

# HRCC Function Room Booking Form

## Terms and Conditions

### Applicant Details

Organisation		
Contact Name		
Address		
Phone (W)		(H)
Mobile		Fax
Email		

### Booking Details

Date of Event		
Type of Event		
Set Up Time		Number of Attendees
Start Time		Finish Time

For more information on the HRCC email our Function Coordinator  
at [hrcc.info@harvey.wa.gov.au](mailto:hrcc.info@harvey.wa.gov.au)  
P 08 9729 3311 W [harveyrec.com](http://harveyrec.com)

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<b>Payment Details (the Centre to complete this section)</b>	
Hourly Hire Fee	
Deposit	
Method of Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> EFTPOS <input type="checkbox"/> Require an Invoice
Estimated Hire Fee Total*	
<p>*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 then be charged accordingly.</p>	

# HRCC Function Room

## Booking Form

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#### Costing

Charges are at hourly rates and part thereof and will be discussed with the Functions Coordinator.

Boundary Meeting Room (approx 10-20 ppl)	<b>\$13.00</b>
Function Room (approx 250 ppl theatre seating, approx 180 ppl cabaret style seating. Smaller groups can be accommodated by closing our movable wall in the centre of the room).	<b>Monday to Friday (full room) \$56.30</b>
	<b>Monday to Friday (half room) \$45.30</b>
	<b>Friday (5pm onwards), Saturday and Sunday \$84.30</b>
Sporting Groups, not-for-profit and Fundraising Groups	<b>\$50.50</b>
Westbrook Hall (per hour)	<b>\$101.50</b>
Courts 1 and 2 (per hour)	<b>\$140</b>
Extra Cleaning Charge (Including Steam Clean) if required	<b>\$100</b>

#### List of Items that are Included in Room Hire Costs

Please tick which items you require.

- Urn
- Tea/Coffee/Sugar/Milk only supplied for smaller meetings/groups
- Crockery
- Cutlery
- Glasses (wine and beer) including carafes
- Cool room and bar area
- Use of main kitchen
- Barbeque
- Stage area
- Reverse cycle air conditioner
- Large double door fridge in main kitchen

Audio Visual System, including:

- Cordless microphone
- Visual projector
- Projector side screen (excluding the stage screen)

Quantity required:

- Round tables \_\_\_\_\_
- Rectangle tables \_\_\_\_\_
- Chairs (brown) \_\_\_\_\_
- Chairs (cream) \_\_\_\_\_

## Private Bookings (Birthdays, Engagements, Weddings etc)

- A **50%** deposit will need to be paid at the time of booking, to secure the venue hire. If any damages occurs during your function the deposit will be used to pay for these, otherwise it will be deducted off the final amount owing. The balance will need to be paid prior to your event. The charge of the room will be from the advertised start time of your function.
- A key and temporary code for the venue will be allocated to the hirer.
- 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.
- **Cancellations:** All bookings not cancelled within 1 week will forfeit the deposit.

## Setting Up

- Setting up is to be done during the HRCC 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 point in the main kitchen or Function Room. A 3-phase power point is available in the Function Room if required.
- No adhesive tape, sticky tape or blue tack is to be used on any Court floors or Function Room dance floor, floors and ceilings.

## Cleaning Up

- Premises are to be 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. You will be shown where vacuum cleaner and mops are kept.
- All rubbish including bottles and cans are to be placed in the bins outside.
- The 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 inside the Function Room or Kitchen. Big green bins are kept outside.
- 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 Licence

- An occasional liquor licence may be needed if alcohol is being sold eg: Quiz nights, fundraisers etc. Forms are available at the Bunbury Court House (ph 08 9722 0443) or online at [www.rgl.wa.gov.au/liquor/liquor-applications-kits](http://www.rgl.wa.gov.au/liquor/liquor-applications-kits). 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.

## 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 HRCC. 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 room.**

## Closure

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.

## 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 HRCC 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 following terms and conditions.

Name in Full: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_