

Parties

Events at the Hewett Centre





Thank you for considering Hewett Centre for your forthcoming celebration. Our passionate and dedicated team is ready to work with you, catering to your every need. No matter what the detail, we will be with you throughout the event to help make a memorable affair. Let us help transform your vision into reality!

The Hewett Centre is an exciting Function Centre in the northern suburbs only 20 minutes from the Barossa Valley and 50 minutes from Adelaide. The property is surrounded by majestic red gums and native wildlife, a tranquil setting for your special occasion.

The building was built in 2010 and has been designed to accommodate events from 10 to 300 guests. Our ever popular Brolga room opening onto the outdoor terrace with views of the native landscape is perfect for up to 100 guests. In addition, we have a large auditorium to seat 200 guests. Ideal for intimate parties of 10-50 guests, or larger events of 200 guests the Hewett centre has the potential to be transformed into your dream room.

Your event co-ordinator will strive to ensure your expectations are exceeded. There are a variety of packages for you to choose from. We can offer delicious menu options and innovative optional extras to make your special occasion an unforgettable event.

Please note hall for hire is not one of our options we strive to meet your budget and event requirements.

I invite you to discuss with us your personal vision for your event

Regards

Amy Paul
Centre Coordinator



We offer a choice of function rooms to suit parties from opulent affairs to fun family friendly BBQs.

Hewett Auditorium overlooking the North Para River with sweeping views of the native landscape is perfect for an evening affair with up to 200 guests. Opening onto the outdoor terrace and lawned areas the Auditorium allows for your guests to mingle and relax.

Brolga room providing floor to ceiling opening windows with views of the native landscape and rolling farmland is ideal for seating up to 100 family and friends.

Rosella room a smaller room suitable for kids parties and smaller events of up to 50 family and friends.

Outdoor Terrace our pretty terrace and native landscaped lawns are ideal for relaxed cocktail receptions for < 100 guests. Enjoy your reception with a mixture of lawn games and family friendly fun.

6 hour Venue Hire	Auditorium	Brolga	Terrace	Rosella
Traditionally 6-12pm	\$800	\$600	\$600	\$300

Public holiday surcharge applies

Hewett Centre can include styling packages on request, Please ask Amy for further details on our styling options

The venue is available from 9am to 11.30pm. Guests will need to be vacated by 11.45pm.

Extra set up time costs \$25 per each 30 minutes or \$50 per hour.

Create a catering package tailored to your individual needs

Cocktail Packages

Choose 6 items from our cocktail menu \$27pp

Choose 8 items \$32pp

*minimum 30 guests

*catering is served over 2 hour duration only

Catering Packages

Buffet Roast

Select from our menu options

Price \$29.50pp *minimum 50 guests

Option 2 select from our banquet menu

One entrée

One main meal

Price \$37.50pp *minimum 50 guests

Option 3 select from our banquet menu

Two alternate drop entrées

Two alternate drop mains

Price \$47.50pp *minimum 50 guests

Children's menu & drink package available

Platter Packages

Select from our individually priced platter menu

Suitable for events from 10-30 guests

Beverage Packages

Wolf Blass package

Wolf Blass EagleHawk range wines

Hahn Super dry, Hahn Light

5 seed cider and Soft drink

4 hrs. \$50pp 5 hr. \$60pp

Grant Burge package

Grant Burge winemakers range wines

Hahn Super dry, Crown Larger

Hahn Light, 5 seed cider and Soft drink

4 hrs. \$60pp 5 hr. \$70pp

Our wine packages have been selected to showcase our fabulous local Barossa wines.

Packages can be tailored to your individual taste.

Cash bar available

*No BYO



Platters, Cocktail or Grazing Table Menu poa

Dips platters - tzatziki and avocado served with crackers, cheese and greens

Mini Quiches - assorted flavours served hot

Meatballs - savoury meat balls served with a plum and sweet chilli dipping sauce

Vol au vents - Bolognese, seafood

Prawn hor d'oeuvres - mini toast topped with seafood spread and whole cocktail prawns

Spinach and ricotta pastries

Marinated Chicken or Beef Skewers (Honey Soy, BBQ, Satay)

Chicken wings - marinated in honey soy and oven baked

Mini prawn and Bacon kebabs - skewered prawns and crispy bacon with sweet chilli dipping sauce

Pies pasties and sausage rolls - served with tomato sauce

Mini dim sims - served with sweet chilli sauce

Crumbed chicken bites - served chilli plum sauce

Seafood platter - crumbed fish, crumbed calamari and crispy fries, with tartare sauce

