



Harvey Recreation and Cultural Centre

9729 3311 - Po Box 263 Harvey WA 6220

HRCC FACILITY HIRE

CONTRACT & TERMS AND CONDITION OF HIRE

ORGANISATION NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: (W) _____ (H) _____

MOBILE: _____ FAX: _____

EMAIL: _____

DAY OF FUNCTION: _____ DATE _____

SET UP TIME: _____

FUNCTION START TIME: _____ FINISH TIME: _____

For more information on "The Centre" email our Function Coordinator
Connie Baggetta at admin@harveyrec.com



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PAYMENT DETAILS (The Centre to complete this section)

HOURLY HIRE FEE: _____

DEPOSIT: _____

METHOD OF PAYMENT: CASH CHEQUE EFTPOS
REQUIRE AN INVOICE

ESTIMATED HIRE FEE TOTAL: _____ *

**Except in cases where the hirer stays longer than the allocated time or in cases of damage or loss of equipment or if any extra cleaning is required. You will be then be charged accordingly.*



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COSTING

Meeting Room	(approx 10-20 people)	\$12 per hr
Function Room	(approx 250 people seated and moveable wall can be closed in the middle of room to accommodate smaller groups)	
	Monday – Friday	\$45 per hr
	Friday (5pm onwards), Saturday & Sunday	\$65 per hr
	Sporting Groups, Not For Profit & Fundraising Groups	\$45 per hr
Westbrook Hall		\$90 per hr
Courts 1 & 2		\$125 per hr
Extra Cleaning Charge (Including Steam Clean)		\$100

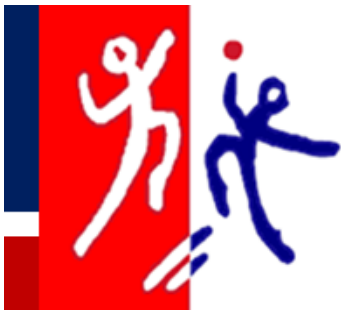
Hourly rates and relevant charges will be discussed with the Functions Coordinator.

List of items that are included in Room Hire Costs:

Please tick which items you require

- Urn
- Tea/Coffee/Sugar/Milk
- Crockery
- Cutlery
- Glasses (wine and beer)
- Carafes
- Audio Visual System including:
 - Cordless microphone
 - Corded microphone
 - Visual Projector
 - Laptop
 - Projector screen
- Round Tables
- Rectangle Tables
- Chairs (cream)
- Chairs (brown)
- Cool room and bar area
- Use of Main Kitchen
- Barbeque
- Stage area
- Reverse cycle air conditioner
- Large double door fridge in Main Kitchen

Quantity required



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FOR PRIVATE PARTIES (Birthdays, Engagements, Weddings etc..)

- A key and temporary security code will be allocated to the hirer and a bond of \$200 will be charged. This will need to be paid in cash when booking the venue. The charge in this case will be from the advertised start time of your function.
- Cleaning of ANY AREA USED BY YOUR FUNCTION is a requirement of this contract.
- If anything from your function is to be picked up we encourage that it is done on the next working day.
- Half an hour (free of charge) prior to alarms being set will be allocated for cleaning up. Any further clean up must be done during normal trading hours on the following day.
- The key drop off will be discussed with our Functions Coordinator.

SETTING UP

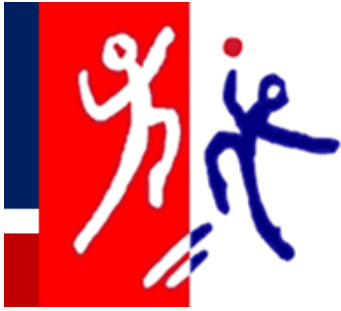
- Setting up is to be done during The Centre opening hours while a staff member is on duty.
- The hired room will be ready for you to start your set up.
- You will be shown where all the tables and chairs are kept.
- **Baine Marie** – The **large Baine Marie (dry)** on wheels comes supplied with a 15 amp extension cord if moved and it is to be plugged into its designated power points in the Main Kitchen or Function Room. A 3phase power point is available in the Function Room if required.
- **No adhesive tape is to be used on any Court floors or Function Room dance floor.**

CLEANING UP

- Premises are to left clean and tidy. Tables need to be wiped, folded and stacked neatly back in their place.
- Chairs are to be assembled against the west wall in the Function Room in stacks of 10.
- Carpet area is to be vacuumed and vinyl floors swept and mopped.
- All rubbish including bottles and cans are to be placed in the bins outside.
- The Main Kitchen is to be left clean. Crockery, cutlery, glasses etc. is to be cleaned and put away, **benches are to wiped, floors swept and mopped.**
- No rubbish is to be left in either the Function Room or Kitchen. Big green bins are kept outside The Centre.
- If any additional cleaning (including steam cleaning) has to be done by a staff member or cleaner a cleaning fee of \$100 may be charged on top of your hiring fee.

LIQUOR LICENSE

- An occasional liquor license will be needed **if alcohol is being sold** eg: Quiz nights, fundraisers etc. Forms are available at the Bunbury Court House (ph 08 97220 443). The hirer of the venue is expected to comply with the provisions of the Liquor Act, Health Act, Police Act and Criminal Act. The Harvey Recreation and Cultural Centre will not be liable for any breaches of these provisions.
- **On all occasions** when alcohol is made available (sold or provided free of charge) the **Harvey Police (9782 4111) should be advised prior to the event.** This is the responsibility of the hirer.



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1. GUEST CONDUCT

The Harvey Recreation and Cultural Centre is a "NON-SMOKING" venue. It is the responsibility of the hirer to ensure that guests do not smoke within The Centre. The hirer will be held financially responsible for any damage or loss of equipment and any **extra cleaning needed on carpets** or other areas.

No "Smoke Machines" or similar equipment are permitted in The Centre.

2. CLOSURE

Our closing time for a function is 12 midnight.

At that time all music must be turned off and no further drinks may be served.

Cleaning up time (half an hour is free of charge) after the function will be also included in the hiring cost of the room.

3. EMERGENCY

In case of emergency and rostered staff cannot be contacted please call the following numbers.

- David Marshall 0417 291 996 or 9729 1982
- Connie Baggetta 0408 291 690

These Terms and Conditions are designed to ensure that the Function facilities and services of The Harvey Recreation and Cultural Centre are consistently at the highest level. Our desire is that your event is successful and satisfaction for our clients is our major priority.

I have read the above contract and understand and agree to the above facility hire terms and conditions.

Name in Full: _____

Signature: _____ Date: _____

Contact No: _____