



VENUE HIRE

UNIVERSITY
FUNCTION
CATERERS

EST 1997



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BOOKING INFORMATION

The following steps will guide you when booking a venue for your event. For assistance and advice please contact our Functions Coordinator; telephone (08) 6488 2315 or email catering@guild.uwa.edu.au.

Step 1: Choose your venue

Our venues are, Sue Boyd, May Tannock, Acorn, Refectory, Hackett Café and Hackett Courtyard. Contact our Functions Coordinator for advice on which venue is most appropriate for your event.

Step 2 - Check the venue availability

Contact our Functions Coordinator to availability for dates and times.

Step 3 - Pencil in a booking

Complete a venue hire form and send it to us.

A tentative booking will be placed while you confirm dates, costs and other details.

Step 4 - Obtain a quote

Guild Catering will provide an estimate of the total venue charges.

Step 5 - Confirm your booking

Please review the conditions of hire on your booking agreements.

You will receive a booking confirmation in writing - please check the details are correct.

Please note: all UWA Guild Affiliated clubs' bookings will have their account verified for sufficient funds before any hire can proceed. All clubs will be required a withdrawal slip before completion of any booking.

Guild Affiliated clubs, societies and departments are required to submit an event management plan through Guild Events. A copy of the EMP must be emailed to the Function's Coordinator.

Where alcohol is served, or sold, the Liquor License/Permit must be signed by Guild Catering prior to commencement of the event, otherwise event will not be permitted to proceed. Duty Manager is compulsory at an extra cost.



VENUES & HIRE INFORMATION



HACKETT COURTYARD

This traditional contained courtyard maintains a cosy feel while leaving plenty of room to move. The recently renovated Hackett Hall provides the perfect picturesque backdrop to the greenery. The outdoor courtyard lets in natural lighting and plenty of fresh air.

Perfect for receptions, outdoor dinners under the stars, musical arrangements and more, Hackett Courtyard is the ideal venue for smaller functions. Make your next event one to remember with something a little different - host your next function in Hackett Courtyard!

Hire Information

Hackett Courtyard is an outdoor venue available all day until 12am.

- Direct access to Hackett Café
- Bathrooms in close proximity
- 12 tables available

Capacity

Standing 50 / Seated 50 (no wheelchair access)

Monday to Sunday
Available for hire from 7am to 12am

Access Time to Hackett Courtyard

Arrival time is to commence from 7.00am. It is the earliest access time (bump in) to Hackett Courtyard for clients, service providers or patrons.

Departure time (bump out) from Hackett Courtyard must be conclude at midnight for patrons, and not later than 1.00am for service providers and clients.



HACKETT CAFE

Picturesque limestone colonnades lead into an airy space, bathed in natural light from elegant arched windows. This charming function venue at UWA overlooks sprawling lawns, rose gardens, and the iconic Winthrop Hall and Reflection Pond.

Dating back to the 1930s, Hackett Hall has seen it all; with revered professors, noted dignitaries and future Prime Ministers all having walked its wooden floors. Recent renovations have retained all of the original beauty while adding a modern touch.

An elegant wedding space; a formal ball room; a corporate banquet hall; a long-table lunch location. Hackett Hall can transform to be the venue you need it to be. Treat your guests to the epitome of sophistication when you host your next function at Hackett Hall.

Hire information

Hackett Hall is an operational Café open Monday to Friday from 7am to 4pm.
Venue hire is available outside standard operational hours.

- Can be hired without furniture
- Bathrooms in close proximity
- Coffee hatch opened on request

Capacity

Standing 291 / Seated 100

Monday to Friday	Saturday & Sunday
Available for hire from 4.30pm to 12am	Available for hire from 7am to 12am

Access Time to Hackett Hall

Monday to Friday

Arrival time is to commence from 4.30pm. It is the earliest access time (bump in) to Hackett Hall for client, service providers or patrons.

Departure time (bump out) from Hackett Hall must be conclude at midnight for patrons and not later than 1.00am for service providers and clients.

Saturday & Sunday

Arrival time is to commence from 7.00am. It is the earliest access time (bump in) to Hackett Hall for client, service providers or patrons.

Departure time (bump out) from Hackett Hall must be conclude at midnight for patrons and not later than 1.00am for service providers and clients.



THE REFECTORY

A versatile space for large events, the Refectory has undergone renovations to transform it into the light, bright and above all functional space it is today.

