



BIRTHDAY PARTIES

**CELEBRATE
YOUR BIRTHDAY AT**

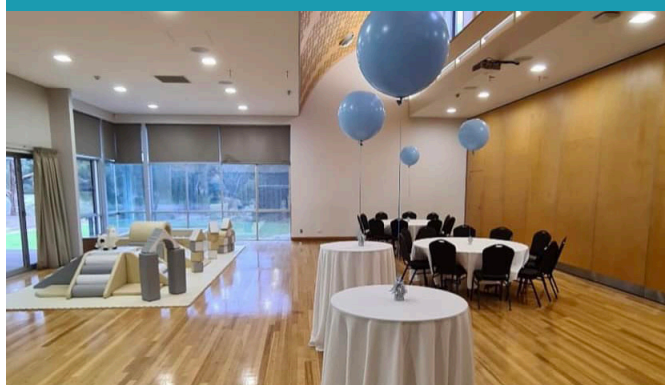


OUR SPACES



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



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!

KINGFISHER & ROSELLA ROOM



KINGFISHER & ROSELLA ROOM are ideal for the more intimate or smaller corporate event or special occasion.

HEWETT AUDITORIUM



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.

OUTDOOR TERRACE



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!

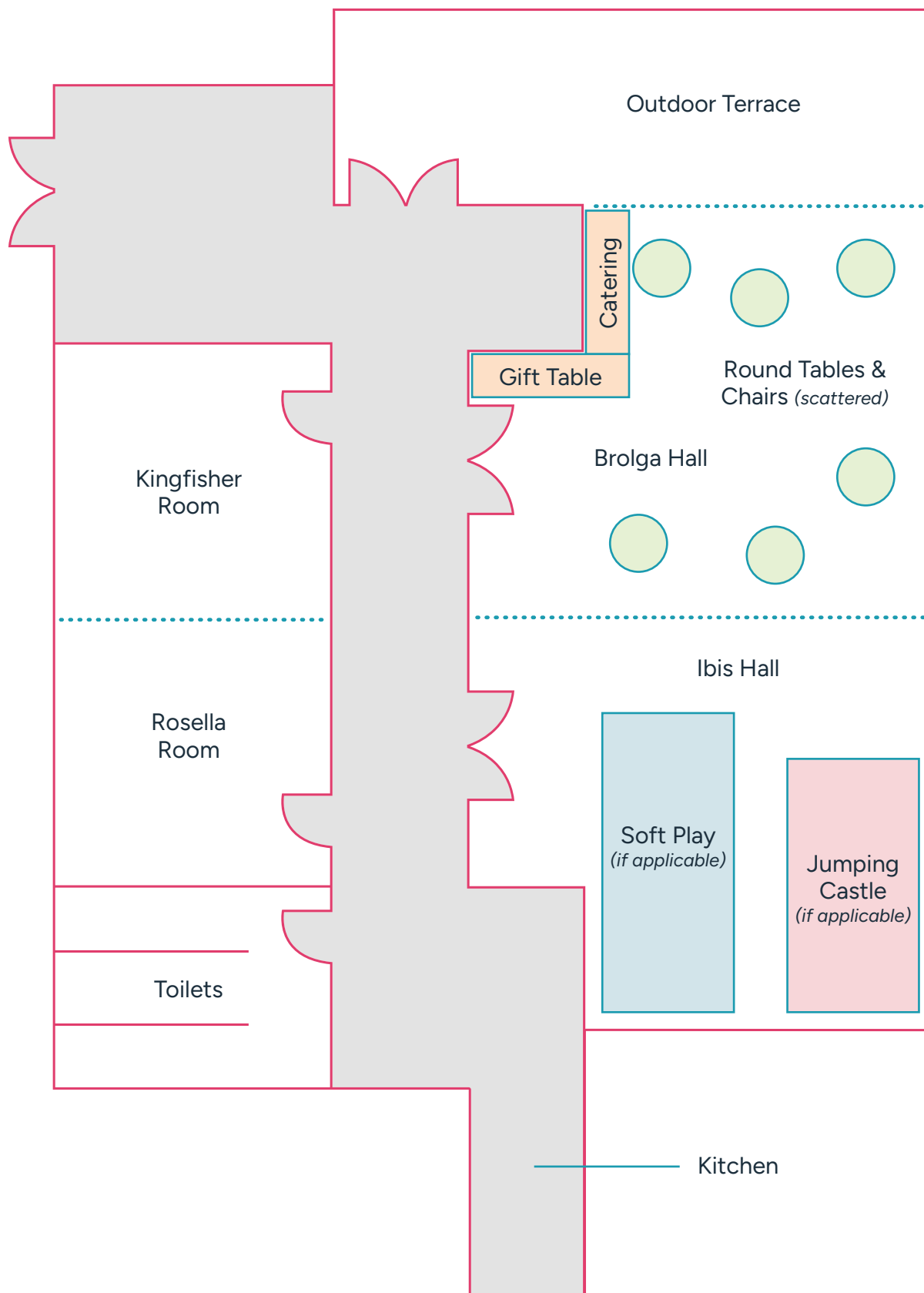
*** PLEASE NOTE:**

- 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.

STANDARD PARTY SET-UP



See below for an example of our Standard Party setup.
Alternative setup options are available upon request.



