access 8.30am – 1.00pm) |
| <input type="checkbox"/> Saturday 2.00pm – 5.00pm (access 1.00pm – 5.30pm) | <input type="checkbox"/> Sunday 2.00pm – 5.00pm (access 1.00pm – 5.30pm) |

**additional costs apply*

Games Party

Costs \$300

Includes: Party host, 20 x birthday invitations, full PA system (inc. microphone, lectern, projector), 16 lolly bags, ice cream birthday cake, optional Fairy Lights, Lawn Games* and Jumping Castle* Max 16 children. Ages 5-14 years. Does not include table linen*

- Sunday 4.00pm – 6.00pm

Games (please circle): Stuck in the Mud, Red Light Green Light, Golden Child, Parachute, Tug of War, Rob the Nest, Under & Over, Tunnel Ball, All Over Red Rover, 3-legged race

SET-UP AND EQUIPMENT

The following items are available for use* and *complimentary* with room hire.

- x20 10" circle tables (10pax)
- x15 1.8m trestle tables
- 220 chairs
- 18 Café Tables
- Full Audio Visual including projector, cordless microphone, and lectern

*availability of items subject to Management approval and may differ from number of items listed above dependent on your booking requirements, and at Management discretion.

Item/s required	Number of		Notes
Round Tables (10 pax)			
Standard 1.8m trestle table			
<u>Please tick:</u>	<u>Yes</u>	<u>No</u>	
Microphone			
Lectern			
Lawn games (\$50 add. cost)			
Fairy lights outdoors (\$50 add. cost)			
Jumping Castle (\$150 add. cost)			
LOVE sign (\$80 add. cost)			
<u>If applicable</u> - Linen (add. cost)	Black	White	

Table linen is an *additional cost*; please specify linen requirements below:

ITEM	COST (p/item)	NUMBER OF
Round Table Linen	\$14.00	
Trestle Table Linen	\$10.00	
Bar Table Linen	\$14.00	
Café Table Linen	\$5.00	
Napkins	\$2.00	

	YES	NO	Notes
Do you require our catering?*			
Will you require kitchen access for an additional \$50?			
Will alcohol be served?*			

*PLEASE NOTE –

CATERING:

*\$50 kitchen access fee includes: benches, microwave, pie warmer (NOT on-site conventional oven) and sink only.

*\$300 external caterer fee applies for external caterers full access to the kitchen. Full access includes: benches, microwave, pie warmer conventional oven** and dishwasher.**

**subject to prior on-site induction of equipment from Management.

ALCOHOL*:

No BYO alcohol permitted – minimum \$200 spend on any drink/s if bar is open for duration of party.



MANAGEMENT USE ONLY		
ITEM	RATE	COST
Kindigym/Games/Room Hire		
Equipment Hire		
Fairy lights – outdoors	\$50	
Lawn games	\$50	
Wine barrels (3)	\$50 each, or \$100 for all 3	
LOVE sign	\$80	
Linen	\$ -	
Catering		
Internal catering		
Other (external)	\$300	
Other (Kitchen access only)	\$50	
Deposit	\$50 (deducted from room hire fee)	\$50
Date Paid (initial and date):		-\$50
TOTAL COST (excluding deposit)		= \$

PLEASE KEEP THIS PAGE AS A REFERENCE

PARTIES TERMS & CONDITIONS

1. The issuing of this permit is subject to:-

- 1.1. The hirer agreeing to the General Conditions of the permit as contained herein.
- 1.2. The hirer agreeing to all Special Conditions which Hewett Centre may determine.
- 1.3. The hirer paying the prescribed fee prior to the function date.

2. General Conditions of Permit

- 2.1. The hirer agrees to indemnify and to keep indemnified Hewett Centre, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
- 2.2. The hire application is not transferable.
- 2.3. The hirer shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- 2.4. The hirer shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
- 2.5. Hirers are to ensure they exercise all due care while moving, setting up or dismantling furniture to ensure their safety and that of any guests. Belgravia Leisure accepts no liability whatsoever for any accidents caused by the Hirers failing to observe this requirement.
- 2.6. Any damage to furniture, fixtures and/or fittings is to be paid by the hirer for their repair/replacement. Repairs are to be carried out by Hewett Centre maintenance staff or contractors employed by Belgravia Health & Leisure Group Pty Ltd.
- 2.7. Normal hire charges will be applied if a cancellation is not received at the Hewett Centre at least fourteen days prior to the reserved date.
- 2.8. This permit may be revoked by Hewett Centre if the hirer fails to comply with any conditions of the permit and may be revoked in any other justifiable circumstance.

3. Special Conditions of Permit

- 3.1. A non refundable deposit of \$50.00 is required when you submit your application.
- 3.2. The Centre is a non-smoking venue. A smoking area is provided outside. Please only use this area, and ensure all litter is disposed of appropriately.
- 3.3. Banned drugs are NOT allowed in the Centre.
- 3.4. Hirer is responsible at all times for the conduct of his/her visitors or guests. Irresponsible or unlawful behaviour will not be tolerated and may be subject to police intervention and/or prosecution.
- 3.5. At all times exit doors are to remain unlocked and access unrestricted.
- 3.6. Directions of Management and staff are to be observed at all times.
- 3.7. **All bookings have allowances for 60min set up and pack down outside of allocated party time.**

Declaration

I _____ have read and understand the terms and conditions for the hire of the facilities at the Hewett Centre. I agree to abide by these terms and will fully reimburse Hewett Centre for any damage to this property that arises from my hire of the premises for the stated date and times attached to this booking form.

Signed: _____ Date: / / 20____

Signed & Approved by Management: _____ Date: / / 20____