

# **Redlands IndigiScapes Centre**

## ***HIRE OF TALLOWOOD ROOM FOR 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 Tallowood 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.

### **TALLOWOOD 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

### **TALLOWOOD ROOM AND EQUIPMENT DETAILS**

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

### **HIRE EQUIPMENT**

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

### **SETUP & BREAKDOWN**

You as the hirer are required to organise set-up and breakdown of the room (and any hired equipment). The hall must be left the way it was found. Decoration companies are welcome to set-up for you.

### **CATERING**

Catering is the responsibility of the hirer, either a catering company can be hired (with approval by the IndigiScapes Coordinator) or the hirer can self-cater. Catering companies will need to hold all food handling licences and public liability insurance.

### **KITCHEN**

The kitchen area is available for food storage and serving area. It has a fridge/freezer, sinks and boiling water system. This is not a commercial kitchen and is not suitable for food preparation and cooking. Caterers will need to bring their own equipment or pre prepared food. The kitchen has cups and saucers, water glasses and jugs available to use free of charge.

### **SECURITY**

When hiring the hall outside the hours of 9am to 4pm a security company will be rostered on to be present throughout your function at an extra cost to the hirer. These costs are \$60.00 per hour Monday to Friday and \$85.00 per hour Saturday and Sunday. No IndigiScapes staff will be present for your function.

## 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/INCIDENTS

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

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## TERMS AND CONDITIONS

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



### Bond

A \$250 bond is required. Credit card details will be held until completion of event or full payment is required prior to the event and will be refunded upon successful completion.

### 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 and a deposit of \$100.

### Payment

Payment may be made by cash, cheque, EFTPOS or MasterCard/Visa. **Final payment in full, must be received 14 days prior to the event.**

### Cancellations

Cancellations must be received in writing. Cancellations received less than 30 days prior to the event will incur a penalty of 50% of the deposit paid. Less than 14 days from the event, the hirer will incur the full deposit charge.

### Change of Booking Date

Every attempt will be made to allow the hirer to transfer the date of their event at no charge.

### Start & Finish Times

The hirer agrees to the organised start and finish times of the event. Any additional time will be charged at a rate of \$80 per hour. The Centre must be cleared by hirer and guests by 11.30pm.

### Alcohol

The hirer is responsible for the safe provision and consumption of alcohol by their guests. Security reserves the right to intervene if deemed necessary. Alcohol is only permitted inside IndigiScapes Centre itself & not in the gardens or surroundings.

### Music

No amplified sound is permitted at IndigiScapes this includes but is not limited to: DJ's, Bands and Jukeboxes. IndigiScapes has a sound system which is available to use at no extra charge. IndigiScapes staff or security personnel have the right to control sound levels if required. Acoustic musicians are welcome.

## 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 the decoration **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 we encourage:

- 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 and we encourage you to use the recycling bins provided.

### Smoking

The Redlands IndigiScapes Centre and grounds are a non-smoking facility.

### Damages

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

### Photos

Photography of your guests is permitted in any public spaces within the Centre and its surrounds.

### 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.