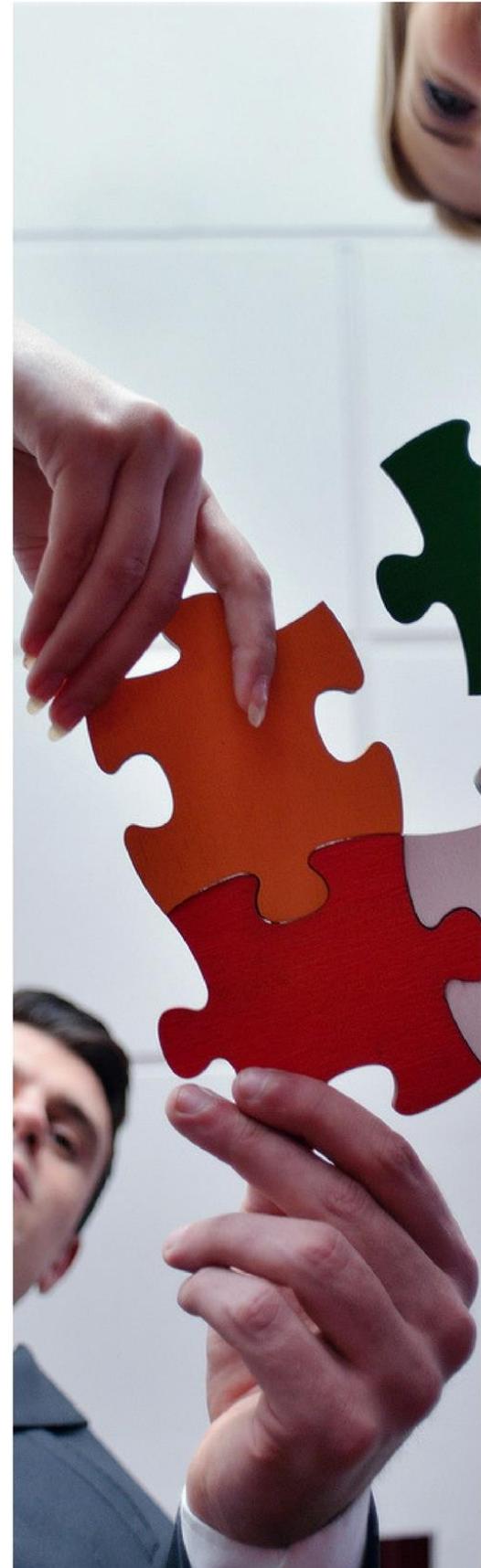




Corporate

Events at the Hewett Centre





Thank you for considering Hewett Centre for your corporate event. Our passionate and dedicated team is ready to work with you, catering to your individual needs. No matter what the detail, we will be with you throughout the event. Let us help transform your vision into reality!

Hewett Corporate Events package includes all the possibilities you could ever want from superb food and beverages, to stylish and exciting ideas to make this an unforgettable day.

The Hewett Centre building was built in 2010 and has been designed to accommodate events from 10 to 300 guests. Our ever popular Brolga room opening onto the outdoor terrace with views of the native landscape is perfect for up to 100 attendees. In addition, we have a large auditorium to seat 300 people. Hewett Community and Function Centre is ideal for intimate meetings of 10-50 guests, or larger events of 200 guests.

Your dedicated event co-ordinator will strive to ensure your expectations are exceeded. There are a variety of packages for you to choose from. We can offer delicious menu options and innovative optional extras to make your day an unforgettable event.

The Hewett Centre is a new and exciting Function and Community Centre in the northern suburbs only 20 minutes from the Barossa Valley and 50 minutes from Adelaide. The property is surrounded by majestic gums and native wildlife, a tranquil setting for your attendees.

I invite you to discuss with us your individual requirements

Regards

Amy Paul
Centre Coordinator

The Hewett Centre provides a flexible space to adapt to your specific conference, convention, meeting or exhibition needs. It allows you to run your event in a relaxing and productive environment.

