



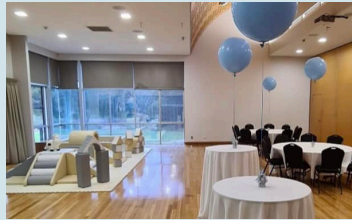
# BIRTHDAY PARTIES

CELEBRATE  
YOUR BIRTHDAY AT



BIRTHDAY PARTIES  
**OUR SPACES**

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!



**Brolga or Ibis Hall** provides floor to ceiling opening windows with views of the native landscape is ideal for seating up to 80 or 100 cocktail, opening onto outdoor terrace and lawned areas for the perfect indoor/outdoor party experience!



**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 or 250 cocktail. Opening onto the outdoor terrace and lawned areas, the Auditorium allows for your guests to mingle and relax in an indoor/outdoor setting.



**Kingfisher & Rosella Room** are ideal for the more intimate or smaller gathering; ideal for groups of up to 30.



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

**Please Note:**  
• *Outdoor terrace is included as part of Brolga or Auditorium Hire, but not as part of Kingfisher & Rosella Rooms. Can be hired separately for same fee as Brolga/Auditorium subject to availability.*

**Please Note:**

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

BIRTHDAY PARTIES  
**APPLICATION FORM**



Organiser Details			
Contact Person:			
Address:		Suburb:	Post Code:
Email Address:		Mobile:	
Party Details			
Child's Full Name:		Child's Turning Age:	MALE / FEMALE
Party Date:	Party Time:	Total Access Time*:	PAX:
Room Hire			
<b>Includes:</b> table and chair set-up, full PA system (optional microphone, lectern, projector), optional Fairy Lights*, Lawn Games* and Jumping Castle*. <i>*Additional costs apply **Does not include table linen</i>			
<input type="checkbox"/> Saturday 9.30am – 12.30pm (access 9.00am – 1.00pm)		<input type="checkbox"/> Sunday 9.30am – 12.30pm (access 9.00am – 1.00pm)	
<input type="checkbox"/> Saturday 2.00pm – 5.00pm (access 1.30pm – 5.30pm)		<input type="checkbox"/> Sunday 2.00pm – 5.00pm (access 1.30pm – 5.30pm)	
Room/s (please tick)			
<input type="checkbox"/> Auditorium (Brolga & Ibis Hall combined) \$300.00		<input type="checkbox"/> Brolga or Ibis Hall \$210.00	
<input type="checkbox"/> Rosella or Kingfisher Room \$150.00			
KindiGym Party - \$350			
<b>Includes:</b> 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*. <i>*Additional costs apply **Does not include table linen</i>			
<input type="checkbox"/> Saturday 9.30am – 12.30pm (access 9.00am – 1.00pm)		<input type="checkbox"/> Sunday 9.30am – 12.30pm (access 9.00am – 1.00pm)	
<input type="checkbox"/> Saturday 2.00pm – 5.00pm (access 1.30pm – 5.30pm)		<input type="checkbox"/> Sunday 2.00pm – 5.00pm (access 1.30pm – 5.30pm)	
Games Party - \$300			
<b>Includes:</b> 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. <i>*Additional costs apply **Does not include table linen</i>			
<input type="checkbox"/> Saturday 9.30am – 12.30pm (access 9.00am – 1.00pm)		<input type="checkbox"/> Sunday 9.30am – 12.30pm (access 9.00am – 1.00pm)	
<input type="checkbox"/> Saturday 2.00pm – 5.00pm (access 1.30pm – 5.30pm)		<input type="checkbox"/> Sunday 2.00pm – 5.00pm (access 1.30pm – 5.30pm)	
Games/s (please tick)			
<input type="checkbox"/> Stuck in the Mud		<input type="checkbox"/> Parachute	
<input type="checkbox"/> Red Light Green Light		<input type="checkbox"/> Tug of War	
<input type="checkbox"/> Golden Child		<input type="checkbox"/> Rob the Nest	
<input type="checkbox"/> Under & Over		<input type="checkbox"/> Tunnel Ball	
<input type="checkbox"/> All Over Red Rover		<input type="checkbox"/> 3-legged race	

# SET-UP AND EQUIPMENT

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

- 20 x 10" Round Tables (10pax)
- 18 x Café Tables
- 15 x 1.8m Trestle Tables
- Full Audio Visual including projector, cordless microphone, and lectern
- 220 x Chairs

*\*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	Qty	Notes
Round Tables (10 pax)		
Standard 1.8m trestle tables		
Cafe Tables		
Chairs		
Microphone		
Lectern		

