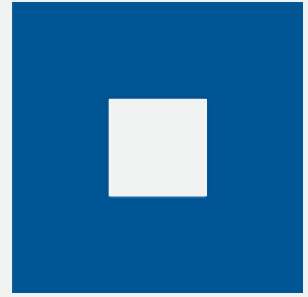


# BLUE MOUNTAINS CULTURAL CENTRE VENUE HIRE & CATERING



# ABOUT

Located in the heart of Katoomba the Blue Mountains Cultural Centre encompasses the Blue Mountains City Art Gallery, Katoomba Library and Into the Blue, an interactive exhibition that explores the history and natural landscape of the Blue Mountains. Visitors can also enjoy the viewing platform that takes in stunning panoramic vistas of Katoomba and the Jamison Valley.

The Blue Mountains Cultural Centre also offers a range of community meeting spaces for hire to suit a variety of needs. Just some of the many uses you may wish to consider the Cultural Centre for include:

- Team building activities
- Training sessions
- Conferences
- Product launches
- Personal celebrations
- Talks and seminars
- Annual general meetings
- Corporate planning days

## **General information:**

The hours of operation for the Cultural Centre are:

10am – 5pm Monday to Friday

10am – 4pm Saturday and Sunday

Functions held after operating hours attract additional security and staffing charges.

The Gallery Café is open for lunch seven days

Monday – Friday: 9.30am – 4pm

Saturday – Sunday: 9.30am – 3.30pm

Closed public holidays

Catering at the Blue Mountains Cultural Centre is provided exclusively by the Gallery Café.

The Cultural Centre requires a minimum of 7 days notice for venue bookings.

## **Equipment available:**

The Cultural Centre can supply the following equipment for your event:

- Black conference chairs
- Rectangular conference tables
- Data projector
- Projector screen
- Lecturn
- Microphone

# THE ROOMS

## **Circular Meeting Room – max 8 people**

Ideal for business meetings, this room is equipped with a television for audiovisual presentations and WiFi .



## **Members Lounge – max 8 people**

A space for members to relax and work. This space is available to hire for private meetings.

This room is equipped with a television for audiovisual presentations and WiFi .



## **Seminar Room/Theatrette – max 70 people**

The Theatrette is 84m<sup>2</sup> and allows for re-configurable seating for up to 70 people. Ideal for presentations, break-outs, seminars, talks, readings and intimate performances. Facilities of this room include microphone, speakers, WiFi and data projector.



## **Workshop Room/Multipurpose – max 70 people**

A creative space primarily used as a 'wet area' (i.e. art workshops), this room features spectacular views of the Jamison Valley. Measuring 112m<sup>2</sup>, with the ability to arrange into various configurations, this space is ideal for relaxed presentations and workshops. Presentation facilities are available upon request.



### **Gallery – max 200 people**

The primary Gallery space measures 600m<sup>2</sup>. Depending on the exhibition currently on show, there can be the opportunity to hold unique, upmarket events amongst the works of art – for example a high-class cocktail event or corporate product launch. A unique opportunity to impress! Gallery available after hours only.



### **Foyer – max 150 people**

The Foyer is ideal for product launches, cocktail events or small social gatherings. During the day the Foyer is a popular community meeting space and therefore available after hours only.



### **Outdoor Courtyard / Viewing Platform – max 200 people**

Ideal for large gatherings or outdoor performances outside of normal Cultural Centre operating hours, this 863m<sup>2</sup> space is best suited as a dry weather option. Eaves only offer limited protection from weather and elements. The Courtyard leads onto the Viewing Platform, offering spectacular views of the Jamison Valley, from the highest point in Katoomba.



All registered not-for-profit organisations receive a venue hire discount of 50% off the room hire fee during Cultural Centre opening hours. This does not apply to catering.

Daily rates apply from the hours of 10am — 5pm

After hours rates apply to any hire prior to 10am — post 5pm weekdays, prior 10am — post 4pm weekends.

After hours staffing costs will be applied to out-of-hours venue hire.

Weekly rates are available on request.

# Rates

<b>Room</b>	<b>Capacity</b>	<b>Rate</b>
Circular Meeting Room	8 people	Hourly — \$68 Daily — \$226 After hours hourly — \$95
Members Lounge	8 people	Hourly — \$68 Daily — \$226 After hours hourly — \$95
Seminar/Theatrette	70 people Theatre style	Hourly — \$108 Daily — \$340 After hours hourly — \$150
Workshop/Multipurpose	70 people Theatre style	Hourly — \$108 Daily — \$340 After hours hourly — \$150
Gallery	150 people Depending on exhibition	After hours only Hourly — \$395
Foyer	150 people	After hours only Hourly — \$395
Outdoor Courtyard/ Viewing Platform	200 people	After hours only Hourly — \$237

Rates above inclusive of GST.