FEATURES & FACILITIES

The Hewett Centre consists of four individually appointed function rooms, with ample natural lighting and views across the native landscape. Combined with an outdoor decking area suitable for breakout sessions and room to move.

Conference and meeting facilities include:

- Four individually appointed function rooms
- Flexible layouts
- Capacity ranges from 10 guests up to 300
- In built audio visual technology and inbuilt soundsystem
- Free onsite parking for up to 120 cars, inc. 4 disabled parks
- Complimentary use of whiteboard, lectern and microphone
- Catering and Bar services available—additional cost
- Staff supervision throughout
- Internet access
- onsite catering and café by request



BROLGA & IBIS HALL

These are our largest rooms and offer a range of layouts to suit your needs. With floor to ceiling windows throughout offering views of the surrounding wildlife. These rooms can be used individually, or combined to create a larger auditorium.

The **Auditorium** is perfect for larger events or conferences with access to the outdoor decking for breaks.

ROSELLA & KINGFISHER TRAINING ROOMS

Separated function rooms designed for more intimate uses such as staff meetings or training days. These rooms can be used individually or combined for larger groups.

OUTDOOR DECKING AREA

Allow your guests to rejuvenate during the day with access to our outdoor lawn area,

PRIVATE MEETING ROOMS

Hewett Centre has a small private meeting room available for hourly hire \$15 to consult with clients

Facility Fees	1\2 Day	Full Day or Evening
Auditorium	\$400	\$700
Brolga or Ibis	\$350	\$550
Kingfisher or Rosella	\$200	\$300
Kingfisher and Rosella	\$250	\$380



CORPORATE LUNCH - Pre Order

Morning or Afternoon Tea : \$4.00

Cupcakes
Chocolate and Pear Tart
Lemon and Lime Tart
Mixed Fruit and Yogurt
Scones Jam and Cream

Traditional Sausage Roll
Butter Chicken Sausage Roll
Tuna Sausage Roll
Tomato, Pumpkin, Fetta VSR

Lunch Box: from \$7.00

Warm Chicken Salad
Beef Lasagne and Salad
Gluten Free Vegan Lasagne
Baked Tuna Mornay
Winter Hot Pot
Butter Chicken and Rice
Quiche and Salad

Plated Lunch \$9.50

Garlic Prawns with rice
Satay Chicken Skewers & rice
Beef Burger
Chicken and Chips
Potato Wedges
Sweet Potato Wedges
Battered Fish and Chips

Working Lunch \$12.50

Mixes wraps and rolls
Fruit platter
selection of cakes

Percolated Coffee \$5 pp

Barista Coffee \$4 per cup

Canned Soft Drinks \$3
Orange, Mango, Pineapple \$3
600ml Soft drink \$5

All meals are covid-19 compliant
and individually served

Buffet Catering : \$21.50

Arrival

All day percolator coffee

Morning Tea

Chef selection of 3 morning
tea items

Lunch

Chef Selection of 7 Lunch
menu items
Orange juice

Afternoon Tea

Fruit Platter
Muffins

Please let us know of any
dietary requirements



HOW TO ORDER

CORPORATE LUNCH AND PARTIES

Date of Event Location of Event
 Name of Booking..... Phone.....
 Email..... Total Attendees.....

Item.....Price.....QTY.....Total \$.....

Dietary.....

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.....

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a.paul@belgravialeisure.com.au Total \$.....