KIDS BIRTHDAY PARTY PACKAGES

APPLICATION FORM



ORGANISER DETAILS

Contact Person:	
Address:	
Email Address:	Mobile:

PARTY DETAILS

Child's Full Name:		Child's Turning Age:	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
Party Date:	Party Time:	Total Access Time*:	PAX:

☐ ROOM HIRE: Auditorium - \$415

Includes: Table and chair set-up**, full PA system (optional microphone, lectern, projector), optional Soft Play* Fairy Lights*, Lawn Games* and Jumping Castle*. Access 30mins before and after.

*Additional costs apply **Does not include table linen

<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)

Times requested outside above stipulated timeslots require a minimum 4hr charge and are subject to Management approval.

☐ If applicable, please indicate alternate time suggestion:

☐ ROOM HIRE: Brolga or Ibis Hall (Half Hall) - \$260

Includes: Table and chair set-up**, full PA system (optional microphone, lectern, projector), optional Soft Play* Fairy Lights*, Lawn Games* and Jumping Castle*. Access 30mins before and after.

*Additional costs apply **Does not include table linen

<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)

Times requested outside above stipulated timeslots require a minimum 4hr charge and are subject to Management approval.

☐ If applicable, please indicate alternate time suggestion:

*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.
- Fees are subject to increase in July each year.

SET-UP & 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 (\$15 add. cost)		<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	
Trestle Table Linen (\$11 add. cost)		<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	
Bar Table Linen (\$15 add. cost)		<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	
Cafe Table Linen (\$5 add. cost)		<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	
Lawn games (\$50 add. cost)		-	
Jumping Castle (\$150 add. cost)		-	
Fairy lights outdoors (\$50 add. cost)		-	
Soft Play (\$55 add. cost)		-	
LOVE sign (\$80 add. cost)		-	
Napkin (\$2 add. cost)		-	

ADD ON ITEM/S (Platters cater approximately 16-20 guests)	QTY	NOTES
SAVORY (please tick)		
<input type="checkbox"/> Cocktail pies, pasties and sausage rolls (\$60 add. cost for 60 pieces)		
<input type="checkbox"/> Mini quiches with a range of flavors (\$55 add. cost for 60 pieces)		
<input type="checkbox"/> Mixed cocktail savories (\$25 add. cost for 55 pieces)		
<input type="checkbox"/> Spinach and ricotta pastries (\$45 add. cost for 30 pieces)		
<input type="checkbox"/> Mini dim sims with soy sauce (\$45 add. cost for 60 pieces)		
<input type="checkbox"/> Chicken nuggets and chips (\$45 add. cost)		
<input type="checkbox"/> Potato wedges with sour cream and sweet chilli (\$40 add. cost)		
<input type="checkbox"/> Fries with sauce (\$15 add. cost)		
DESSERT (please tick)		
<input type="checkbox"/> Fruit platter with a range of seasonal fruits (\$65 add. cost)		
<input type="checkbox"/> Cheese platter with a range of cheese crackers dips (\$70 add. cost)		
<input type="checkbox"/> Fairy bread (\$12 add. cost)		

ITEM/S REQUIRED	YES OR NO	NOTES
Do you require catering from the Centre?*	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Will you require kitchen access for an additional \$50?*	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Will alcohol be served?*	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you bringing your own soft drink?* (No BYO alcohol)	<input type="checkbox"/> YES <input type="checkbox"/> NO	(Additional costs apply)

*** PLEASE NOTE:**

- Dietary needs can be catered for subject to additional fees where applicable. 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.
- \$50 kitchen access fee includes: benches, microwave, pie warmer and sink only (**NOT on-site conventional oven, dishwasher or fryer**).
- \$300 external caterer fee applies for external caterers full access to the kitchen. Full access includes: benches, microwave, pie warmer conventional oven** and dishwasher.**
- Due to liquor licensing regulations we are unable to provide BYO alcohol as an option. BYO soft drink is not applicable when the bar is open.
- No BYO alcohol permitted – minimum \$200 spend on any drink/s if bar is open for duration of party.
- BYO soft drink add-on option is **not applicable** when the bar is open.
- BYO soft drink incurs additional costs for cups and cleanup.
- Fees are subject to increase in July each year.

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

BOOKING DEPOSIT FORM



BILLING (for office use only)		
ITEM	QTY	COST
Kindi Gym/Games/Room Hire		
EQUIPMENT HIRE		
Round Table Linen (\$15 add. cost)		
Trestle Table Linen (\$11 add. cost)		
Bar Table Linen (\$15 add. cost)		
Cafe Table Linen (\$5 add. cost)		
Lawn Games (\$50 add. cost)		
Jumping Castle (\$150 add. cost)		
Fairy Lights Outdoors (\$50 add. cost)		
Soft Play (\$55 add. cost)		
LOVE Sign (\$80 add. cost)		
Napkin (\$2 add. cost)		
CATERING		
Internal Catering		
Kitchen Access Required (\$50 add. cost)		
BYO Soft Drink (NO BYO alcohol & add. costs apply)		
DEPOSIT		
Deposit (deducted from room hire fee)		\$50
TOTAL COST (remaining after deposit)		

*** PLEASE NOTE:**

- \$50 kitchen access fee includes: benches, microwave, pie warmer and sink only (**NOT on-site conventional oven, dishwasher or fryer**).
- \$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.
- BYO soft drink add-on option is **not applicable** when the bar is open.
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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 \$50	Non-Refundable			
PRE-PAYMENTS	CANCELLATION TIME REFUND			
	< 60 Days	< 30 Days	< 14 Days	< 7 Days
Full amount of booking (<i>Due 14-days prior to the event</i>)	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.

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 to be paid by the hirer for their repair/replacement. Repairs are to be

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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thehewettcentre.com.au

