



EVENT SPACE	COST INC. GST	INCLUSIONS/COMMENTS
Activity Room	\$22.00 per hour	5.5m x 6m carpeted room. 1.8m bench with sink + dbl draining board + cupboards. 12 steel frame, vinyl upholstered chairs with arms. 3 (0.9m x 0.9m) tables, wall mounted 1.2m x 0.9m white board.
Computer Lounge	\$35.00 per hour	8 x PC with office chair, speakers, MS Office 10. 1 x master PC for instructor/trainer. 4 x PC with ZoomText. Projector.
Memorial Hall 8.30am - 4pm Mon - Fri	\$40.00 per hour	200 x steel frame, vinyl upholstered chairs with arms. 30 x sturdy folding trestle table. 16m x 13m sprung wood floor surface. 7m x 4.5m stage with curtains, upright piano and sound system. 2 x 4m x 5m side of stage room. 8m x 5m kitchen. 2 x mop, 2 x broom for floor cleaning.
Memorial Hall (Out of Office Hours)	\$45.00 per hour	See above.
Podiatry Room	\$100 per day \$60 per half day	Spacious waiting area and room with: electric Takara Belmont chair, Mocom Prima sterilization unit, hot/cold basin, wheel up chair, adjustable lamp and fluorescent ceiling light, ceiling fan, large window, 2 x double power point.
Theatre Room	\$30.00 per hour	VGA, HDMI, USB & DVD capable AV system with 6 x ceiling mounted speakers, 1.4m x 2.2m projector screen, dimmable isolated lighting, lectern, 36 x steel frame, fabric upholstered chairs with arms, 6 easy to move (0.9m x 1.8m) Tilt-Top tables.
<b>EQUIPMENT</b>		
*Chairs with arms	*FULL COST OF \$180 PER CHAIR PAYABLE IF DAMAGED	Steel frame, vinyl upholstered chairs with arms.
*Chairs without arms	*FULL COST OF \$180 PER CHAIR PAYABLE IF DAMAGED	Steel frame, vinyl upholstered chairs without arms.
*Tilt-Top tables	*FULL COST OF \$330 PER TABLE PAYABLE IF DAMAGED	Pine laminate surface, steel leg, Tilt-Top tables with lockable wheels (0.9m x 1.8m).
*Trestle tables	*FULL COST OF \$120 PER TABLE PAYABLE IF DAMAGED	Tough plastic surface, steel leg, foldable tables (180cm x 75cm).
Urn	*FULL COST OF \$245 PAYABLE IF DAMAGED	Electric 20L Birko hot water urn
Laptop	\$10 flat rate	Toshiba 15.6" screen, Windows 7, power and data cables, mouse.
Whiteboard and kit	\$10 flat rate	100cm height x 140cm width white board on wheels, coloured markers, eraser, board cleaner.
<b>BOND</b>		
Non - Alcohol Bond	\$500	Refundable based on <i>Conditions of hire</i> and return of completed, signed <i>Bond refund checklist_Hirer copy</i> .
Alcohol Bond	\$1000	Refundable based on <i>Conditions of hire</i> and return of completed, signed <i>Bond refund checklist_Hirer copy</i> .



CATERING	COST	INCLUSIONS/COMMENTS
Tea and Coffee	\$15/\$25 (0-30 people/ 31+ people)	Tea and Coffee facilities will be charged at a flat rate as per <b>COST</b> . Includes Urn, English tea, instant coffee, milk, sugar, hot water, cups and saucers, tea spoons, napkins and clean up.
Morning Tea	\$5 per person	Available at 10am or 10.30am for bookings of any number.
Custom Lunch	\$13.50 per person	Available for bookings of 15 or more guests only.
Lunch of the Day	\$15 per person	Available for bookings of any number.
Afternoon Tea	\$5 per person	Available at 2pm for bookings of any number.

MENU ITEM	DESCRIPTION
Tea and Coffee	Tea and coffee facilities include urns, English tea, coffee, milk, sugar, napkins, cups and saucers.
Morning Tea	A selection of items eg. scones, cookies, sweet/savoury pastries, spring rolls, samosas.
Custom Lunch	A selection of items eg. sandwiches, wraps, rolls, savoury pastries, fruit. <b>Served at 1.00pm in the event space.</b>
Lunch of the Day	A three course meal consisting of soup, main and dessert will be provided as per our monthly menu. <b>Served at 12pm - 12.30pm in Harry's Diner.</b>
Afternoon Tea	A selection of items such as savoury/sweet cakes and muffins, biscuits, crackers.

**NB:** All menu items are made/prepared fresh daily in our kitchen.

**DIETARY REQUIREMENTS**

**NB:** Alternatives can be provided to cater for dietary/allergy requirements if 10 business days or more notice is given. If you have particular requests regarding the menu, please specify below at the time of your booking. Please enter specific requirements below Eg. 1 x gluten free, 3 x peanut allergy, 1 x no dairy

Dietary requirements are as follows: \_\_\_\_\_

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Please contact the Centre to access our monthly Harry's Diner menu if one has not been provided.