FUNCTION HIRE AGREEMENT

Hewett Centre



Date of application:		Date of event:	
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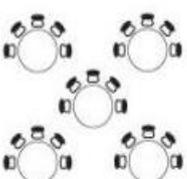
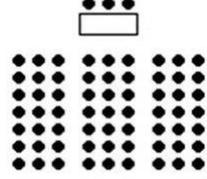
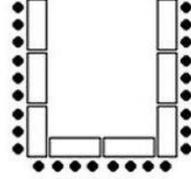
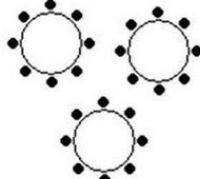
1. Applicant Details

Title		Given Name (s)		Surname	
Organisation name & ABN (if applicable)					
Residential Address (and Postal if different)					
Phone		Mobile		Other	
Email Address					
Alternative contact	Name:		Contact Number:		
Is this hire for a community event run by a not-for-profit community group? <input type="checkbox"/> Yes <input type="checkbox"/> No Please provide not-for-profit number					

2. Hire Request Details

Date	Duration:	AM / PM until	AM / PM
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Room Set up required

<input type="checkbox"/> CABARET	<input type="checkbox"/> THEATRE	<input type="checkbox"/> U SHAPE	<input type="checkbox"/> BOARDROOM	<input type="checkbox"/> ROUND TABLES
				

Request to hire: (please tick all that apply)

Auditorium + Kitchen Brolga Room Ibis Room

Rosella Room Kingfisher Room Both Kingfisher and Rosella Training Rooms

Estimated number of attendees:

Do you require catering? Yes No

If yes, please refer to Function Information Pack

If no, will you be supplying your own food/refreshments and if so will these be sold or the cost of such be included as part of an event entry fee? Yes No

If Yes please provide Food Business Notification (FBN) number of catering group(s)
(A number can be obtained by contacting Council's Environmental Health Officer)

Will alcohol be served? Yes No

(Please note: if you intend to serve alcohol at your event the Hewett Centre is a licensed venue and does not allow BYO. A full list of drinks is available in your function information pack.)

Will there be amplified music, speeches or a live music performance? Yes No
 If Yes, you may need to prepare a Site Nuisance Management Plan. Please discuss these requirements with the Hewett Centre Coordinator or Council's General Inspectors.

3. Public Liability Insurance details (where applicable)
Public liability insurance may be required for your event. If you hold Public Liability Insurance please provide the following information. Alternatively, please contact the Hewett Centre Coordinator.
Public Liability Insurance cover (minimum \$10 million) held? <input type="checkbox"/> Yes <input type="checkbox"/> No
Expiry date (must be current at date of booking):
Policy in name of:

4. Applicant Declaration
I (full name) _____ hereby acknowledge that I have read the Hewett Centres Terms and Conditions of use (pages 3-4 of this application), and I agree (on behalf of the organisation or persons named above) to comply with the Terms and Conditions of use of this facility.
Signed.....
Date.....

OFFICE USE ONLY
Authorisation and checklist

1.
Hire fee: _____ Bond: _____
Not for Profit Community Group Yes <input type="checkbox"/> No <input type="checkbox"/>
Hire purpose: <input type="checkbox"/> Public/community event <input type="checkbox"/> Private event
Amplified noise/music <input type="checkbox"/> Yes <input type="checkbox"/> No Site Nuisance Management Plan <input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Public Liability Insurance Policy received (where applicable) Yes <input type="checkbox"/> No <input type="checkbox"/>
Approval to hire facility? Yes <input type="checkbox"/> No <input type="checkbox"/>
By (name) _____ (date) _____ Signature _____
Applicant notified? Yes <input type="checkbox"/> No <input type="checkbox"/>
By (name) _____ (date) _____ Method: Email / Phone / Letter
2.
Bond received? Yes <input type="checkbox"/> No <input type="checkbox"/> Receipt number _____
Full payment received? Yes <input type="checkbox"/> No <input type="checkbox"/> Receipt number _____
Pre-hire inspection completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
By (name) _____ (date) _____
Condition? Poor Fair Good Excellent
Emergency & Evacuation induction completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
By (name) _____ (date) _____
Post-hire inspection completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
By (name) _____ (date) _____
Condition? Poor Fair Good Excellent
Bond refunded? Yes <input type="checkbox"/> No <input type="checkbox"/> Amount \$ _____
Reason _____

Notes:

