



FUNCTIONS & EVENTS

Celebrate at the Hewett Centre



HEWETT CENTRE FUNCTION OR EVENT APPLICATION FORM

Please note: all Function and Event bookings require a non-refundable \$100 deposit to secure booking.

Organiser Details

Contact Person: _____

Address: _____

Suburb: _____ Post Code: _____ Mobile: _____

Email Address: _____

Event info

Event Date: _____ Event Time _____ Total access time* _____

*1hr before & 1hr after subject to other bookings

Event Type: ☐ Corporate Seminar/Function ☐ Graduation ☐ Funeral/Memorial

☐ Birthday Celebration (14+) ☐ Christening ☐ Other

PAX: _____

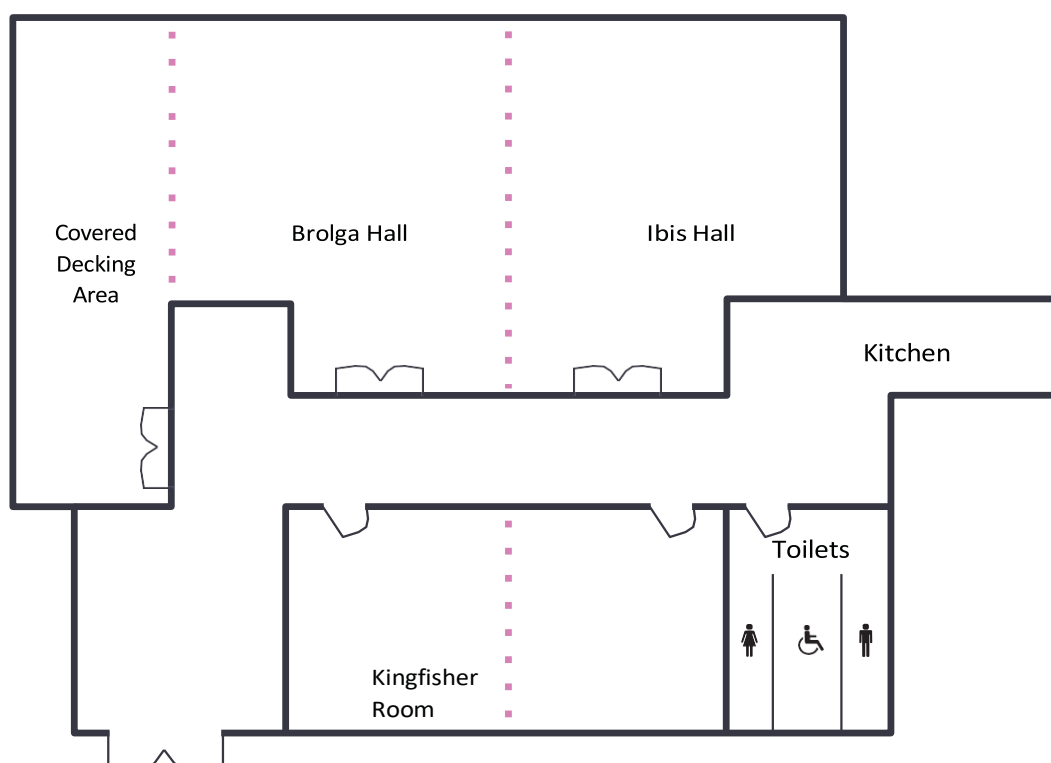
Room/s (please tick)

☐ Auditorium (Brolga & Ibis Hall combined)
\$300.00

☐ Brolga or Ibis Hall
\$210.00

☐ Rosella/Kingfisher Room
\$150.00

☐ Kitchen
\$50
*refer additional info





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 Colour	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	

CATERING

At the Hewett Centre we use one of the finest event catering services in Adelaide to ensure that you and your guests have a memorable and magical dining experience.

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They offer a wide range of catering styles including traditional two, three or four course sit- downs, beautiful buffets, lavish table banquets, elegant cocktail and chic afternoon teas, to simple but sophisticated tea/coffee & biscuit food stations. No matter your budget or what your chosen catering style is our caterers can provide stylish cuisine to suit your needs.

When booking the Hewett Centre, upon request, we arrange a private consultation for you with our chef to discuss your culinary needs. The events team and chef will listen to your ideas and vision and ensure all is delivered perfect on the day.

Please Note: Should you wish to bring your own catering or catering company a kitchen and cleaning fee will apply to all bookings. Due to liquor licensing regulations we are unable to provide BYO alcohol as an option.



	YES	NO	Crafty Cooks Catering?	Notes (eg; bar tab/by consumption/subsidized bar)
Do you require catering?*				
Will alcohol be served?				

