



Bill's Gallery & Bar

***Hire Guide and Application
Form***

Bill's Gallery & Bar

Bill's Gallery & Bar is The Goodwood Institutes newest addition built at the end of 2012 by Bill McKenzie. Bill's is licensed to hold 70 people. Bill's can be hired for forums, meetings, training, private functions and parties. All beverages consumed at The Goodwood Institute must be purchased from The Goodwood Institute. BYO is negotiable for WINE ONLY and is charged at \$15.00 per bottle. All BYO alcohol must be handed to the bar staff and to be distributed through Goodwood Institute Bar Staff. The courtyard attached to Bill's Gallery & Bar is not licensed; therefore drinks are not to be taken into this area. It is up to the hirer to insure that this condition is met.

When hiring Bill's Gallery & Bar for your private function you may like to opt to take advantage of one of our fantastic drinks packages, put a tab on the bar or have your guests pay as they go.

BAR OPEN	
Private Function Hire (3 hours)	\$350
Additional Hours	\$45 (per hour)
BYO – Wine Only	\$15 per bottle
Free Private Function Hire is available with a minimum spend of \$1500, which is non-refundable	
BAR CLOSED	
Hourly Hire (Monday – Friday, 9am-5pm)	\$35 (per hour)
Out of Hours loading is charged at 55%, Sunday and Public Holidays are charged at 85%, with a minimum hire of 3 hours.	
Extra Charges	
Kitchen Hire (external catering allowed-food only)	\$150 (per day)
PA Set-up and Hire	\$80 (per hire)
Microphone Hire (each)	\$40 (per day)
Projector & Projector Screen Hire	\$320 (per day)

VENUE BOOKING APPLICATION FORM- Bill's Gallery & Bar

You can fill this form in electronically and email, or print, fill in by hand, and send by fax

Please discuss any queries you may have with the Venue Coordinator on tel. 08 8272 3036, Mon – Fri 9am – 5pm. It is important to note that the information contained in this application enables Urban Myth Theatre Company to service your hire needs and ensure the venue is operated in a safe manner. We would appreciate you providing as much information as possible at the time of applying.

Please note that Urban Myth Theatre Company requires a representative of the company to present any time an external hirer is in the building. This is for security and OHWS of both the hirers and of our equipment.

The hirers pricing guide provides a guide only to your hire fee, which is why we require you to fill in the booking form as accurately as possible.

Hirer Details

Hirer Contact Name			
Hirer Contact Mobile			
Company Name			
Company Type	Registered Not For Profit	Private/Individual	Commercial, For Profit
Address			
Suburb			
Postcode/State			
Telephone			
Email			
ABN			
Have you used the Goodwood Institute Before? If yes when was the last time?			
Web Address			

Event Details

Type of Event	
Number of participants or guests	
Set-Up Time	
Function Start (Bar Open)	
Function Finish (Bar must be closed at 12 midnight)	
Pack-Down Time	
*Do you require use of the PA?	
*Do you require a microphone?	
*Do you require a projector and screen?	
*Will you be using the kitchen for catering?	
*Will you be taking advantage of one our drink packages?	2 Hour/ 3 Hour/ 4 Hour
Number of Packages?	

*** Please see list of charges**

THE HALLWAY GALLERY

The Hallway Gallery is not included in the hire of Bill's Gallery & Bar. If you would like to use the space for your own display please let the venue coordinator know, as exhibitions are planned throughout the year, and it's use is subject to availability. The hirer is to supply their own picture wire and hang the exhibition themselves. If you require the venue to hang it there is a minimum charge of \$100 for 3 hours of hanging time.

KITCHEN

The Kitchen (2.8X3.8m) is available for catering your function at The Goodwood Institute at an additional cost. It boasts a Westinghouse (PSP964S) electric freestanding cooker with 5 zone ceramic cooktop, multifunction oven & timer and a 510L Westinghouse bottom-mount fridge/freezer. In addition, the kitchen also has a microwave and rapid zip boil kettle and ample workspace

FOYER

Entry into the Brigit Kitchin studio can be from both the foyer or the external door on Goodwood Road. You may place your signage in the foyer.

BILL'S GALLERY & BAR DRINK PACKAGES

A minimum of 30 packages must be purchased

2 Hours \$34.90pp | 3 Hours \$40.90pp | 4 Hours \$43.50pp

Included:

- *Hahn Super Dry*
- *Cascade Premium Light*
- *Pear & Apple Cider*
- *Pepsi, Pepsi Max, Lemonade, Sparkling Mineral Water, Apple Juice, Orange Juice*

Wineries and Vintages vary, please contact the Venue Coordinator to clarify what will be included in your package

- *Sparkling Wine Pinot Noir/Brut Cuvee*
- *Sauvignon Blanc*
- *Merlot*
- *Chardonnay*
- *Pinot Grigio*
- *Temprenillo*
- *Shiraz*