

# MINKE ROOM

**SOUTH AUSTRALIAN WHALE CENTRE  
2 RAILWAY TERRACE, VICTOR HARBOR**

Approximately 8-15 people



## Charges:

### Room use including full access to SA Whale Centre.

- Hourly Rate: \$20.00 /hr
- Minimum Charge \$40.00
- Full Day Hire (8 hours) \$150.00

Included in price entrance throughout the Whale Centre

### Other (if supplied by SA Whale Centre)

- Tea and Coffee \$3.00/pp
- Tea, Coffee and Biscuits \$4.00/pp

## Facilities Available

### Kitchen Facilities (included in room hire fee):

- Microwave
- Kettle/Urn
- Refrigerator
- Water

### Heating/Cooling

- Air conditioner
- Heating

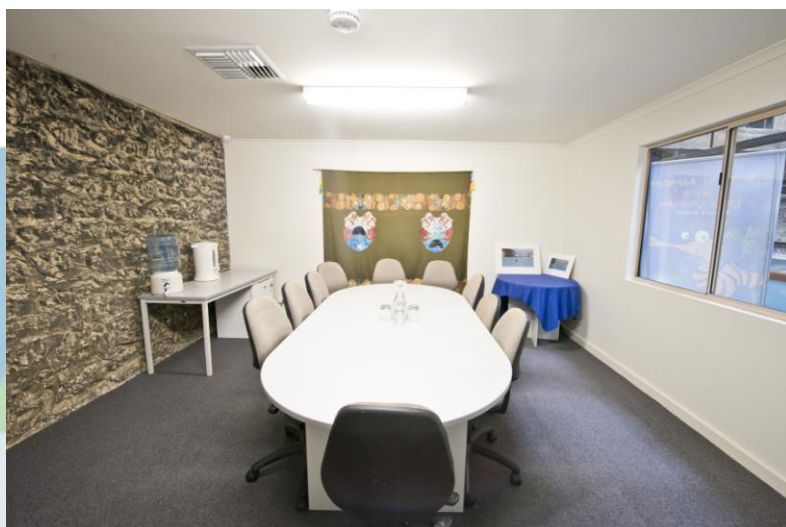
### Capacity

Floor Area: 20m<sup>2</sup>

**Access to the Minke Room is via stairs ONLY**

### Parking

- Parking is available on Railway Terrace and Flinders Parade.
- 2 hour metered car parking available around Warland Reserve.
- Hourly ticket parking available at Esplanade Car park, approx. 200m from Centre.



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Date of booking: \_\_\_\_\_  
Name of Hirer: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ (Home ) \_\_\_\_\_ ( Work ) \_\_\_\_\_ ( Mobile )  
Email: \_\_\_\_\_

### Event Details

Day: \_\_\_\_\_ Date: \_\_\_\_\_  
Time of Arrival: ( inc set up ) \_\_\_\_\_ Time of Departure: ( inc clean up ) \_\_\_\_\_  
Type of Function: \_\_\_\_\_ No. of People attending: \_\_\_\_\_

### Complex Inventory

Below is a list of all furnishings and equipment included in the hire fee. It is the responsibility of the hirer to arrange for the hire of any additional items required.

Minke Room	
• 1 oval table 120cm x 240cm	• 1 white board – on wall
• 8 swivel chairs on wheels	• 1 double side white board - portable
• 15 chairs	• CD player
• 1 bench 150cm x 60cm	• 4 glasses – water dispenser
• Bookcase/cupboard 150cm x 180cm	• Tea & coffee making facility
• 1 bar fridge	• Foam cups, tea, coffee, sugar, spoons, urn

I acknowledge having read and understood the Conditions of Hire, for the property and associated facilities indicated above, and agree to abide by the conditions. I hereby certify that I am 18 years of age or older.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office use Only

Invoiced: / /      Deposit paid: / /      Final Payment: / /  
Bond Refunded: \_\_\_\_\_

## Conditions of Use for the Minke Room Hire

*Any breach of these conditions may result in additional cost levied against the hirer*

### **Enquiries and Booking:**

All enquiries need to be made with staff at the SA Whale Centre.  
Please contact the office at 2 Railway Tce Victor Harbor, or phone 8551 0750.

### **Payment of Hire Charges:**

All prices are subject to variation and hire fees will be those current at the time function is held. A bond may be required from the hirer of the venue prior to each function and may be varied depending on the type of function held by the hirer. This will be refunded by the Council's Finance Department if not required to cover cost of cleaning or repair costs.

### **Cancellations:**

Cancellations of bookings must be given not less than 48 hours prior to bookings: otherwise any monies paid may be forfeited.

The SA Whale Centre reserves the right to refuse any application for a booking or cancel a booking if it is deemed that the activity being undertaken does not adhere to the permitted activities.

### **Cooperation**

The hirer agrees to completely cooperate with Council, contractors and relevant staff at all times during the hire period and comply with all reasonable requests and directions issued by said persons.

### **Damages**

Hirers are responsible for any liability arising from the use of the facility, loss or damage to equipment, fixtures and fittings, including external areas of the facility that can be attributed to the use by the said hirers.

### **Cleaning**

At the completion of the hire period, facilities and approaches shall be left in a tidy state and all areas to be cleaned to the satisfaction of the SA Whale Centre. Failure to do so may result in additional fees being charged for cleaning. Any breakages or faults are to be reported to staff as soon as practical. The hirer shall ensure that all electrical items and lighting are to be switched off when leaving the facility.

### **Liquor**

Alcoholic beverages are not to be served without the relevant liquor license having been obtained prior to the date of hire.

### **Smoking**

No smoking is permitted in any part of the SA Whale Centre and closer than 7 metres from any entrances.

### **Decorations**

The hirer may not affix any decorations to the walls or ceiling of the room.

### **Responsibility of Patrons**

The hirer at all times shall be responsible for the behaviour and safety of all persons attending the activity during the hire period, and shall ensure that all persons attending conduct themselves in an orderly manner at all times. The hirer shall ensure that all persons engaged in offensive or disruptive behaviour will be removed by the hirer from the premises at the request of the SA Whale Centre and staff.

### **Fire Regulations**

Per building code of Australia (D1.6) the maximum number of patrons for the Minke Room is 15 persons either seated or standing. A 1200mm clear total area must be maintained in front and at sides of all exit doors to comply with fire regulations.