***PLEASE NOTE -**

*\$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.*



Applicable for those bookings requiring a bond only:

BANK DETAILS		
Bank Account Name	BSB Number	Account Number

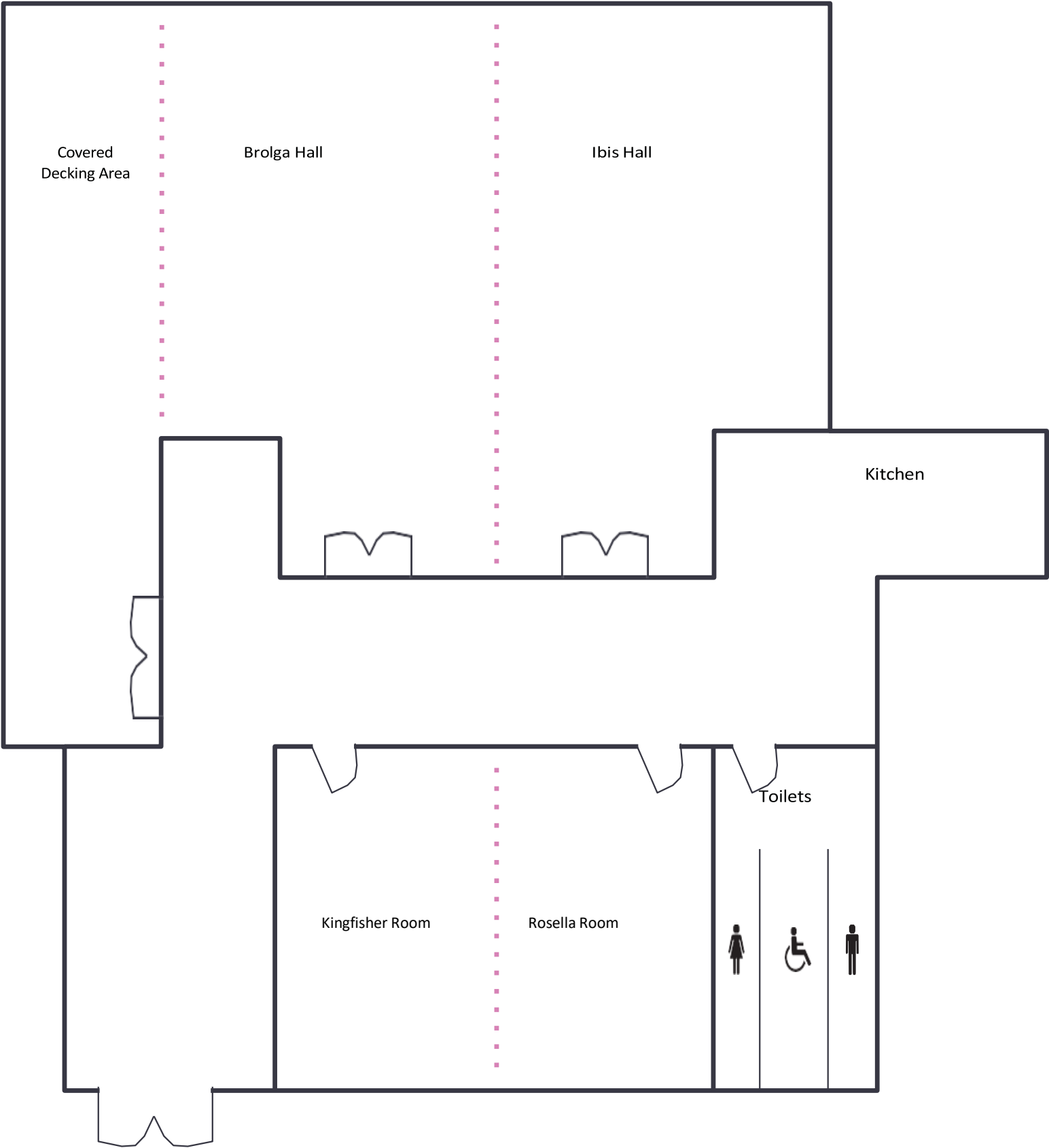
**bond amount refunded within 14 days provided relevant Terms & Conditions of Hire are met*

BILLING (for office use only)		
ITEM	RATE	COST
Venue/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		
Crafty Cooks Catering		
Other (external)	\$300	
Other (Kitchen access only)	\$50	
Deposit	\$100 (deducted from room hire fee)	\$100
Bond	\$600	
TOTAL		\$ -
		-\$600 refundable bond*
TOTAL COST (OOP)		= \$

*\$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.**

MUD MAP



TERMS & CONDITIONS

Deposits & Cancellation

By making a booking, you accept our cancellation policy and its related fees.

