

## 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	

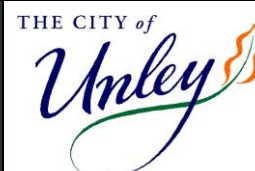
### PUBLIC LIABILITY INSURANCE

★ 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](http://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 <sup>2</sup>	THEATRE	BANQUET	COCKTAIL	
<b>COMMUNITY</b> (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
<b>HOWARD</b> (Carpeted)	CHAIRS: 20 TABLES: 4 x(90cm <sup>2</sup> ) 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
<b>BOARDROOM</b> (Carpeted)	CHAIRS: 24 TABLES: 4 x(90cm <sup>2</sup> ) tables; 2 x(75x180cm) mobile trestles EQUIPMENT: Screen*, whiteboard*, TV*, vacuum cleaner in staff kitchen bar-fridge, urn, kitchen sink		30	24	12	25
<b>PARKVIEW</b> (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
<b>LOUNGE/DINING</b> (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
<b>BANQUET (&amp; SERVERY)</b> (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
<b>KITCHEN</b>	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 <b>NB</b> 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

V6Jul2016

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 receipted 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:

CONTACT PHONE NUMBER:

EMAIL ADDRESS:

**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 (Servery access only)  
 Art Studio     Southern-side Park\*     Northern-side Park\* (\*requires park hire application form)

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 not exceed maximum room capacity due to fire regulations)

**EQUIPMENT REQUIRED:**     Microphone     TV     Data Projector     Other .....

### 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: \$.....