



Due to health legislation for noise emission, no external speakers or amplifiers are to be used in The RISE facility. Failure to comply may result in functions being cancelled with no refund_____

The RISE Booking Form

Activity Description:.....
(e.g. Wedding, Seminar, Training Meeting, Dinner Dance etc.)

Organisation/Hirer Name:.....
(Tax Invoice issued to this Name)

Postal Address:.....
(Bond returned to this Address)

First Contact Person:.....

Best Contact Telephone Number:.....

Email:.....

Second Contact Person:.....

Best Contact Telephone Number:.....

How did you hear about The RISE (please tick)?

- Facebook/Twitter Returned Customer Website Print Ad Word of Mouth

Other.....

BOOKING DATE(s) (Please include day of the week)	BOOKING TIMES (Must include setup and pack down times)	ROOM REQUIRED	APPROX NUMBER OF PEOPLE

CHAIRS & TABLES

No. of Chairs No. of Round Tables No. of Trestle Tables

Regular Bookings Only:

Daily Weekly Fortnightly Monthly Other

Booking Start Date:.....

Booking End Date/Number of Sessions Required:.....



The RISE Booking Form *cont.*

OTHER EQUIPMENT (Please tick)

- Projector
 Lapel Microphone
 Whiteboard
 VGA Cable
 Lectern
 Audio Cable
 Lectern Microphone (& Cord)
 Audio Extension Cable
 Roving Microphone
 Extension Cord

DO YOU REQUIRE A STAGE OR DANCE FLOOR?

If yes, what size (please tick);

- | | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> Podium Platform
2m x 1m
\$55 | <input type="checkbox"/> Small Stage
3m x 2m
\$230 | <input type="checkbox"/> Medium Stage
5m x 3m
\$340 | <input type="checkbox"/> Large Stage
7m x 4m
\$550 | <input type="checkbox"/> Dance Floor
5m x 5m
\$50 |
|--|---|--|---|--|

- | | |
|---|--|
| 1. Will there be food at your function?
Will there be alcohol at your function? | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Are you charging guests for alcohol?
(Occasional Liquor Licence required) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Are you selling tickets to your event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Do you require the use of the kitchen for your event?
(for Function Suite and Community Hall bookings only) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Would you like a quote on catering? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Would you like us to provide information to people enquiring about your event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Contact Number: Email:

7. Are you an Incorporated Body in accordance with the Associations Incorporation Act of 1987 Yes No

KEY BOOKING DETAILS:

- The state-of-the-art sound system in the facility must only be used for all audio requirements. **It is the full responsibility of the hirer to inform all internal or external people or companies of The RISE's strict audio restrictions.**
- The RISE is in a residential area, so please refrain from using the balconies after 7pm.
- Please do not smoke on The RISE premises.
- To avoid parking fees, please avoid parking in the IGA Maylands car park, or in the reserved bays in the undercroft.
- Bookings can only be confirmed after bonds or payments are made in full.
- Please note; bookings from Mon-Thurs must be completed by 10pm, and Fri-Sun bookings must end by 12midnight to avoid additional charges.
- Please wipe tables, restack chairs and vacuum floors after your event, and within your allotted timeslot.
- To avoid damage, decorations cannot be attached to walls, doors, ceilings or partitions.
- Please ensure you have the correct licences and permits in regards to Alcohol and Gaming.

I hereby acknowledge that I have read and understood the Terms & Conditions in the Function Pack, and accept full responsibility to abide by these terms. I accept that failure to comply with these Terms & Conditions may result in the cancellation of my booking, additional charges, or retention of my bond.

Signature:

Name: Date:

The RISE

A: 28 Eighth Avenue, Maylands

P: 9208 2400 **E:** rise@bayswater.wa.gov.au **W:** www.bayswater.wa.gov.au/therise

