Beverley
Community Resource Centre

141 Vincent Street, PO Box 310 Beverley WA 6304
9646 1600
hello@beverleycrc.com.au
beverleycrc.net

CORNERSTONE VENUE HIRE

Conference Room

The conference room is available to hire for office use, meetings, training sessions, health professionals or small group presentations suitable for up to 20 people seated at tables & 35 people - audience setting. The room is fully equipped for video conferencing and audio visual presentations, and internet is available.

The available equipment includes: whiteboard, lectern, 2 x Samsung 75” 4K TVs, tables and chairs. The room is also equipped with a small kitchenette with a mini fridge, kettle and sink. Conveniently located adjacent to the kitchen and with direct access to the alfresco area, excellent for breakout sessions.

Office Hire

We have one private office space available for hire on an hourly or daily rate. It is perfect for professional service consultations or more private meetings. The room can be accessed from both inside the Cornerstone building and from Dawson Street. The room is equipped with a desk, chairs and a cupboard. There is a small kitchen located at the southern end of the building for the commercial offices. Internet and printing services are available upon request. Bookings are through the CRC, please call our team on 9646 1600.

Catering options in Beverley

Tea and coffee is provided complimentary to all hirers.

Beverley Bakehouse - 9646 1839

Hotel Beverley - 9646 1190

Red Vault - 9646 0008 Email:redvaultbeverley@gmail.com

Gather York - gatheryork@gmail.com Website: gatheryork.com

SHIRE of BEVERLEY / BEVERLEY CRC

CORNERSTONE FUNCTION ROOM BOOKING FORM

NAME: *MUST BE ENTERED*

ORGANISATION:

TEL: *MUST BE ENTERED*

MOBILE:

BILLING ADDRESS: *MUST BE ENTERED*

DATE/S REQUIRED:	to	
TIME REQUIRED:	am/pm to	am/pm

FACILITY		REASON FOR HIRE / SET UP REQUIRED / DETAILS	CHARGE (GSTinc)	QUOTED to CLIENT
FUNCTION ROOM HOURLY			$23 P/H	
FUNCTION ROOM DAILY			$163.00	
Max 8 hrs incl Kitchen				
FUNCTION ROOM FOC			NO CHARGE	
(CRC/SOB etc)				
AFTER HOURS BOND				
		TOTAL $		

NAME of STAFF _____ DATE _____

OFFICE USE ONLY

☐ Invoice Number

☐ No Charge

☐ Other / Notes

AUTHORISED by & when: _____

#N/A

Venue Hire – Terms & Conditions

1. Hire is limited to the specific room or areas booked.
2. Conference room booking form must be completed, invoices for the conference room will be issued by the Shire of Beverley.
3. The hot office hire rate is $10 per hour or $50 full day, payment is required on the day unless alternative terms have been negoiatated.
4. Invoices for the the hot office will be issued from the Beverley CRC.
5. Kitchen users must comply with health and food hygiene laws.
6. Alcohol is allowed only with prior approval from the Beverley CRC Coordinator.
7. Smoking is strictly prohibited anywhere on the premises.
8. Special arrangements outside standard hours (9.00am - 4.30pm) may be discussed with the CRC staff, additional charges apply for out of hours opening.
9. Early access before 9:00am requires prior arrangement.
10. Facility furniture, utensils, and equipment cannot be removed without permission.
11. Hirers must leave the venue clean, tidy, and dispose of rubbish properly. Switch off all lights and clean the kitchen area after use.
12. Please ensure all windows and doors are locked when leaving.
13. Swipe cards must be returned by 12pm the following day.
14. Hirers are responsible for any damage to the venue or its contents.
15. The venue accepts no responsibility for loss or damage to property brought in by hirers or guests.
16. Hirers must inform attendees of emergency exits, assembly points, and appoint a warden for emergency evacuation.
17. Hirers indemnify the Beverley CRC and Shire of Beverley against any claims or damages related to the hire.
18. Any debt recovery costs will be charged to the hirer.

By hiring the venue, you confirm that you are over 18 years old, have read and agree to abide by these conditions, and indemnify the Beverley CRC and Shire of Beverley for any loss, damage, or injury during the hire.