

## 2017 VENUE BOOKING FORM

NAME OF ORGANISATION: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL OF CONTACT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

### **BOOKING DETAILS**

DATE(S) OF BOOKING: \_\_\_\_\_

#### **PACKAGE SELECTED** *(Package details on next page)*

- |   |   |
|---|---|
| <input type="checkbox"/> GIMME CLUB FUNCTION PACKAGE (HALF DAY) | <input type="checkbox"/> GIMME CLUB FUNCTION PACKAGE (FULL DAY) |
| <input type="checkbox"/> GIMME CLUB FUNCTION PACKAGE (EVENING)  | <input type="checkbox"/> GIMME CLUB MEETING PACKAGE (HALF DAY)  |
| <input type="checkbox"/> GIMME CLUB MEETING PACKAGE (FULL DAY)  | <input type="checkbox"/> GIMME CLUB BAND PACKAGE                |
| <input type="checkbox"/> BOARD ROOM MEETING PACKAGE (HALF DAY)  | <input type="checkbox"/> BOARD ROOM MEETING PACKAGE (FULL DAY)  |
| <input type="checkbox"/> GOOLARRI AMPHITHEATRE PACKAGE          |   |

**TOTAL PARTICIPANTS** *(include presenters and facilitators)*

**EVENT TIMES** *(Please state am/pm)*

DAY 1 - Participant No's: \_\_\_\_\_

DAY 1 - Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

DAY 2 - Participant No's: \_\_\_\_\_

DAY 2 - Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

#### **GIMME CLUB ROOM SET-UP** *(please tick box)*

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> THEATRE STYLE (seats 150)  | <input type="checkbox"/> BOARDROOM (seats 150) | <input type="checkbox"/> CAFÉ STYLE (seats 100) | <input type="checkbox"/> U-SHAPE (seats 30) |
| <input type="checkbox"/> OTHER (Please state) _____ |  |   |   |

### **EXTRA INFORMATION**

If you would like to provide any additional information including details regarding production equipment, operators, liquor licensing, staff, catering or anything else, please do so below:

If you require equipment such as a projector, whiteboard or lectern, please specify in the extra information section in the booking form. Additional charges may apply.

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# CATERING

**\*\*Please notify us a week in advance if you require catering\*\***

**Date:**

	<i>Per Head</i>	<i>Qty</i>	<i>Total</i>
<b>MORNING TEA OPTIONS</b>			
Scones with jam and cream	\$7.00		\$0.00
Fruit platter	\$8.00		\$0.00
Assorted Cake Platter ( <i>Chocolate, Orange, Lemon, Vanilla</i> )	\$8.00		\$0.00
Sweet and Savoury muffins	\$8.00		\$0.00
Fruit platter and muffins	\$15.00		\$0.00
Fruit platter, cakes & hot savouries	\$18.00		\$0.00
Mini butter Pasteries	\$8.00		\$0.00
Matchsticks ( <i>Filled with fresh cream and strawberry jam</i> )	\$7.00		\$0.00
		<b>Subtotal</b>	<b>\$0.00</b>
<b>LUNCH OPTIONS</b>			
Club Sandwiches	\$12.00		\$0.00
Mixed Baguettes	\$15.00		\$0.00
Curry Chicken or Beef with rice & salad	\$25.00		\$0.00
Satay Beef and Rice with Salad	\$25.00		\$0.00
Lebanese Wraps	\$12.00		\$0.00
Fresh Baked Rolls ( <i>Served with a variety of fillings</i> )	\$10.00		\$0.00
Quiche + side salad ( <i>Vegetarian optional</i> )	\$17.00		\$0.00
		<b>Subtotal</b>	<b>\$0.00</b>
<b>PLATTERS AND HOT FOOD OPTIONS</b>			
Hot Savoury Platter ( <i>Spring Rolls, Samosa's, Prawn Twisters or Prawn Thorpedo, Salt &amp; Pepper Squid served with dipping sauce</i> )	\$15.00		<b>\$0.00</b>
Aussie Platter ( <i>Mini meat pies, Sausage Pies, Chicken Strips, Mini Meatballs</i> )	\$14.00		<b>\$0.00</b>
Skewer Platter ( <i>Chicken Satay, Meatballs with homemade relish, Tempura Prawns, Grilled Vegetable Skewers</i> )	\$18.00		<b>\$0.00</b>
Sausage Rolls			
Mini Spring Rolls and Samosas	\$8.00		<b>\$0.00</b>
	\$7.00		<b>\$0.00</b>
	\$7.00		<b>\$0.00</b>
		<b>Subtotal</b>	<b>\$0.00</b>