Located at the heart of UWA right next to Matilda Bay, The Refectory is the ideal function venue for large-scale events, including everything from a conference or expo to quiz nights or other fundraisers.

Features include a student kitchen with microwaves; charging points; and brand new facilities. Minimalist design with plenty of greenery make it a great neutral backdrop for decorating. The Refectory is the modern function venue you have been waiting for!

Hire information

The Refectory space is an operational Food Court open Monday to Friday from 7am to 6pm.

Venue Hire is available outside standard operation hours.

Capacity

Stand up 580 / Sit down 400

Monday to Friday	Saturday & Sunday
Available for hire from 6.30pm to 12am	Available for hire from 7am to 12am

Access Time to the Refectory

Monday to Friday

Arrival time is to commence from 6.30pm. It is the earliest access time (bump in) to the Refectory for client, service providers or patrons.

Departure time (bump out) from the Refectory must be conclude at midnight for patrons and not later than 1am for service providers and clients.

Saturday & Sunday

Arrival time is to commence from 7am. It is the earliest access time (bump in) to the Refectory for client, service providers or patrons.

Departure time (bump out) from the Refectory must be conclude at midnight for patrons and not later than 1am for service providers and clients.



SUE BOYD, MAY TANNOCK & ACORN ROOMS

Located above the Refectory at UWA, the Sue Boyd, May Tannock and Acorn Rooms are the perfect small venues for functions up to 75 people.

Overlooking the iconic Oak Lawn from the spacious balcony, these function rooms are ideal for presentations, fundraisers, breakfasts or lunches. The balcony from the Acorn room looks out onto Matilda Bay, making the outdoor dining option a must.

Other facilities include:

- AV facilities
- Mirrors available for dancing rehearsals (Sue Boyd Room)
- 2x rooms with wooden flooring (Sue Boyd & May Tannock Rooms) / 1x room carpet (Acorn Room)
- Lift access
- Kitchen available for reheating (May Tannock & Acorn Rooms)

Capacity

Standing 75 / Seated 50

Monday to Sunday
Available for hire from 7am to 12am

Access Time to Sue Boyd, May Tannock & Acorn Rooms

Arrival time is to commence from 7am. It is the earliest access time (bump in) to Sue Boyd, May Tannock and Acorn rooms for clients, service providers or patrons.

Departure time (bump out) from Sue Boyd, May Tannock, or Acorn must conclude at midnight for patrons, and not later than 1am for service providers and clients.

RATES

Key:

UWA Guild Department = Staff and Student Representatives within the UWA Guild.

UWA Guild Affiliated Clubs & societies = All clubs affiliated with the Guild.

UWA Departments = Academic and administrative bodies within UWA.

External = Hirers that are not UWA Guild Departments, UWA Guild affiliated clubs or UWA Departments.

UWA Guild Department Rates		
Venue	Hourly Rate (min. 2hrs)	All Day (7.5 hrs +)
Sue Boyd Room	FREE*	FREE*
May Tannock Room	FREE*	FREE*
Acorn Room	FREE*	FREE*
The Refectory	FREE*	FREE*
Hackett Café	FREE*	FREE*
Hackett Courtyard	FREE*	FREE*

**Above fees will only be valid for UWA Guild Department, not valid through partnerships between Guild Departments with UWA Guild Affiliated clubs, University department or external clients.*

UWA Guild-Affiliated Clubs & Societies Rates		
Venue	Hourly Rate (min. 2hrs)	All Day (7.5 hrs +)
Sue Boyd Room	\$15.00	\$100.00
May Tannock Room	\$15.00	\$100.00
Acorn Room	\$15.00	\$100.00
The Refectory	\$100.00	\$750.00
Hackett Café	\$70.00	\$525.00
Hackett Courtyard	\$30.00	\$225.00

COMPULSORY COSTS (UWA Guild Departments/Affiliated Clubs & Societies)

Cleaning Fee* Sue Boyd, May Tannock, Acorn, Hackett Courtyard	\$40.00 weekdays \$70.00 weekends
Cleaning Fee* The Refectory	\$160.00 weekdays \$280.00 weekends
Cleaning Fee* Hackett Café	\$120.00 weekdays \$210.00 weekends
ADDITIONAL COSTS	
Duty Manager (if alcohol is being consumed) Min. 3hrs weekdays/4hrs weekends	\$40.00/hr weekdays \$120.00/hr weekends
Hackett Café Breakdown & Reset (includes any layout changes to the standard venue setup)	\$400.00
The Refectory Breakdown & Reset (includes any layout changes to the standard venue setup)	\$1,000.00
Acorn & May Tannock Kitchen	\$50.00
The Refectory Bond Fee	\$2,500.00

