

Facilities include:

- Shire approved kitchen facilities; oven, fridge, freezer, Bain-marie, pie warmer, double sink, filtered water, stainless steel cookware
- Full set crockery, glassware and cutlery for 100 people
- Main Hall, with flouros, gallery lighting, picture hanging system and sprung dance floor
- Supper Room with wall heating.
- Bar with fridge
- Tables, Trestles and 100 padded Chairs
- Green Rooms - fully fitted
- Large motorised screen
- Fully functional Audio/Visual equipment and sound system
- Data Projector, Laptop and PA System available at additional fee
- Stage with curtains and backdrop
- Yamaha Piano & Stool
- Ticket Box with Cash Register
- Bio control room
- Gazebo with ramp
- Wheelchair / Gopher access
- Toilets and disabled toilet with shower
- Bitumen car parking for 50 vehicles



Supper Room with Bar



Approved Kitchen

HIRING FEES

(Subject to alteration without notice)

FULL HIRE \$150.00 / day

Including Ticket Box, Bio Box, Main Hall, Supper Room, Kitchen, Toilets, Green Rooms, Stage

FUNCTIONS \$100.00 / function

Including Main Hall, Supper Room, Kitchen, Toilets, Stage

SUPPER ROOM \$ 15.00 / hour

Including Supper Room, Kitchen

ANTE ROOM / GREEN ROOMS

\$ 7.70 / client

Personal consultation

STAGE \$ 11.00 / session

Including use of Piano



Gazebo



All quoted prices include GST

*Special rates may be negotiated between
Community Groups and the
Walpole Community Resource Centre
Management Committee*



Managed under Lease with Shire of Manjimup



Lot 3 Pier Street
Walpole Western Australia

Bookings arranged during normal
business hours, through
Walpole Community Resource Centre

P: 08 9840 1395

F: 08 9840 1394

E: walpole@crc.net.au

M: PO Box 197 Walpole 6398



USER REQUIREMENTS

The Walpole Community Centre is owned by the Shire of Manjimup and locally managed under License by the Walpole Community Resource Centre.

Bookings may only be made through the Walpole Community Resource Centre.

A bond may be required for each booking and will be refunded on cessation of hiring period provided that the premises are left in accordance with the requirements herein. In the case of on-going regular hiring, one bond per year may be requested to be lodged as security against any damage that may be sustained in the course of the hiring.

1. All used crockery, cutlery, etc., to be washed, wiped and returned to cupboards.
2. Electric urn to be left empty and the power to be turned off at the wall socket.
3. All foodstuffs and wastes to be removed from hall premises.
4. The kitchen and that portion of the building used by the Hirer to be swept and left in a tidy condition.
5. Chairs to be left separated as stacking causes indents into the padded back and damage if dragged across floor.
6. Drinks fridge to be turned off, with door left open.

THE REQUIREMENTS AND CONDITIONS CONTAINED HEREIN ARE INTENDED TO PRESERVE THE HIGH STANDARD OF THE CENTRE AND YOUR CO-OPERATION IS REQUESTED TO ENSURE THE CENTRE REMAINS A PREFERRED FUNCTION CENTRE FOR THE BENEFIT OF THE COMMUNITY

CONDITIONS OF HIRING

1. All hirers to make prompt payment of the charges levied by the Management Committee.
2. All damage to the buildings hired, other than normal wear will be debited against the hirer.
3. Decorations are permitted only on the stage of the main hall plus other types that are movable and not affixed to walls, etc., unless by permission of the Management Committee.
4. Clearing up of excess waste on hall premises and hall grounds, personal property and decorations is to be carried out by the hirers prior to noon of the following day of the hiring or earlier if a previous booking has been accepted.
5. Consumption of alcohol and all types of liquor is to be strictly controlled by the hirer and placed as prescribed by the Management Committee. All provisions of the Licensing Act and such other laws to be complied with and controlled by the responsible hirer.
6. All hirers are to carry out all legal directions of the Management Committee and any rules or by-laws which now exist or may in the future be promulgated.
7. Kitchen installations and crockery are to be used by the hirer in the manner prescribed by notice as supplied by the Management Committee and in view in the hall kitchen.
8. Only that portion of the building booked for hiring may be used by the hirers.
9. All hirers must agree that no electrical or other types of installation may be amended, unlawfully used or interfered with in any matter whatsoever; nor any such installation, implement or thing is permitted within the hall buildings or precincts without approval from the Management Committee.
10. The hall key is to be collected and signed out from the Walpole Community Resource Centre and on completion of hiring returned and signed in to the Walpole Community Resource Centre. The building is to be securely locked after use.
11. Hirers to agree that all conditions of the Shire of Manjimup by-laws, regulations and conditions of hire and State or Commonwealth Government Acts and Laws and/or the lawful directions of an authorised person shall be promptly carried out.
12. The Management Committee reserves the right to refuse any application for hiring at its' absolute discretion.
13. That where the hall is booked well in advance by a local association, club, etc., and the function has to be postponed or cancelled within one month of the date of the proposed function, the bond is forfeited. If, however, the postponement or cancellation is through causes beyond the control of the booking organisation, club, etc., on the receipt of a written application, a refund may be granted at the discretion of the Management Committee.