



# 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       Return Customer       Website       Print Ad       Word of Mouth

Other.....

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

## 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)

**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**

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

**Acoustic live bands are only permitted at The RISE. Instruments are not to be plugged into The RISE audio system, through decks or into external speakers.**

## DO YOU REQUIRE A STAGE OR DANCE FLOOR?

If yes, what size (please tick);

- Podium Platform**   
  **Small Stage**   
  **Medium Stage**   
  **Large Stage**   
  **Dance Floor**  
 2m x 1m                      3m x 2m                      5m x 3m                      7m x 4m                      5m x 5m  
 \$55                              \$230                              \$340                              \$550                              \$52

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

Contact Number: ..... Email: .....

7. Are you an Incorporated Body in accordance with the Associations Incorporation Act of 2015  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.
- Maylands Shopping Centre (next to The RISE on Ninth Ave) has a registered private car park which is for the use of their patrons only. Unauthorised use of this car park may incur parking infringements and fines.
- Parking in the 'Reserved' car park bays in The RISE undercroft may also result in fines.
- 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, re-stack 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