# Conference catering

**Tea and Coffee** Per person  
\$6

- Includes a selection of teas, coffee bags and biscuits

**Morning Tea** \$15

- Includes a selection of teas, coffee bags and juice
- Warm mini Danish pastries and croissants
- Platter of fresh fruit

**Lunch** \$22

- Includes a selection of teas, coffee bags and juice
- Selection of sandwiches and wraps with a range of fillings that may include:
  - Garlic chicken & mixed leaf
  - Seasonal salad (V)
  - Double smoked ham, Swiss cheese & tomato chutney
  - Falafel with pumpkin hummus, salad & marinated capsicum (V)
  - Salami with salad
- Selection of mini savory quiches with a range of fillings that include meat and vegetarian options.
- Each lunch comes with a seasonal side salad.

*The fillings of sandwiches and quiches are based on seasonal ingredients sourced locally. We can tailor these to suit your needs.*

*Gluten free options are available. Please advise if you have dietary requirements.*

**Afternoon Tea** \$15

- Includes a selection of teas, coffee bags and juice
- A bite size selection of cakes and sweets which may include:
  - Chocolate Brownies
  - Orange Almond Cake (GF)
  - Carrot Cake
  - Caramel Slice (GF)

All catering costs are inclusive of GST.

Catering on weekends incur an additional 20% surcharge. This price will be included on your booking form.

# Packages

## Full day package

Includes all day tea and coffee station  
Morning tea  
Lunch  
Afternoon Tea

Per person  
\$45

## Half day package

Lunch and your choice of morning or afternoon tea

\$32

## Lunch and all day tea and coffee package

Lunch and tea and coffee station for the day

\$25



# Canapés

## Canapé selections

Filo cup with tomato, feta & basil (V)

Shortcrust tart of roast beef, gruyere & beetroot relish on baguette rounds

Shortcrust tart of butternut, feta and pine nuts (V)

Roasted eggplant and haloumi skewers (V) (GF)

Selection of crostini's with seasonal toppings sourced locally

Korean spiced chicken skewers

Spiced sausage skewers with seasonal toppings

Sweet options available on request

### Each canapé package comes with:

Cheese platter with house made dips, antipasto and crackers

### 60 Minute Canapé Service

\$26 per person

3 choices from above

### 90 Minute Canapé Service

\$34 per person

4 choices from above

### 120 Minute Canapé Service

\$42 per person

5 choices from above

### 150 Minute Canapé Service

\$50 per person

6 choices from above

\*alcohol not included



# Drinks

## Wine

2014 Organic Cabernet Merlot \$28.00/b. \$8gl.  
Made from 100% organically grown grapes by winemaker Mark Davidson

2015 Sauvignon Blanc Semillon \$28.00/b. \$8gl.  
A classic blend of grape varieties showing herbal and passionfruit character of the Savignon Blanc with fresh cut apple from the Semillon.

2014 Vintage Blanc de Blanc \$28.00/b. \$8gl.  
An elegant sparkling wine with a refreshingly long finish. The crown seal locks in the fruit flavours and the fine bubbles.

2016 Manners Rose of Tempranillo — Mudgee \$28.00/b. \$8gl.  
A bright, fresh and delicate rosé of Tempranillo. The perfect aperitif or versatile partner to a wide variety of food. Cherries, strawberries and cream followed by a crisp, dry finish on the palate.

## Beers

Badlands Pale Ale \$7.00/bottle  
Coopers Green label Pale Ale \$7.00/bottle  
Coopers Light \$7.00/bottle

## Cider

Hillbilly cider – apple/pear 330ml \$7.00/bottle

## Non-alcoholic by the bottle

Mountain Fresh bottled juices – assorted flavours \$4.5  
Hillbilly sparkling apple cider – 100% Mountain grown \$4.5

## What drinks packages do you offer?

We can tailor a drinks package to suit your needs. Alcohol can be served to a set budget or based on consumption of your guests.

## Can I bring my own alcohol?

The Cultural Centre has an on-premise liquor licence. Only alcohol provided by the Cultural Centre may be served on the premises. All alcohol service must be provided by staff with a current RSA certificate.

Alcohol served on Cultural Centre premises may not be taken off site.

# Frequently asked questions

## **My event is outside of the Cultural Centres opening hours. How do I get in?**

For bookings that fall outside of the Centre's opening hours of 10am — 5pm weekdays, prior arrangements for early entry must be made with the Promotions and Retail Manager. It is the responsibility of the hirer to ensure all delegates arriving prior to 10am are aware of the designated entry point as some doors will remain locked.

## **Where can I park?**

Undercover 2 hour parking is available in the B1 and B2 levels of the Coles carpark. For extended parking please contact the Promotions and Retail Manager.

## **Can I organise external catering?**

Catering at the Blue Mountains Cultural Centre is provided exclusively by the Gallery Café. Please see pages 6 — 8 for catering and drinks packages.

## **Can I have a discount on my venue hire?**

A 50% discount is provided for room hire bookings during operating hours to not-for-profit organisations with a registered ABN. Discounts are not provided for catering or out of hours events. All rates and charges for room hire are gazetted through Blue Mountains City Council and are not flexible on a case-by-case basis.

