



Hall Hire agreement - Booking Form

2.0 SERVICES & COST

2.1 Hall Hire

The Spanish Centre provides two functions rooms

- MAIN HALL which seats approximately 200-225 guests -\$90 per hour
- TERRACE "Tio Pepe" which seats approximately 80-100 guests -\$60 per hour

\$450

\$300

- Please Note; Prices may vary due to type of Function ,Membership status or Community Association, group.

Choice of either function room or both. Typical evening hire 7:00pm-12:00am. Minimum Hire is 3 hours One hour of grace is given free of charge. i.e.: half hour at start and finish., Any other time required by the hirer for decorations, preparations, rehearsals etc will be charged at \$35 per hour or par thereof. Other times or day of the week are also available. Hall must be vacated within half hour of booked time.

2.2 Hall hire price also inclusive of air-conditioning, cleaning, partial use of sound/visual equipment room tables and chairs. More than 100 guests may require an extra security at additional: **\$ 150** per each. Licensed Security will only be arranged and supplied through by the Centre.

2.3 We provide catering at very affordable and satisfactory menus, starting from \$40 for three course meals, complementary coffee or tea and bottle of wine for every five guests. Menus supplied upon request.

2.4 Self catering can be agreed upon. If you are providing your own catering and or require use of the kitchen appliances, will incur a service fee, depending on your selection of either (i) or (ii) below.

(i). If providing your own catering the Fee is \$220 if under 100 people or if over one hundred guests \$2.20/guest. Partial use of Cold room for storage of cakes etc. allowed.

(ii). If having partial use of fridges and hot plates/stove deep fryers or microwave to warm up food, "Not to prepare or cook" Fee is \$330 if under 100 or if over one hundred guests \$3.30/Guest.

2.5 If full use of kitchen appliances and fridge is required, prior specific detail requirements will need to be discussed and arranged. These extra services will accrue additional individual charges as needed. Requirements and conditions of use will need to satisfy all applicable Food Health & Safety Standards

2.6 Cutlery Hire Cost	Dinner Plate, Spoon, Fork, Knife and Napkin	\$1.10/person
	Desert Plate, Spoon, Fork and Napkin	\$1.10/person
	Additional Plates lots of Five	\$1.10/per five
	Table Cloths	\$2.20 each

Hired items will all be returned to kitchen by hirer. They will then be washed by Centre's staff.

2.7 Table Service personal can be supplied if self catering, terms price and conditions upon application.

2.8 If bar service is not required, a supervisor fee of \$110, may be applicable.

2.9 Hall, table & chair decorations can be supplied and installed, fees upon application.

2.10 If the function extends past the booked time, penalty rate applies at \$150 per hour or part there of beyond agreed booked time on hire agreement. Hall must be vacated within half hour of booked time.

2.11 If an extension is required past 12:30 am. Application to relevant bodies to obtain permits requires twenty one days from function date. If approved and successful there will be additional charges of \$100 per hour in one hour block charges. Note, hirer must pay full payment and bond 21days from venue.

2.12 **Bond** or authorized credit card imprint will be required 3 weeks before the booked date. Minimum bond is \$500, and will increase subject to the type of function, number of guests and extra hirer requirement.





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3.0 TERMS AND CONDITIONS

3.1 Confirmation

A deposit of \$100.00 is required to be paid upon application to confirm the booking. A minimum of three weeks is required, prior to booking date to be considered. The Full balance of the hall hire and bond plus additional costs as needed is required 3 weeks before the booked date. Application deposit money will be refunded only if notification of cancellation is received within seven days from booking application. No refund will be considered if cancellation occurs within seven days from function date. Bond will be refunded upon any type of cancellation.

3.2 Bond

Bond or authorized credit card imprint will be required 3 weeks before the booked date. Minimum bond is \$500, and will increase subject to the type of function, number of guests and extra hirer requirement. Bond will be returned by cheque or available for collection the following working day after the function, upon satisfactory inspection of the hall.

3.3 Alcohol

If Alcohol is to be consumed it must be supplied by the Spanish Centre.