**Hirers are responsible for leaving the venue clean and tidy after their event. The hirer will incur an additional cleaning cost (an extra on top of the amount stated above) if venue is returned in a huge mess. Total cleaning cost will be stated in the final invoice.*

SUBSCRIPTION PROGRAM

for UWA Guild-Affiliated Clubs & Societies ONLY
Sue Boyd, May Tannock & Acorn Rooms

FREE	For the first 10 hours per month
\$20.00/month	20 hours of use per month
\$30.00/month	30 hours of use per month

Subscription T&C's

1. Rooms are hired as they are and if the layout is altered it must be returned to the original specifications. An additional cleaning fee will incur if the venue is not left cleaned and tidy at the end of the hire. If the club requires assistance in restoring the room and additional fee will be charged.
2. All subscription-based bookings are to be used for internal functions (e.g. dance practice, rehearsals, committee meeting/ planning), not for running events.
3. Under the free subscription model clubs may be required to forfeit their spaces if a club or organisation has paid to use the space. Under these circumstances, the original clubs will be notified of their cancellation at least one week before their scheduled room hire.



UWA Department Rates		
Venue	Hourly Rate (min. 2hrs)	All Day (7.5hrs +)
Sue Boyd Room	\$60.00	\$400.00
May Tannock Room	\$60.00	\$400.00
Acorn Room	\$60.00	\$400.00
The Refectory	\$170.00	\$1,100.00
Hackett Café	\$110.00	\$800.00
Hackett Courtyard	\$60.00	\$400.00

External Rates		
Venue	Hourly Rate (min. 2hrs)	All Day (7.5hrs +)
Sue Boyd Room	\$90.00	\$600.00
May Tannock Room	\$90.00	\$600.00
Acorn Room	\$90.00	\$600.00
The Refectory	\$260.00	\$1,800.00
Hackett Café	\$190.00	\$1,350.00
Hackett Courtyard	\$90.00	\$600.00



COMPULSORY COSTS (UWA Departments & Externals)	
Duty Manager Hackett Café & the Refectory	\$40.00/hr weekdays \$120.00/hr weekends
Duty Manager (if alcohol is being consumed) Sue Boyd, May Tannock, Acorn, Hackett Courtyard Min. 3hrs weekdays/4hrs weekends	\$40.00/hr weekdays \$120.00/hr weekends
Cleaning Fee* Sue Boyd, May Tannock, Acorn, Hackett Courtyard	\$40.00 weekdays \$70.00 weekends
Cleaning Fee* The Refectory	\$160.00 weekdays \$280.00 weekends
Cleaning Fee* Hackett Café	\$120.00 weekdays \$210.00 weekends
ADDITIONAL COSTS	
Hackett Café Breakdown & Reset (includes any layout changes to the standard venue setup)	\$400.00
The Refectory Breakdown & Reset (includes any layout changes to the standard venue setup)	\$1,000.00
Acorn & May Tannock Kitchen	\$50.00
The Refectory Bond Fee	\$2,500.00

**Hirers are responsible for leaving the venue clean and tidy after their event. The hirer will incur an additional cleaning cost (an extra on top of the amount stated above) if venue is returned in a huge mess. Total cleaning cost will be stated in the final invoice.*

TERMS & CONDITIONS

1. LIABILITY

a. The hirer indemnifies the UWA Student Guild against claims, losses, actions, damages, costs and expenses, personal injury, death or damage to property arising from the use of the venue and any equipment used during the hiring caused directly or indirectly by any act or omission of the hirer, or their officers, agents or employees or any other person directly or indirectly associated with the hire's use of the venue or by the hire's failure to comply with these terms and conditions of venue hire.

2. RISK

a. The hirer acknowledges that it uses the venue and its facilities at its own risk.
b. All property brought onto the Venue premises by the Hirer shall be at the hire's risk and the UWA Student Guild is not responsible for any loss or damage whatsoever to the Hirer's property.

3. CANCELLATION

a. All cancellations by the hirer must be given in writing.
b. If a booking is cancelled less than two weeks prior to the first day of the booking, the agreed room hire must be paid in full.
c. The UWA Student Guild may without liability for loss or damage to the Hirer close down a venue during an event if the opinion of University staff the event is objectionable dangerous, unlawful, infringes the intellectual property rights of third parties, is potentially detrimental to the reputation of the University or contravenes the University's Statutes or By Laws.
d. The UWA Student Guild is not liable for any interference or cancellation of an event in a venue which is caused by civil disruption, industrial action, terrorism, act of God, or any circumstances beyond the direct control of the UWA Guild and will not be obliged to settle any dispute or control any disruption which has been caused.

