

HIRE FEE SCHEDULE FROM 1 July 2018

All hire subject to Conditions of Hire & cancellation policy; Failure to comply with conditions may result in additional charges.

SESSION		WEEKDAY			WEEKEND		
• Morning		9am - 1pm (Mon - Fri)			9am - 1pm		
• Afternoon		1pm - 5pm (Mon - Fri)			1pm - 5pm		
• Evening		6pm - 10pm (Mon - Thu)			6pm-2am (Fri & Sat) or 6pm-10pm (Sun)		
ROOM	▼HOURLY RATE	SINGLE SESSION	FULL DAY	EVENING	SINGLE SESSION	FULL DAY	EVENING
Community Room	\$25.00	\$100.00	\$165.00	\$100.00	\$115.00	\$195.00	\$125.00
Howard or Board Rooms	\$20.00	\$85.00	\$130.00	\$85.00	\$95.00	\$150.00	\$115.00
Red Room	\$15.00	\$50.00	\$75.00	\$50.00	\$70.00	\$125.00	\$70.00
Parkview Room	\$42.00	\$155.00	\$270.00	\$155.00	\$210.00	\$340.00	\$270.00
Study	\$9.00	\$35.00	\$65.00	\$35.00	\$35.00	\$65.00	\$35.00
Lounge Dining & Kitchen	\$65.00	\$350.00	\$560.00	\$350.00	\$435.00	\$740.00	\$585.00
Banquet Room (servery only)	\$59.00	\$335.00	\$525.00	\$335.00	\$445.00	\$690.00	\$550.00
Banquet Room & Kitchen	\$66.00	\$370.00	\$600.00	\$375.00	\$520.00	\$800.00	\$635.00
Rear Function Area*	\$98.00	\$545.00	\$860.00	\$540.00	\$715.00	\$1135.00	\$915.00
Art Studio	\$13.00	\$54.00	\$105.00	\$54.00	\$54.00	\$105.00	\$54.00

NB: setup & packup times are counted as hire & it is essential that bookings include adequate time for this within the nominated hire period

*Rear Function Area - Banquet, Lounge/Dining & Kitchen

Whole Building - Howard, Board, Community, Parkview, Banquet, Lounge/Dining & Kitchen - price on application

▼Hourly rate - maximum 3 hrs; conditions apply

DISCOUNT STATUS:

Available to Not-for-profit organisations, Charities, Schools & Residents

Applicable discount status must be advised at time of booking confirmation (proof required)

BOND (Room) - Required for all bookings outside FPCC office hours	Low Risk	High Risk
Rear Function Area	\$500.00	\$1500.00
Banquet; Lounge Dining; Kitchen	\$300.00	\$1000.00
Parkview Room	\$200.00	\$500.00
Community; Howard; Board; Red; Study; Art Studio	\$100.00	

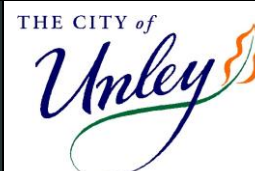
PUBLIC LIABILITY INSURANCE

★ Complimentary for one-off hirers

★ Mandatory for all other Hirers: see clause 15

HIRE OF FULLARTON PARK GROUNDS: for Hire Fees, Terms and Conditions and Application Form please refer to City of Unley Website – <http://www.unley.sa.gov.au/booking-a-park>

411 Fullarton Rd
FULLARTON SA 5063
Phone 8372 5180 Fax 8272 1823
unley.sa.gov.au



FUNCTION ROOMS:

WE RECOMMEND THAT POTENTIAL HIRERS ORGANISE TO VIEW HIRE AREAS PRIOR TO BOOKING CONFIRMATION

- MAXIMUM ROOM CAPACITIES apply - do not exceed due to OHS&W requirements & fire safety risks.
- Furniture must remain within hired room & may not be taken outside the building.
- Please note that due to maintenance requirements we cannot guarantee that all equipment will be available at all times.