AFTERNOON TEA OPTIONS		
Mini Quiches	\$7.00	\$0.00
Fruit platter	\$8.00	\$0.00
Assorted Cake Platter	\$8.00	\$0.00
Fruit platter and savoury muffins	\$15.00	\$0.00
Fruit platter, cakes & hot savouries	\$18.00	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>

Dietary requirements i.e. vegetarian etc: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please advise times for the following:

Morning Tea: \_\_\_\_\_

Lunch: \_\_\_\_\_

Afternoon Tea: \_\_\_\_\_

# VENUE PACKAGES

Goolarri's Venue Packages are designed to give you an idea of the costs of the venue hire, the prices may vary depending on your specific needs.

If you have any further questions please contact Lauren Newton via email at: [lauren.newton@gme.com.au](mailto:lauren.newton@gme.com.au) or on 08 9195 5333.

*This package is available from Monday to Friday between the hours of 8.30am – 5.00pm*

## BOARD ROOM MEETING PACKAGE

**\*\*Please complete a separate form for each day\*\***

**Venue Date:**

	Fee	Qty	Total
<b>Board Room Hire:</b>			
(Half Day)	\$175	0	\$0.00
(Full Day)	\$250	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<b>Equipment Hire:</b>			
PA System	\$100	0	\$0.00
OH Projector	\$70		\$0.00
Whiteboard	\$25		\$0.00
Lectern	\$25		\$0.00
Flipchart	\$25		\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<p><i>*PA system includes 1 microphone, 1 microphone stand, indoor stage, iPod jack. Laptop hire will incur additional charges If further PA equipment is needed including an operator, additional charges may apply.</i></p> <p><b>Please notify us at least 24hours prior to your event to finalise equipment.</b></p>			
<b>Tea/Coffee:</b>			
(Per Head)	\$5.00	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<p><i>*Further catering options are available</i></p>			
<b>Cleaning fee:</b>			
	\$50.00		\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
	<b>Total</b>		<b>\$0.00</b>

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**Note:** This is an alcohol free venue

This package is available from Monday to Friday between the hours of 8.30am – 5.00pm

## GIMME CLUB FUNCTION PACKAGE (Day)

**\*\*Please complete a separate form for each day\*\***

**Venue Date:**

	Fee	Qty	Total
<b>Gimme Club Hire:</b>	(Half Day) \$240	0	\$0.00
	(Full Day) \$350		\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<b>Equipment Hire:</b>			
PA System	\$100	0	\$0.00
OH Projector	\$70		\$0.00
Whiteboard	\$25		\$0.00
Lectern	\$25		\$0.00
Flipchart	\$25		\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
*PA system includes 1 microphone, 1 microphone stand, indoor stage, iPod jack. Laptop hire will incur additional charges If further PA equipment is needed including an operator, additional charges may apply.			
<b>Please notify us at least 24hours prior to your event to finalise equipment.</b>			
<b>Tea/Coffee:</b>			
	(Per Head) \$5.00		\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
*Further catering options are available			
<b>Cleaning fee:</b>			
	\$50.00	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
	<b>Total</b>		<b>\$0.00</b>

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*This package is available on weekdays and weekends.*

**\*\*This package is not available for 18th, 21st and 30th birthday parties\*\***

## GIMME CLUB CELEBRATION PACKAGE (Evenings/ Weekends)

**\*\*Please complete a separate form for each day\*\***

**Venue Date:**

	Fee	Qty	Total
<b>Gimme Club Hire:</b>	\$600	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<b>Capacity:</b>			
Indoor:	156		
Directly Outside:	96		
TOTAL:	252		
<b>Security is a requirement for all <u>licensed</u> events.</b> The number of security guards is dependent on the expected number of patrons. Please contact us to confirm how many guards your event will require.			
Minimum requirement is <b>2 security guards</b> and GME will cover the costs of <b>1 guard</b> and <b>1 bar staff</b>			
If you <b><u>do not require a licensed event</u></b> - please notify at the time of booking and modifications will be made to your requirements.			
<b>Equipment Hire:</b>			
PA System	\$100		\$0.00
<i>OH Projector (additional cost)</i>	\$70	0	\$0.00
<i>Whiteboard (additional cost)</i>	\$25	0	\$0.00
<i>Lectern (additional cost)</i>	\$25	0	\$0.00
<i>Flipchart (additional cost)</i>	\$25	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<i>*PA system includes 1 microphone, 1 microphone stand, indoor stage, iPod jack. Laptop hire will incur additional charges If further PA equipment is required including an operator, additional charges may apply.</i>			
<b>Please notify us at least 24hours prior to your event to finalise equipment.</b>			
<b>Staff</b>	No.	Hours	
Staff Minimum per event	1		\$80.00
Security Guards per event (Minimum x 2)	1		\$75.00
Sound Engineer (required if using anything larger than the mini PA system)	1		\$150.00
	<b>Subtotal</b>		<b>\$0.00</b>

