



# Beverley Community Resource Centre

## CORNERSTONE VENUE HIRE

### Beverley CRC

141 Vincent Street, Beverley WA 6304

P | (08) 9646 1600

E | [beverley@crc.net.au](mailto:beverley@crc.net.au)

W | [beverleycrc.net](http://beverleycrc.net)

FB | Beverley Community Resource Centre



Conference Room

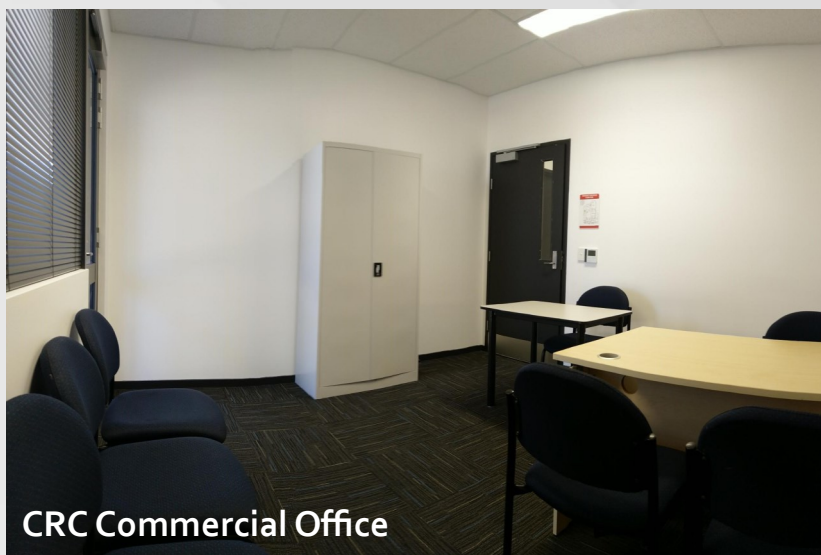


Kitchen



Alfresco Area

### Commercial Office



CRC Commercial Office



Small Kitchen

## **Our multipurpose building has a number of services and free spaces available.**

Catering and kitchen access, internet and printing services are available upon request.

Tea and Coffee is provided complimentary to all hirers.

### **Function Room:**

Our Function Room is available to hire for meetings, training sessions, office use or group presentations suitable for up to 40 people inside or 70 people including the outside area. The room is fully equipped for audio visual presentations and internet is available on request. Other equipment available include, whiteboard, lectern, 2x Samsung 75" Series 7 NU7100 4K TVs, tables and chairs. The room is also equipped with a small kitchenette with a mini fridge, kettle and sink. Other utensils are available on request.

For a larger group, a full size kitchen is also available. The kitchen contains an oven, microwave, large fridge, urn, kettle, toaster and many kitchen utensils.

### **Office Space:**

We have one office space available for hire. It is perfect for patient treatments, professional service consultations and many more. You could even run your business from it! The room can be accessed from both inside the Cornerstone building and from Dawson Street.

Internet and printing services are available upon request. The room is equipped with desk, chairs and a cupboard. Tea and coffee is also provided complimentary upon request.

**Catering** is available upon request. Please let us know of any allergies or dietary requirements when booking.

Suggested menu and pricing as below:

#### **Morning or Afternoon Tea - \$15 per head**

Home made slice/ biscuits/ cake, savoury option & fruit/ nut/ cheese platter. Tea, coffee & fruit juice

#### **Lunch - \$20 per head**

Soup and sandwiches OR quiche and salad. Fruit/ nut/ cheese platter. Tea, coffee & fruit juice.

## CORNERSTONE FUNCTION ROOM BOOKING FORM

NAME:	<i><b>MUST BE ENTERED</b></i>
ORGANISATION:	
TEL:	<i><b>MUST BE ENTERED</b></i>
MOBILE:	
BILLING ADDRESS:	<i><b>MUST BE ENTERED</b></i>

<b>DATE/S REQUIRED:</b>	to
<b>TIME REQUIRED:</b>	am/pm to am/pm

FACILITY		REASON FOR HIRE / SET UP REQUIRED / DETAILS	CHARGE (GST inc)	QUOTED to CLIENT
FUNCTION ROOM HOURLY			\$20 P/H	
FUNCTION ROOM DAILY			\$140.00	
Max 8 hrs incl Kitchen				
FUNCTION ROOM FOC			NO CHARGE	
(CRC/SOB etc)				
AFTER HOURS BOND				
		TOTAL \$		

NAME of STAFF \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY	
<input type="checkbox"/>	Invoice Number
<input type="checkbox"/>	No Charge
<input type="checkbox"/>	Other / Notes

# BEVERLEY CRC CONDITIONS OF HIRE

1. Hirer and public are restricted to the specific area of hire.
2. Room Hire will be invoiced by the Shire of Beverley and must be paid within fourteen days.
3. The Shire of Beverley maintain the right to ask for pre-payment if the hirer has previously not paid their venue hire invoice within the payment terms.
4. Hirer of any portion of the kitchen shall comply with the provisions of the Health Act and Food Hygiene Regulations.
5. Alcoholic beverages may only be brought into the facility or consumed in any portion of the Beverley CRC if permission is obtained prior to the event from the Beverley CRC Coordinator.
6. SMOKING IS NOT PERMITTED in any part of the Beverley Community Resource Centre and Cornerstone Visitor Centre.
7. Hirers requiring venue use beyond 4:30pm must make arrangements for after hours lock up with the Beverley CRC staff. If staff assistance is required beyond 4:30pm, charges may be incurred.
8. Hirers requiring venue use earlier than 9am must make special arrangements with the Beverley CRC staff.
9. No Beverley CRC furniture, crockery, glassware, utensils or other materials shall be removed from the Beverley CRC without permission from the Beverley CRC Coordinator.
10. The hirer is responsible for ensuring the space is left in a reasonable condition. Please dispose of any rubbish in the provided bins, all lights that were switched on upon arrival must be switched off and kitchen is to be left in a neat, clean state as per kitchen guidelines.
11. No person shall erect internal decorations, places nails or screws in the woodwork or walls in any part of the building. Internal decorations may be temporarily affixed following approval from the Beverley CRC Coordinator but must be completely removed following hiring.
12. Please ensure that all windows and doors are locked, if opened during occupancy.
13. Swipe card must be returned to the Beverley CRC by 12pm on the day following the hiring.
14. The cost of any damage caused to the building, furniture or fittings, or any property belonging to the Beverley CRC, by the hirer or any other person in attendance, will be payable by the hirer whose responsibility it is to ensure the safety of all property during the period of hire.
15. The Beverley CRC takes no responsibility whatsoever for any loss or damage to any property which is placed or left in the building by the hirer and/or any other person(s) before, during or after the hire.
16. It is the responsibility of the hirer to make all attendees of the function aware of both the building exits and emergency assembly points as well as appointing a suitable warden who will ensure the building has been evacuated in the case of an emergency.
17. The hirer indemnifies the Beverley Community Resource Centre and the Shire of Beverley (building owner) against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.
18. If the hirer's purpose of use is to provide professional advice to clients, the hirer ensures they have relevant professional indemnity insurance.
19. Any costs/ commissions incurred by going to a debt collection agency to recover overdue accounts will be on charged to the customer.

I/ We have read the conditions of hire listed, understand and agree to abide by and comply with the conditions of hire. I declare that I have attained the age of 18 years and hereby indemnify the Beverley Community Resource Centre and Shire of Beverley against any loss, damage or injury which may arise during the course of the hiring.

Name: \_\_\_\_\_

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