Add on item/s	Qty	Colour	Notes
Round Table Linen (\$14 add. cost)		BLACK / WHITE	
Trestle Table Linen (\$10 add. cost)		BLACK / WHITE	
Bar Table Linen (\$14 add. cost)		BLACK / WHITE	
Cafe Table Linen (\$5 add. cost)		BLACK / WHITE	
Lawn games (\$50 add. cost)		-	
Jumping Castle (\$150 add. cost)		-	
Fairy lights outdoors (\$50 add. cost)		-	
Wooden Barrel (\$50 add. cost of \$100 for 3)		-	
LOVE sign (\$80 add. cost)		-	
Napkin (\$2 add. cost)		-	

# CATERING



Add on item/s <small>Platters cater approximately 16-20 guests</small>	Qty	Notes
<b>Savory (please tick)</b>		
<input type="checkbox"/> Cocktail pies, pasties and sausage rolls (\$35 add. cost for 60 pieces)		
<input type="checkbox"/> Mini quiches with a range of flavors (\$30 add. cost for 60 pieces)		
<input type="checkbox"/> Mixed cocktail savories (\$20 add. cost for 55 pieces)		
<input type="checkbox"/> Spinach and ricotta pastries (\$20 add. cost for 30 pieces)		
<input type="checkbox"/> Mini dim sims - with soy sauce (\$35 add. cost for 60 pieces)		
<input type="checkbox"/> Chicken Nuggets and Chips (\$35 add. cost)		
<input type="checkbox"/> Potato wedges - sour cream and sweet chilli (\$40 add. cost)		
<input type="checkbox"/> Hot Chip Platter (\$10 add. cost)		
<b>Dessert (please tick)</b>		
<input type="checkbox"/> Fruit platter - a range of seasonal fruits (\$55 add. cost)		
<input type="checkbox"/> Cheese platter - range of cheese crackers dips (\$60 add. cost)		
<input type="checkbox"/> Fairy bread (\$10 add. cost)		

Item/s required	Yes or No	Notes
Do you require catering?*	YES / NO	
Will you require kitchen access for an additional \$50?	YES / NO	
Will alcohol be served?*	YES / NO	

**Please Note:**

- Dietary needs can be catered for. All dietary requirements must be confirmed 7 days prior with full payment. 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.
- \$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.\*\*
- No BYO alcohol permitted – minimum \$200 spend on any drink/s if bar is open for duration of party.

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

# BOOKING DEPOSIT FORM

Billing (for office use only)		
Item	Qty	Cost
Kindigym/Games/Room Hire		
Equipment Hire		
Round Table Linen (\$14 add. cost)		
Trestle Table Linen (\$10 add. cost)		
Bar Table Linen (\$14 add. cost)		
Cafe Table Linen (\$5 add. cost)		
Lawn games (\$50 add. cost)		
Jumping Castle (\$150 add. cost)		
Fairy lights outdoors (\$50 add. cost)		
Wooden Barrel (\$50 add. cost of \$100 for 3)		
LOVE sign (\$80 add. cost)		
Napkin (\$2 add. cost)		
Catering		
Internal catering		
Catering		
Deposit \$50 (deducted from room hire fee)		
Deposit (deducted from room hire fee)		\$50
Total		\$ -
<b>TOTAL COST (OOP)</b>		= \$

**Please Note:**

- Subject to prior on-site induction of equipment from Management. Bond amount refunded within 14 days provided relevant Terms & Conditions of Hire are met.
- \* \$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.\*\*



# TERMS AND 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 \$50	Non-Refundable			
Pre-Payments	Cancellation Time Refund			
	< 60 days	< 30 Days	< 14 Days	< 7 Days
Full amount of booking (Due 14-days prior to the event)	100%	50%	25%	0%

## The issuing of this permit is subject to:

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

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.

- 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.
- 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.

## General Conditions of Permit

- 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.
- The hire application is not transferable.
- The hirer shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- The hirer shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
- 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.
- Any damage to furniture, fixtures and/or fittings is

## Special Conditions of Permit

- A non refundable deposit of \$50.00 is required when you submit your application.
- 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.
- Banned drugs are NOT allowed in the Centre.
- 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.
- At all times exit doors are to remain unlocked and access unrestricted.
- Directions of Management and staff are to be observed at all times.

**All bookings have allowances for 60min set up and pack down outside of allocated party time.**

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: \_\_\_\_\_



**Hewett Centre**

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