

Redlands IndigiScapes Centre

HIRE OF TALLOWWOOD ROOM FOR CORPORATE FUNCTIONS

Prices valid to 30 June 2019

Thank you for your enquiry. Redlands IndigiScapes Centre is at 17 Runnymede Road, Capalaba. The following pages provide necessary information for hiring the Tallowwood Room. Please take the time to read these pages prior to completion of the Application Form.

Hourly rate

Full standard rate for 2018/2019 financial year is \$61.00 per hour, discounts may apply. Please contact us to obtain a quote.

Tallowwood room management

The Redlands IndigiScapes Centre administration is carried out by the Centre staff. All correspondence should be forwarded to:

The Events Coordinator
Redlands IndigiScapes Centre
P O Box 21
Cleveland Q 4163
indigiscapes@redland.qld.gov.au

Telephone Number: (07) 3824 8611

Tallowwood room and equipment hire

This room can comfortably accommodate up to 50 people seated at tables, 60 people in theatre style, 25 people in u-shape and 80 people in cocktail style.

Chairs 60

Tables 12

Equipment

Lectern	No Charge	Television/VCR/DVD	\$23.05
Whiteboard	\$46.00	Portable PA System	\$23.05
Flip Chart	No Charge	Data Projector	\$104.75

Setup and breakdown

Set up and breakdown of the room can be organised at an additional cost of \$95.00. If this isn't requested it is the responsibility of the Hirer to set-up chairs and tables etc and pack it away to where it came from.

Kitchen

The kitchen area is available for food storage and serving area. It has a fridge/freezer, sinks and boiling water system. The kitchen has cups and saucers, water glasses and jugs available to use free of charge.

Gardens

The Gardens and surrounds are available for breakout areas as required at no extra charge. Please advise the IndigiScapes Coordinator if you wish to use these areas.

Insurance

Redland City Council suggests that, if possible, your organisation carry a Public Liability Insurance Policy for a minimum of \$10,000,000. Additionally, insurance against damage for your articles on the premises should be undertaken by the Hirer.

Accidents and incidents

Any accidents or incidents resulting in injury to a guest of your function on the premises must be reported promptly to your IndigiScapes staff member who will then take appropriate action.

Terms and conditions

The Redlands IndigiScapes Centre is owned and operated by the Redland City Council. The enclosed Application Form is between you (the Hirer) and Redland City Council. Please familiarise yourself with the terms and conditions below before signing the agreement.



Bookings and Confirmations

Tentative bookings will be held for a period of one (1) month. Bookings not confirmed within this time may be allocated to another client. Bookings will only be confirmed upon receipt of a completed Application Form.

Final Payment

Final payment in full, must be received prior to the day of the booking. Payment may be made by cash, cheque, EFTPOS or MasterCard/Visa at our centre or over the phone, a receipt/tax invoice will be issue after payment. Alternatively a Redland City Council tax invoice can be created and sent out before payment, if required.

Cancellations

Cancellations must be received in writing. Cancellations received less than 30 days prior to the event will incur a \$50 penalty. Less than 14 days from the event, the hirer will incur a \$100 penalty.

Smoking

The Redlands IndigiScapes Centre is a non-smoking facility. Smoking is permitted only in allocated areas and 10 metres from the building.

Damages

Any damage to the facility, its fittings and additional equipment, used during the event is the financial responsibility of the hirer.

Additional Requirements

Any requirements in addition to those provided are the responsibility of the hirer. However these must be discussed and organised in association with the IndigiScapes Coordinator.

Catering

Catering can be organised through the IndigiScapes Coordinator, sourced from an outside supplier or brought in by the hirer.

IndigiScapes Cafe; opening hours 10am to 3pm

If your function/event is held between the opening hours of the cafe please let your guests know that due to our size, any of your guests who wish to purchase lunch will need to book a table prior to the event. If no catering has been organised for your function prior to the day i.e. you have selected 'self-catering', it is up to you, as the hirer, to provide catering or make sure your guests are aware of this requirement to bring their own. Unfortunately, due to our limited facilities, we are unable to organise any catering at the last minute.



Environmental footprint

Decorations

As IndigiScapes is an Environmental Education Centre and Native botanical garden, all decorations must be agreed on by the IndigiScapes Event Coordinator.

The following decorations are **not** permitted to be used at the facility:

- Balloons
- Confetti & glitter
- Petals and flowers

Posters, banners etc. may be blue-tacked to the timber however all decorations **and** blue-tack must be removed at the conclusion of the function by the hirer or decoration company. Balloons are prohibited from the Centre and grounds.

Waste

IndigiScapes Centre is an Environmental Education Centre and therefore promote;

- Recycling
- Use of sustainable packaging and products
- Reduction of waste
- Avoidance of single use plastic including single use plastic water bottles, plastic straws, cutlery, plates and cups

The Tallowwood room has a kitchen where crockery and cutlery can be hand washed. Please ensure waste is separated and disposed of in the appropriate waste receptacles provided.