<b>Tea/Coffee (per head)</b>	\$5.00	10	\$50.00
<b>*Further catering options are available</b>	<b>Subtotal</b>		<b>\$50.00</b>
<b>Cleaning fee:</b>	\$75.00	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
	<b><u>Total</u></b>		<b>\$50.00</b>



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**\*\*This package is not available for 18th, 21st and 30th birthday parties\*\***

## GIMME CLUB BAND PACKAGE (Evenings/ Weekends)

**\*\*Please complete a separate form for each day\*\***

**Venue Date:**

	Fee	Qty	Total
<b>Gimme Club Hire:</b>	\$600	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<p><b>Capacity:</b></p> <p>Indoor: 156</p> <p>Directly Outside: 96</p> <p>TOTAL: 252</p> <p><b>Security is a requirement for all <u>licensed</u> events.</b> The number of security guards is dependent on the expected number of patrons. Please contact us to confirm how many guards your event will require.</p> <p>Minimum requirement is <b>2 security guards</b> and GME will cover the costs of <b>1 guard</b> and <b>1 bar staff</b></p> <p><b>Licensed Bar</b> - please notify at the time of booking if you require a licensed bar.</p>			
<b>Equipment Hire:</b>			
PA System	\$500	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<p><i>*PA system includes up to 5 microphones, sound mixing, lighting and a projector.</i></p> <p><i>If further PA equipment is required including an operator, additional charges may apply.</i></p> <p><b>Please notify us at least 24hours prior to your event to finalise equipment.</b></p>			
<b>Staff</b>	No.	Hours	
Staff Minimum per event	1	0	\$0.00
Security Guards per event	0	0	\$0.00
Sound Engineer (not negotiable when hiring full PA system)	0	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<b>Cleaning fee:</b>			
	\$75.00		\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
	<b>Total</b>		<b>\$0.00</b>

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## GOOLARRI AMPHITHEATRE PACKAGE

**\*\*Please complete a separate form for each day\*\***

**Venue Date:**

	Fee	Qty	Total
<b>Goolarri Amphitheatre Hire:</b>	\$2,500	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<b>Includes front of house staff</b>			
<b>Capacity:</b> 680			
<b>Security is a requirement for all <u>licensed</u> events.</b> The number of security guards is dependent on the expected number of patrons. As the venue caters for 680 patrons, you are required to have at least 4 venue guards			
Minimum requirement is <b>2 security guards</b> and GME will cover the costs of <b>1 guard</b> and <b>1 bar staff</b>			
<b>Licensed Bar</b> - please notify at the time of booking if you require a licensed bar. Goolarri will cover security for the bar.			
<b>Equipment Hire:</b>			
PA System	\$1,800	0	\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
<i>*Equipment included in the venue hire of this package is: Outdoor Stage, 3 phase power, sound mixing, lighting, up to 8 microphones and outdoor Projector Screen.</i>			
<i>If further PA equipment is required including an operator, additional charges may apply.</i>			
<b>Please notify us at least 24hours prior to your event to finalise equipment.</b>			
<b>Staff</b>	<b>No.</b>	<b>Hours</b>	
Lighting Engineer (comp Guards per event)	4	\$75.00	0 \$0.00
Multimedia Operator	0	\$150.00	0 \$0.00
Bump in/Bump out Staff	0	\$150.00	0 \$0.00
Traffic Managers	0	\$150.00	0 \$0.00
	0	\$200.00	0 \$0.00
(2 staff - minimum of 2 hours)	2	\$150.00	0 \$0.00
	<b>Subtotal</b>		<b>\$0.00</b>

**Note: The rate of the production staff may vary depending on the specific needs of your event including Bump in/Bump out staff.			
<b><u>Cleaning fee:</u></b>			
	\$200.00		\$0.00
	<b>Subtotal</b>		<b>\$0.00</b>
	<b><u>Total</u></b>		<b>\$0.00</b>