Important: these are the MAXIMUM People Capacities for each room setups - do not overfill rooms						
EACH ROOM HAS AVAILABLE:		Area M ²	THEATRE	BANQUET	COCKTAIL	
COMMUNITY (Carpeted)	CHAIRS: 25 TABLES: 2 x (100x90cm) tables; 1 x (75x180cm) EQUIPMENT: Screen; 2 whiteboards*, TV*, vacuum cleaner in staff kitchen Kitchenette - bar fridge, urn, kitchen sink		40	25	16	30
HOWARD (Carpeted)	CHAIRS: 20 TABLES: 4 x(90cm ²) tables; 2 x(75x180cm) mobile trestles EQUIPMENT: Screen; 2 whiteboards*, TV*, vacuum cleaner in staff kitchen Kitchenette - fridge, urn, kitchen sink		30	20	12	25
BOARDROOM (Carpeted)	CHAIRS: 24 TABLES: 4 x(90cm ²) tables; 2 x(75x180cm) mobile trestles EQUIPMENT: Screen*, whiteboard*, TV*, vacuum cleaner in staff kitchen bar-fridge, urn, kitchen sink		30	24	12	25
PARKVIEW (Carpeted)	CHAIRS: 60 TABLES: 5 x(75x150cm) tables; 8 x(75x180cm) trestles, 4 x(75x106cm) trestles EQUIPMENT: Screen*, whiteboard*, TV *, lectern, sound-system*, microphone**, Data Projector#; vacuum cleaner in staff kitchen; Parkview Servery: Fridge, urn, kitchen sink, pie-warmer, toaster-oven, microwave		85	60	50	65
LOUNGE/DINING (Carpeted) Access to Main Kitchen	CHAIRS: 100 EQUIPMENT: Screen*, Data Projector#, TV/USB +HDMI*, sound-system*, microphone**, vacuum cleaner	EQUIPMENT SHARED BETWEEN LOUNGE & BANQUET Availability depends on pre-existing bookings, for: STAGE: 2 x carpet-covered modules (180cm x120cm x25cm) CHAIRS: 60 2 Lecturns 18 x (75X180cm) mobile trestles 8 x (75x180cm) trestles 8 x (75x105cm) trestles (3.5') 20 x (180cm) round trestles (seat 10-12) 8 x (150cm) round trestles (seat 8-10) Mobile Whiteboard	195	150	120	200
BANQUET (& SERVERY) (Wooden Floor) Access to Main Kitchen	CHAIRS: 140 EQUIPMENT: Screen*, sound-system*, microphone**, Data Projector#, sweeper broom, Ladder Banquet Servery - Fridge, sink, microwave, urn		195	240	200	250
KITCHEN	Walk-in cool-room & freezer; commercial dishwasher; zippy hot water unit*; 2 x urns; bench space; 2 x electric oven/stovetops; pie-warmer; microwave; mop, broom; trolley NB Kitchen does not contain cookware, cutlery, crockery, glassware, serving ware or consumables					

*wall-mounted items #ceiling-mounted items **available upon request

HIRE Agreement

The Centre reserves the right to verify the details herein subject to meeting conditions of hire & availability V7 Feb 2019
 Please ensure that you have made a tentative booking with the Centre prior to completing and returning this form. Tentative bookings are only held for fourteen (14) days during which time period this completed and signed form must be received by the Centre to confirm your booking. All sections must be completed in full; incomplete forms will not be accepted.

NAME OF ORGANISATION / BUSINESS / HIRER: _____

NAME OF PERSON REPRESENTING
 THE ORGANISATION / BUSINESS / HIRER: _____

INVOICE ADDRESS: _____ STATE: _____ POSTCODE: _____

PHONE: _____ EMAIL: _____

DISCOUNT STATUS: City of Unley Resident Registered Not-For-Profit/Charity/School

AREA REQUIRED (please tick) NB: foyers and hallways are common access routes and hence are not deemed hireable spaces

- Community Howard Boardroom Red Room Parkview Study
 Lounge/Dining & Kitchen Banquet Room & Kitchen Banquet Room (Serving access only)
 Art Studio Southern-side Park* Northern-side Park* (*requires park hire application form)

HIRE DETAILS

DAY & DATE/S REQUIRED: _____
 Please choose your dates carefully as constant booking/date changing will incur an administration fee

BOOKING START TIME: _____ BOOKING FINISH TIME: _____
 My hire times MUST include time for set up and pack up; I will not access the Centre before my start time & I will leave at my finish time.

FUNCTION TYPE: _____ NUMBER IN ATTENDANCE: _____
 (must be specific) (must not exceed maximum room capacity due to fire regulations)

WILL ALCOHOL BE PROVIDED? NO IF YES → WILL GLASSWARE BE USED? YES NO

EQUIPMENT REQUIRED: Microphone TV Data Projector Other

Bond return options (if applicable):

Please select: Cheque made payable to:.....
 OR Electronic funds transfer: Bank BSB:..... Account Number:.....
 Account Name:

ACKNOWLEDGMENT OF CONFIRMATION

- I/We:
- confirm this booking and agree to be bound by the Conditions of Hire;
 - ascertain that the information provided is true and correct;
 - understand that I/We should preview the premises and raise relevant issues prior to signing this agreement;
 - understand that upon receipt and verification of this signed form by the Centre an invoice requesting payment of hire fees will be issued subject to terms of payment and cancellation policy of the Centre.

SIGNED _____ DATED _____

OFFICE USE ONLY		
Date received: / /	Approved by:.....	Hire Fee payable: \$.....
Receipt of cancellation advice: / /% fee	Bond: \$.....