No event, group or company is exempt from paying cancellation fees. Should circumstances arise where you have to cancel your booking, this must be received in writing and the following cancellation fees will apply to all bookings and all companies regardless of the frequency or volume of business.

DEPOSITS	CANCELLATION TIME REFUND			
Deposit to confirm the event \$100	Non-Refundable			
PRE-PAYMENTS	CANCELLATION TIME REFUND			
	< 60 days	< 30 days	< 14 days	< 7 days
Full amount of booking is due 14-days prior to the event	100%	50%	25%	0%
Bond of \$600 Refundable after the event according to inspection	100%	100%	100%	100%

Surcharge Amounts

Hewett Centre may charge the Customer surcharge amounts as follows:

- 50% surcharge on the Room Hire Fee for Public Holidays;
- \$120 per hour or part thereof for any permitted extension to the duration of the Event for each function room hired.
- 25% surcharge on the catering requirements for the event for Public Holidays

Function Rooms

The organiser may have access to the room 1hr prior to the Event, which is **subject to change upon request**, dependant on availability. You must ensure your Event is finished and the room vacated promptly at the conclusion of your session time. Extra charges may apply if you go over your allotted time.

Room And Equipment Requirements

General cleaning is included in the Room Hire Fee. The venue **Hewett Centre** reserves the right to invoice the Hirer for additional cleaning should it be required at the conclusion of the Event. Examples of these instances include but are not limited to: removing marks on equipment such as whiteboards and tables, chips to paintwork, excessive mess or rubbish left in the venue or carparks. All equipment, chair and table requirements are to be requested on the Booking Form.

- All equipment requested and included in the room set up will be invoiced, regardless of whether it is used.
- All equipment, chair and table requirements are provided to the best of our ability.
- Equipment that is not booked but requested is subject to availability and will be added to the invoice.
- Any changes to setup will be subject to availability of our setup crew and additional charges may apply.

Customer's Obligations

The Hirer shall:

- a. allow the Caterer (cancel this section if internal caterer is used) , the venue and respective employees and agents, free access to all parts of the kitchen and function room at all times (subject to reasonable notice).
- b. not carry on or permit to be carried on, any behaviour or activity that in the opinion of the Venue or the Caterer is dangerous, noxious, offensive, illegal, noisy or which constitutes a nuisance;
- c. not use or allow the Venue or Facilities to be used for any purpose other than that for which they are designed;
- d. vacate the Venue and Facilities at the conclusion of the Event by the clearance time set out in the Schedule;
- e. remove from the Venue and Facilities, all equipment and effects brought by the Customer onto the Venue or Facilities and at the Customer's expense, make good any damage to the Venue and Facilities caused by the removal of such equipment and effects;
- f. obtain at its expense all requisite licenses and authorisations for copyright material and all permits or licenses required for the conduct of the Event; and
- g. comply with all lawful directions of the Caterer and the **Hewett Centre** in connection with the use of the Venue or Facilities.

Hewett Centre is not liable to the Hirer for any loss of or damage to effects or equipment left at the Venue by the Hirer.

Duty Of Care

The Hirer is responsible for informing its event staff and associated persons of exercising a duty of care when entering the event room.

Smoking

Hewett Centre is a Local Government building and smoking is strictly prohibited inside the venue, and within 10m of any entrance. The Hirer is responsible for associated persons to adhere to the smoking prohibition.

Music And Noise Levels

There is to be no live or loud music played at the Function Centre unless management has granted approval at the time of the booking. Music levels accompanying presentations in the venue rooms will not interfere with the other clients of the venue. If complaints are received, then the Hirer will be instructed to reduce the volume. Non-compliance will cause immediate Event termination.

Decorations

The hirer shall not bring into the Venue or the Facilities anything explosive, highly flammable, radioactive or otherwise dangerous or pungent to Function Centre staff and associated persons. This includes, but is not limited to: candles, candelabras, open flames, water tanks, water features, ice sculptures, live fish, rose petals, confetti, rice, compressed confetti and streamer cans, glitter, sparklers, pyrotechnics, smoke machines, bubble machines or live soil such as potted topiary plants.

- The Hirer shall not affix or hang anything from any walls, pylons, windows or other structure in or around the Venue or the Facilities without prior approval of **Hewett Centre**.
- The Hirer may bring in 'stand-alone' banners and displays, tethered balloons and dried or fresh flower arrangements.
- The Hirer shall immediately remove anything from the Venue and Facilities when requested by the Function Centre staff.