3. CONSUMPTION OF FOOD, BEVERAGES, REFRESHMENTS AND LIQUOR

a. The hirer acknowledges that only authorised caterers are to provide food and beverage service at the venue.
b. The hirer shall not distribute or sell food or beverages without the prior written consent from the UWA Student Guild.
c. The hirer shall not distribute or sell alcohol without the prior written consent of the UWA Student Guild and not without obtaining a Liquor Permit or Liquor License.
d. Liquor may only be served, sold or consumed on University Grounds if a Liquor Permit has been approved by the UWA Manager for Security (6488 1205) and hirers must abide by the Conditions of this permit at all time. A liquor permit must be completed and submitted to the UWA Manager of Security for approval at least 21 days prior to the event. Permits may be downloaded: http://www.fm.uwa.edu.au/about/security_safety
e. Written authority from the University to consume liquor must be carried with the hirer on the day of the function together with the booking confirmation letter.

4. FURNITURE, EQUIPMENT AND CLEANING OF VENUE

a. Furniture and equipment must not be removed without the permission of the Functions Coordinator / Café Manager.
b. If permission to move furniture or equipment is given by the Functions Coordinator / Café Manager, it will be on the understanding that the furniture and equipment will be returned to the same position as before the event. The hirer will bear any charges incurred if the hall needs to be reconfigured once the event has concluded.
c. Furniture and equipment must not be moved outside the venue. The hirer will bear any repair or replacement costs if furniture or equipment is damaged during an event.
d. Hirers are responsible for leaving the venue clean and tidy after their event. The hirer will incur an additional cleaning cost (an extra on top of the amount stated in the above table) if venue is returned in a huge mess.

5. SIGNS, POSTERS, DISPLAY MATERIAL, DECORATIONS AND ATTACHMENTS

a. Nothing is to be stapled, screwed, nailed or adhered to anyway, door, surface or part of the building, the use of bubble machines, dry ice or smoke machines must have written approval of the Hackett Hall Manager before being organised. No gaffer tape, no confetti or glitter are permitted.

6. VENUE & DATES

Guild Catering shall have the right to change the dates of Events at its absolute discretion, provided that the Venue shall give the hirer notice in writing of its intention to vary the date of the Event.

7. DELIVERIES

a. The UWA Student Guild shall not be required to take deliveries of any goods, packages or any material on behalf of the Hirer nor shall be required to accept responsibility for any items delivered to the Venue in the absence of the hirer, its employees, agents or its contractors.

8. STORAGE

a. The hirer shall not store goods at the Venue except in so far as they related to the immediate conduct of the Event.

9. ACCESS, SECURITY & PARKING

a. Access to the venue is strictly from the time requested and agreed to the booking form.

b. The hirer, or authorised nominated representative is required to attend the event for the duration of the booking. The name of the nominated representative must be identified on the Booking Application Form. This person must be over 21 years of age.

c. Where a large number of people are to attend an event and alcohol is to be consumed, additional security must be arranged by the hirer.

d. Hirers must maintain good order in the vicinity of a hired venue and ensure property in and around of the venue is not damaged.

e. Where these conditions have been breached, the hirer will pay the cost of layout, materials, cleaning, repairs and restoration of the venue and its fittings, furniture, floors and any other property which has been removed or damaged.

VENUE HIRE FORM

1. EVENT TITLE:

2. BRIEF EVENT DESCRIPTION:

ABOUT YOU

Contact name:

Organisation name:

Billing address:

Telephone number:

Email:

YOUR EVENT

Event date:

Time in (bump in):

Event start:

Time out (bump out):

Number of people expected to attend:

(if unsure please estimate)

Caterer engaged: YES / NO

Does your event feature alcohol: YES / NO

If your event features alcohol, a UWA liquor permit request must be submitted at least 21 days in advance of your event:

http://www.fm.uwa.edu.au/about/security_safety

DECLARATION

- The hirer agrees to the Terms and Conditions of this hire agreement, and any special conditions.
- The hirer will be invoiced for hire fees when a booking is finalised.
- The hirer agrees that a failure to comply with all or any of these conditions may result in cancellation of the booking.

[] I agree to the T&C's