



## Catering

Will you be using a caterer? Yes / No

If yes, caterer's name:

Ph No.

Please indicate Caterer's delivery / set up time: \_\_\_\_\_ am / pm

Cups, saucers & teaspoons Yes / No

Serving Platters Yes / No

Plates Yes / No

Jugs Yes / No

Coffee, tea and biscuits may be provided by negotiation for small groups of up to 20 by the Heritage Centre on weekdays only. Does your group require:

Coffee, Tea and Milk and water Yes / No

Plain biscuits Yes / No

If yes, for how many people

for morning tea and / or for afternoon tea (please circle)

(A fee per person applies)

## CONDITIONS OF ROOM USE:

- Room hire is available between 9am and 5pm seven days per week. After hours bookings are not available. Please note that coffee, tea and biscuits are not able to be provided on Saturdays and Sundays or for large groups.
- Set up and clean up of furniture is the responsibility of the room hirer and must be accounted for in the time the room is booked.
- All furniture **must be** returned to its original location at the end of the booked time. The room is to be left in a clean and tidy state. Chairs should be placed along the solid wall and stacked no more than 4 chairs high.
- The kitchen is to be left in a clean and tidy state. All crockery and cutlery must be thoroughly washed and returned to its original location. A dishwashing machine is available in the Kitchenette. All garbage must be placed in the bins provided.
- **Failure to leave the room/s in a clean and tidy state will result in additional fees being charged and possible refusal of further booking requests.**
- All items must be removed from the Heritage Centre upon completion of the booked time. Staff at the Centre will not be held responsible for any items left in the room/s.

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I read the 'Conditions of Room Hire' and accept the conditions of room use:

Signed \_\_\_\_\_

Date:            /        /

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

Position \_\_\_\_\_

Alternate contact is: \_\_\_\_\_

Phone \_\_\_\_\_