Liquor Licensing

All persons attending the venue must be able to provide adequate identification or proof of age on request at any time. Acceptable identification in South Australia is either a current passport, proof of age card or driver's license.

Hewett Centre reserves the right to refuse entry or service to any persons considered by Function Centre staff to be intoxicated, underage or creating a disturbance. Any guest deemed to be intoxicated or creating a disturbance will be asked to leave the premises. These guidelines reflect both legal requirements and the desire of the **Hewett Centre** to provide an enjoyable and safe venue for all patrons

Security

Both under licensing laws and within company grounds, a Security Guard or Guards may be required to manage access, egress, behaviour and general crowd controls. This cost will be passed on to the hirer.

Other Functions

Hewett Centre reserves the right to book other functions in the same venue room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time. Additionally, **Ingle Farm Recreation Centre** reserves the right to book other functions in adjoining rooms at any time.

The Hirer, its staff or associated persons are not to interact, solicit or engage with any other Function Centre clients or with any other patrons in the building for the purpose of promoting their own business.

Deliveries

Hewett Centre will only accept delivery of goods one working day prior to the Event, and all goods which are to be removed must be collected within one working day after the Event. All goods are to be delivered 0900-1700 Monday – Friday.

Insurance

Upon request by the Function Centre, the Hirer shall take out and keep current during the Event, public liability insurance with a reputable insurer to cover its own legal liability and noting the interest of the **Hewett Centre** in the amount of not less than \$10 million per claim and unlimited in the aggregate and provide upon request evidence of currency of insurance no less than fourteen calendar days prior to the Event.

The Customer shall also ensure that any performers or acts engaged by the Hirer shall have public liability insurance with a reputable insurer for the amount of at least \$10 million to cover the performers’ or acts’ legal liability and shall, upon request, provide evidence of currency of such insurance to the **Hewett Centre** fourteen days prior to the Event.

Damage and Indemnity

The Hirer shall indemnify the Hewett Centre, the State of South Australia (“the State”), and their respective officers, employees, agents and contractors in full in respect of any liability, loss, costs, expenses, damages, claim or proceeding (including legal costs) arising in respect of personal injury or sickness or death of any person or arising in respect of any injury or damage to any property, real or personal to the extent such liability, costs, expenses, damages, loss, claim or proceeding arises in any way whatsoever from the wilful or negligent acts of or omissions on the part of the Hirer or any employee, contractor, , agent, licensee or invitee of the Hirer except to the extent such liability, loss, claim or proceeding arises by reason of an act or omission of the **Hewett Centre** or the State or their respective officers, employees, agents or contractors.

Neither the **Hewett Centre** nor the State shall be liable to the Hirer for any loss of life, personal injury or damage to or loss of property which may be suffered or sustained arising out of or by reason of the use of the Venue or Facilities or the conduct of the Function except where the death, injury, damage or loss results from a negligent act or omission of the **Hewett Centre** or their respective employees or agents.

In no Event shall the State of the Hewett Centre be liable for loss of profit or consequential damages to the Room.
The Hirer must ensure that it and its guests comply with any directions given by the **Hewett Centre** staff relating to the rules and regulations or directions with regards to fire and safety precautions.
Damage to the building or property of the **Hewett Centre** will be the responsibility of the client and will be charged at replacement or repair costs.

Termination

Hewett Centre may terminate the Event and any future Events which have been booked immediately upon giving notice to the Hirer if:

- a. the Hirer breaches any provision of the terms and conditions of Room Hire and cannot or does not rectify it immediately,
- b. the Hirer alters the purpose of the Event without the written approval of the **Hewett Centre**,
- c. **Hewett Centre** becomes aware of conditions upon which the holding of the Event could jeopardise public safety or order or involve an unacceptable risk of personal injury or damage to property.

Where **Hewett Centre** terminates the Event, the Function Centre shall not be liable to the Hirer for any loss or damage suffered by the Hirer by reason thereof.
Whilst the Hirer is in breach of the Event terms and conditions, the **Hewett Centre** may suspend the performance of its obligations of Room Hire.

Suitability Of Facilities The hirer agrees that it has properly informed itself of the suitability of the Venue and Facilities for the Event and has not relied upon any representation or advice of the venue management

I, _____(client name) as person representing this function, acknowledge that I have read the above conditions and have explained the conditions of use to all members of the group and acknowledge that I am responsible for the group whilst they are attending the function in the facility as a group.

Person Responsible for Function Signature: _____ Date: _____

Thanks for booking with us - we'll be in touch 7-14 days prior for final payment and set-up requirements for your special event.



NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.