## **Do you provide set up for my event?**

Cultural Centre staff will set up chairs and tables required for your function, as well as any of the equipment listed on page 1 of this document. Any additional requirements must be discussed with the Promotions and Retail Manager. Please advise 5 days prior any set up requirements.

## **Can you help promote our event?**

All marketing activity regarding events is the responsibility of the event organiser.

## **How will delegates find the room that I've booked?**

As a public facility the Cultural Centre has existing wayfinding signage to direct delegates to rooms. The Cultural Centre reception desk is open from 10am and reception staff will direct delegates to the relevant room.

## **Can I display informational material?**

Pull up banners and other information materials are permitted within the rooms. Bluetack may be used to erect any wall signage. Any damage caused by the removal of signage will be charged back to the hirer.

## **Conference facilities**

There are no phones available for conference at the Cultural Centre. We can provide Wi-Fi for online video conferencing only.

## **Public Liability insurance**

The Blue Mountains City Council public liability insurance covers users of the Cultural Centre. This cover is limited to standard community and conferencing activities. If you intend on using the Cultural Centre spaces for extra-ordinary activities you may be required by management to hold your own relevant insurances. The Cultural Centre reserves the right to request a cover note for additional insurances required.

# Terms and conditions of hire

## **HIRING OF CENTRE**

The hiring of spaces within the Blue Mountains Cultural Centre is through the Blue Mountains Cultural Centre, Locked Bag No. 1005 Katoomba NSW 2780. Phone: 4780 5410. A minimum of 10 working days notice is required to process requests for all bookings. The Cultural Centre reserves the right to refuse space hire on security or programming grounds.

## **SECURITY**

Hirers may be required to cover the costs of Security Guards who are licensed and experienced in controlling events. If required, security will be engaged by BM Cultural Centre only, unauthorised security firms will not be engaged.

## **PRE-PRODUCTION MEETINGS**

A preliminary meeting must be held with the hirer prior to the confirmation of a booking. This meeting will identify the technical requirements of hirers and limitations unique to the space to be hired.

## **HIRING FEES**

All fees and bonds are payable to Blue Mountains City Council. A 50% deposit may be payable for large events on confirmation of booking. A Booking Form must be completed and signed a minimum of 7-days prior to the event, acknowledging the conditions of hire for a booking to be confirmed. The applicant must be 18 years of age or older.

## **PAYMENT OF FEES**

All outstanding fees and charges must be paid within 30 days of the event.

## **CANCELLATION OF BOOKINGS BY HIRER**

Fifty (50%) of the hire fees will be retained by Council if cancellation of the booking is less than one week (5 working days) prior to the date of hire.

## **CANCELLATION OF BOOKINGS BY CULTURAL CENTRE MANAGEMENT**

The BM Cultural Centre reserves the right to cancel a booking, but this right will only be exercised in extreme circumstances.

## **CONDUCT OF PERSONS ATTENDING FUNCTIONS**

BM Cultural Centre reserves the right to shut down a function or event that poses risk to staff, public or the facility. Should an event or function be shut down, there will be no recourse for refund. The Cultural Centre reserves the right to eject persons exhibiting dangerous or offensive behaviour while attending a function within the Cultural Centre. Hirers are expected to have full regard and consideration for nearby residents. Arrival and departure must be in a quiet and orderly manner.

## **FIRE EXITS**

All fire exits must remain unobstructed for the duration of the function.

## **LIQUOR LICENCE REQUIREMENTS**

The BM Cultural Centre has an on-premise licence. All liquor associated with an event or function must be purchased through the Cultural Centre as part of a catering agreement.

## **SMOKING IS NOT PERMITTED ON THE PREMISES**

## **NO PETS/ANIMALS ARE ALLOWED ON THE PREMISES. ASSISTANCE DOGS ARE PERMITTED.**

## **ELECTRICAL EQUIPMENT**

It is the responsibility of the hirer to ensure that electrical articles/leads that are brought onto the premises have been tested and tagged. Adhesive tape must not be applied to the floor, walls or ceiling without prior authority of the Cultural Centre Director.

## **REMOVAL OF ITEMS LEFT BEHIND**

It is the responsibility of the hirer to ensure that all personal items are removed when vacating the premises. Cultural Centre takes no responsibility for such items.

## **OPENING AND CLOSING THE BUILDING**

Only Cultural Centre staff are authorised to open or close the BM Cultural Centre facility. Hirers will not be allowed on-site without the presence of an authorised BM Cultural Centre staff member. Entry times for organisers to setup for events will be limited to the times stated on the Booking Confirmation Form. Early access or after hours functions must be pre-arranged.

## **ADDITIONAL REQUESTS**

Please note that work and/or activities carried out by Cultural Centre to suit the hirer's needs, will be charged to the hirer at a cost. Note: a breach of any of the Conditions of Hire may result in a claim being made for additional expenses.

## **BREACH OF CONDITIONS**

Failure to comply with any of the Scheduled Conditions could cause a future request for hire to be refused and bookings already made to be cancelled.