Spicy potato wedges - served with sour cream and sweet chilli

Salt n pepper squid - served with sweet chilli

Panko crumbed prawns - served with tartare sauce

Spring rolls and samosas

Chicken skewers - marinated with honey soy and sweet chilli

Dessert platters assorted continental cocktail cakes

Arancini Balls

Mini Fish & Chips

Cheese Platters

Bruschetta Cream Cheese

Lamb Kofta with Garlic Sauce

Blini with Smoked Salmon and Avocado

Mini Bruschetta with Buffalo Cheese

Pork, Beef, Chicken or Vegetarian **Sliders**

Mini Pizzas (various toppings such as Hawaiian and BBQ Meatlovers)

Mini Quiches

Sweet Chilli Cream Cheese on Rye Bread

Pizza Grazing Menu

Let our chef wow your guests with handmade Italian inspired pizza both savory and sweet set of a fantastic grazing table to enjoy throughout the evening.

Our chefs are happy to make your favorite toppings and introduce you to a few we are sure you've never tried.

\$25 per person





Platter or Grazing Menu

Savory Platters

Cocktail pies, pasties and sausage rolls	\$50.00
Mini quiches with a range of flavours	\$50.00
Pizza Slice	\$55.00
Mixed cocktail savories	\$55.00
Baguettes with various fillings	\$65.00
Antipasto platter	\$75.00
Chicken and salad platter	\$75.00
Continental meats and olives	\$80.00
Dip Platter – freshly made dips	\$55.00

Dessert Platters

Petite cakes	\$55.00
Danish pastries	\$60.00
Fruit Platter – a range of seasonal fruits	\$55.00
Cheese platter- a variety of cheeses, dried fruit and nuts	\$70.00

*Dietary needs can be catered for. All dietary requirements must be confirmed 14 days prior

*Each platter is suitable for 10-15 guests

Additional Styling

Simple Uplighting	\$150.00
Microphone & Speaker	\$150.00
Wine Barrels	\$50.00
Lawn games	\$50.00
Birdcage or glass house	\$30.00
Timber vintage chairs	\$6.00
Chair covers white	\$5.00
White flower urn small	\$30.00
white flower urn large	\$50.00
Gold flower pedestal	\$50.00
Floral archway	\$150.00

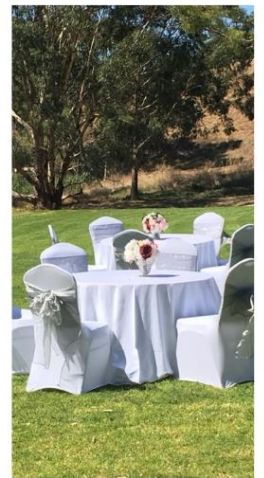
Backdrops & Arches

White curtain backdrop	\$450.00
White rose wall	\$250.00
Floral entrance arch	\$200.00
Vintage lace backdrop	\$150.00
Romantic net backdrop	\$350.00
Photo booth backdrop	\$150.00
photo booth props	\$50.00
Rustic Timber arbour	\$250.00
Arbour florals only	\$100.00



Something Sweet

Candy buffet jars only	\$30.00
Candy buffet complete	\$150.00
Grazing table from	\$250.00
Ice creams & stand	\$150.00
Cupcake display	\$50.00
Cupcakes & display	\$150.00
Rustic naked cake	\$200.00
Traditional fondant	\$200.00
Butter cream sponge	\$150.00
Display cake hire	\$50.00
slab cake to serve	\$100.00





Terms and Conditions of Hire – Hewett Community and Function Centre

1. All hire fees (including bond where applicable) to be paid in full no less than 14 working days prior to date of facility hire. Belgravia Leisure has the right to refuse any Centre hire application.
2. The bond will be refunded 30 days after your event and upon suitable inspection of the building following the booking. Light Regional Council reserves the right to deduct cleaning costs from the bond, should the facility be left in a less than acceptable condition.
3. At the end of each hire period the Hirer is responsible for removing all items brought into the centre for use during the hire period.
4. SMOKING IS PROHIBITED in any area of the Hewett Centre.
5. No animals are permitted in the facility, with special exemption for registered guide dogs and registered companion dogs with their owners.
6. NO portable cooking apparatus is to be used within the Centre or kitchen. Groups conducting catering at the facility require a Food Business Registration.
7. The Fire Detection Systems shall not be isolated.
8. The Hirer is responsible for the safety of the public, including in the event of a fire during the hire period. At all times exit doors must remain unlocked and clear, and aisles and passageways to be kept clear.
9. Under NO circumstances are food and drinks to be set up or sold in the foyer area of the Centre.
10. The Hirer shall ensure that no amplified noise is emitted or made that would cause nuisance to any member of the public. Hirer must ensure that activities do not cause a nuisance to other hirers.
11. NO decorations or other items are permitted to be attached to any walls or other fittings without prior approval. Helium balloons are to be secured at all times.