**ALCOHOL MUST NOT BE BROUGHT ONTO THE PREMISES. ALCOHOL MUST NOT LEAVE THE PREMISES
ALCOHOL MUST NOT BE SUPPLIED TO MINORS. ALCOHOL MUST NOT BE CONSUMED BY MINORS**

3.4 Beverages

No guest is allowed to bring beverages of any type to the function or Centre. If guest/s fails to comply, will not be allowed entry. And it will warrant immediate expulsion from function and Spanish Centre.

3.5 Damages

The hirer assumes responsibility for any damages caused by them or any guests attending their function. Any damages made to the Spanish Centre premises and or assets may result in partial or full *Bond* not being returned and in some instances additional costs paid for any damages and or repair/s incurred. The hire and guests will conduct the function in an orderly manner in compliance with the rules of management and with applicable laws. Management holds the rights to refuse entry, or remove any or all of your guests that behave in a manner that management see unfit. The Spanish Centre is committed to the responsible service of alcohol. Management ruling is final in any dispute.

While all care is taken by management to protect the property of its guests, no responsibility will be taken by the Spanish Centre, its Directors or Centre's personal for the damage or loss of property left on the premises prior to, during or after the function.

3.6 Entertainers & or Third Party Service Providers

Any person or professional entertainer providing a paid service to the hirer at the Centre will do so only with the prior approval and consent of the Spanish Centre.

3.7 Smoking

The Spanish Centre has a designated smoking area, located to the left of the Terrace entry. It is encouraged that all guests respect this decision made by management and co-operate. Please Note it is legislation law, not just the Centre. No smoking permitted where food is to be consumed. Please use designated areas only.

3.8 Exit Safety and Evacuation

Please become familiar with the "Entry" and "Exit" doors and make your guests aware of the emergency evacuation assembly points. Do not block or obstruct "Entry" or "Exit" points, under any circumstances.

3.9 Dispute

If any dispute or disparity arises as to the interpretation of these conditions of hire or any other matter or thing contained therein, the decision of Spanish Centre shall be last and decisive.



Spanish Centre

Acacia Sports Complex; Mortimer Rd;
Acacia Ridge Qld. 4110
Mail: PO Box:877 Archerfield Qld 4108

Web: www.spanishatbrisbane.com Email: Info@spanishatbrisbane.com

Ph: 07 3277 1612 Fax: 07 32770441

FUNCTION ASSESSMENT COST CALCULATOR

NUMBER of GUESTS ATTENDING Function		<input type="text"/>	\$	<input type="text" value="-"/>
			Select required	Hire Cost
2.10	MAIN HALL	\$450	NO	\$ -
	TERRACE "Tio Pepe"	\$300	NO	\$ -
2.20	More than 100 guests May require Security	\$150	NO	\$ -
2.30	Catering Provided by Centre	\$40	NO	\$ -
2.40 (i)	Self Catering up to 100 Guests	\$220	NO	\$ -
	Plus over 100 Guests @ \$2.20/Guest			
(ii)	Self Catering up to 100 Guests, Plus over 100 Guests @ \$3.30/Guest If having partial use of fridges and hot plates/stove deep fryers or microwave to warm up food, "Not to prepare or cook"	\$330	NO	\$ -
2.50	Self Catering, Full Use of Kitchen, Price upon application			
2.60 (i)	Dinner Plate, Spoon, Fork, Knife and Napkin, per/person	\$1.10	NO	\$ -
	(ii) Desert Plate , Spoon, Fork and Napkin	\$1.10	NO	\$ -
	(iii) Additional Plates Lots of five.	\$1.10	0	\$ -
	(iv) Table Cloths per each	\$2.20	0	\$ -
2.70	Table Service Price on application			
2.80	Bar service is not required, a supervisor fee of \$110, may be applicable.			
2.90				
2.10				
2.11				
FUNCTION CALCULATED CHARGES				\$ -
2.12	Minimum bond is \$500	\$500		\$ -
Amount to be Paid in full 21 day prior to Function				\$ -

