



## Herdsmen Lake Discovery Centre

### VENUE HIRE BOOKING FORM

To confirm your booking, complete and return this form to [admin@wagouldleague.com.au](mailto:admin@wagouldleague.com.au) within SEVEN (7) days.

### BOOKING DETAILS

Date:	Start Time:	Finish Time:
Contact Name:	N <sup>o</sup> . of Attendees (85 max)†:	
Organisation:		
Address:		
Email:	Tel:	

### ROOM HIRE REQUIREMENTS

#### EQUIPMENT

- |   |   |
|---|---|
| <input type="checkbox"/> Digital projector, screen & AV | <input type="checkbox"/> Coffee/tea/milk provisions (additional \$10) |
| <input type="checkbox"/> Whiteboard                     | <input type="checkbox"/> Tables & chairs required: _____              |
| <input type="checkbox"/> BBQ (additional \$10)          |   |

#### BARISTA

- |   |
|---|
| <input type="checkbox"/> Coffee tab (otherwise pay as you go) |
| <input type="checkbox"/> Time(s) required: _____              |

Additional Requirements: \_\_\_\_\_

### PAYMENT DETAILS

Choose applicable rate:	<input type="checkbox"/> Standard	<input type="checkbox"/> Not-for-Profit	<input type="checkbox"/> WAGL Partnership
Half Day (up to 4 hours):	\$250	\$200	\$150
Full Day (up to 8 hours)*:	\$500	\$400	\$300
PO Number:	Hire Duration:	hours	Total Cost: \$

Invoice Contact (if different to above) Name: \_\_\_\_\_ Email^: \_\_\_\_\_

† For bookings with over 40 attendees, an extra \$100 per half day is applied.

\* Additional time or for hours falling outside 8am–6pm will incur an extra \$60 per whole or part hour.

^ You will be sent an invoice via email ONE WEEK prior to your booking.

### DECLARATION

I accept the terms and conditions (see overleaf) and confirm the details above are correct.

Name: \_\_\_\_\_ Date: \_\_\_\_\_



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PO Box 2239, Churchlands WA 6018

*Nurturing a passion for nature through education, innovation & communication.*

## TERMS AND CONDITIONS

- Bookings are for conference, meeting, educational or professional purposes. Please contact us to discuss incorporating any of our activities into your event (at additional cost), or if you have any questions regarding the suitability of your event.
- The start and end times include bump in/out i.e. the whole period you need access to the facilities.
- **48 hours' notice is required for cancellations or a \$150 cancellation fee will apply.**
- **Please leave our venue clean and tidy or a \$150 cleaning fee will apply.**
- The Discovery Centre may be open to the general public or for school excursions.
- Our facilities include a kitchenette with fridge, dishwasher and kettle. You may BYO tea/coffee/milk, or we can supply these for additional cost. Please note we do not provide catering. Our coffee window has light snacks and hot and cold drinks available for purchase. If you wish to organise external catering, we can recommend some local options upon request. For environmental reasons use low-waste materials wherever possible.
- As this is a non-licenced venue any alcohol that is consumed must be limited to TWO (2) standard drinks per guest.
- Prices shown are effective from 16/10/2024.