12. Please do not drag chairs, trestle tables or other items across the wooden floors. If damage occurs to the floors during your hire period the bond (where applicable) will be forfeited and any costs incurred for repair will be the responsibility of the hirer.
13. Removal of any equipment from the facility will incur a charge to the hirer being that cost to replace said item.
14. Any breakages of crockery, spillages on carpets or damage to Centre facilities or appliances MUST be reported on completion of hire to Centre Coordinator.
15. The Centre has rubbish bins provided in each room. Should these bins become full once the Centre has been cleaned after a function, it is the hirer's responsibility to remove any excess rubbish.
16. Light Regional Council accepts NO responsibility in any way for any property or equipment of the hirer or any other persons attending any event or function in the Centre.
17. All appliances, equipment or goods belonging to the hirer must be in good working condition and displaying current 'test and tag' clearance. Smoke machines are NOT PERMITTED within the Centre. All appliances, equipment or goods belonging to the hirer must be removed promptly from the venue.
18. Any extended use of power or other facilities following completion of your event must have prior approval from the Hewett Centre Coordinator.
19. Force majeure: (a) For the purposes of this Contract, Force Majeure Event means an event beyond the reasonable control of the Hewett Centre including but not limited to strikes or other industrial disputes (whether involving the workforce of the Hewett Centre or any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors. (b) Hewett Centre shall not be liable to the Customer as a result of any failure to perform its obligations under this Contract as a result of a Force Majeure Event. (c) If the Force Majeure Event prevents the Hewett Centre from providing the Venue on the Date, Hewett Centre shall, without limiting its other rights or remedies and without liability to the Customer, have the right to terminate this Contract immediately by giving written notice to the Customer.

In the event of a maintenance issue outside of Centre opening hours, please ring

Amy on 0429322903

In the event of an emergency contact 000

Bookings will only be made final on receipt of your deposit

Hewett Centre

FUNCTION HIRE AGREEMENT

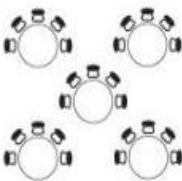
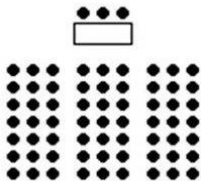
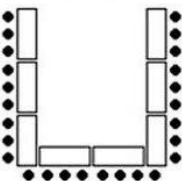

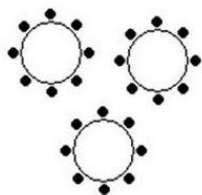
1. Applicant Details

Title		Given Name (s)		Surname	
Organisation name & ABN (if applicable)					
Residential Address (and Postal if different)					
Phone		Mobile		Other	
Email Address					
Alternative contact	Name:		Contact Number:		
Is this hire for a community event run by a not-for-profit community group? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Please provide not-for-profit number					

2. Hire Request Details

Date	Duration:	AM / PM	until	AM / PM
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Room Set up required

<input type="checkbox"/> CABARET	<input type="checkbox"/> THEATRE	<input type="checkbox"/> U SHAPE	<input type="checkbox"/> BOARDROOM	<input type="checkbox"/> ROUND TABLES
				

Request to hire: (please tick all that apply)

☐ Auditorium + Kitchen ☐ Brolga Room ☐ Ibis Room

☐ Rosella Room ☐ Kingfisher Room ☐ Both Kingfisher and Rosella Training Rooms

Estimated number of attendees:

Do you require catering? ☐ Yes ☐ No

If yes, please refer to Function Information Pack

If no, will you be supplying your own food/refreshments and if so will these be sold or the cost of such be included as part of an event entry fee? ☐ Yes ☐ No

If Yes please provide Food Business Notification (FBN) number of catering group(s)
(A number can be obtained by contacting Council's Environmental Health Officer)

Will alcohol be served? ☐ Yes ☐ No

(Please note: if you intend to serve alcohol at your event the Hewett Centre is a licensed venue and does not allow BYO. A full list of drinks is available in your function information pack.

Will there be amplified music, speeches or a live music performance? ☐ Yes ☐ No

If Yes, you may need to prepare a Site Nuisance Management Plan. Please discuss these requirements with the Hewett Centre Coordinator.

