



Just three minutes from Melbourne CBD, the Treacy Centre is the perfect venue for your next function or conference.

With ten function rooms, state of the art facilities and on-site catering, you're able to put on a truly exceptional event without having to deal with any of the stress of organising.

**Minimum numbers apply**  
**Edmund Rice Room:** 60 people  
**Treacy Room:** 40 people  
**Carroll/Mary Rice Rooms:** 20 people

**Corporate Special with Beverages & Antipasto Platter:**  
**\$65 per person plus GST**

**Corporate Special with Buffet Lunch, Beverages & Antipasto Platter:**  
**\$70 per person plus GST**

Includes:

- Room Hire
- Equipment
  - Data Projector
  - Screen
  - Whiteboard
- Catering
  - Arrival Tea/Coffee
  - Morning Tea
  - Lunch
  - Afternoon Tea
  - Beverages for up to one hour after your conference (after 5.00pm charges apply)
  - Antipasto Platter

Includes:

- Room Hire
- Equipment
  - Data Projector
  - Screen
  - Whiteboard
- Catering
  - Arrival Tea/Coffee
  - Morning Tea
  - Buffet Lunch
  - Afternoon Tea
  - Beverages for up to one hour after your conference (after 5.00pm charges apply)
  - Antipasto Platter

**Corporate Special:**  
**\$50 per person plus GST**

**Corporate Special with Buffet Lunch:**  
**\$55 per person plus GST**

Includes:

- Room Hire
- Equipment
  - Data Projector
  - Screen
  - Whiteboard
- Catering
  - Arrival Tea/Coffee
  - Morning Tea
  - Lunch
  - Afternoon Tea

Includes:

- Room Hire
- Equipment
  - Data Projector
  - Screen
  - Whiteboard
- Catering
  - Arrival Tea/Coffee
  - Morning Tea
  - Buffet Lunch
  - Afternoon Tea

❖ *Staffing fees not included*

# Terms and Conditions

The Hirer must comply with the reasonable directions of Treacy Centre staff, Treacy Centre policies and procedures; posted emergency evacuation signage and any laws.

## **Commitment to Child Protection:**

Treacy Centre is committed to promoting and protecting, at all times, the best interests of the children attending the Centre and/or programs. *Children must be supervised and in the company of an adult (over 18 years) at all times on the property.*

The full Child Protection Policy is available on our website:

[treacycentre.com.au](http://treacycentre.com.au)

The Hirer is required to act in accordance with this policy.

## **Booking & Deposit Requirements:**

The Venue will hold a tentative booking for a maximum of 7 days from the date of enquiry. This may be extended upon consultation with Venue Management. A site inspection is highly recommended prior to your booking.

## **Deposits:**

A deposit of approximately 20% of all items quoted for your event along with a signed copy of the terms and conditions is required to confirm all bookings.

## **Final Payment Terms:**

A final invoice will be issued after event has taken place. Full payment for final invoice is due within 14 days of invoice date. The deposit amount received will be deducted from the final invoice.

## **Cancellations:**

Cancellations can be made prior to your event:

\*90 days or more – deposit will be refunded in full

\*90 days - 7days – the deposit will be forfeited

\*7 days or less – the full quoted amount including all deposits received by the Venue will be payable. Monies may be refunded in extenuating circumstances and only after consultation with the Venue Management.

All cancellations must be submitted in writing.

## **Catering:**

All catering is to be provided by the Venue.

Catering and dietary requirements are to be forwarded to the Venue *no later than 10 days prior* to your event taking place.

This will be the minimum charge invoiced for the event.

## **Liquor Licensing Act:**

Service of alcohol is not permitted to persons under the age of 18 years.

Alcohol service times are between 12noon & 11.00pm.

## **BYO is not permitted.**

## **Conference Room Hire:**

Conference events – Day hire 8.00am-5.00pm.

Functions outside of business hours can be arranged with Venue Management.

## **Bump In & Out Charges:**

Charges will apply should you wish to set up a room prior to their event or leave equipment in a conference room after the event.

By negotiation with the Venue Manager.

## **Damage:**

The Hirer will be liable for any damage to the Venue fittings and or fixtures if caused by the hirer. Should damage result in loss of business the Hirer will be liable for all costs incurred by the Venue including repairing of damage and loss of revenue by the Venue.

## **Emergency Procedure:**

Emergency procedures are on display throughout the Venue. Copies can be obtained via email.

## **False Alarm:**

The Hirer will be responsible to pay any fees incurred for a false evacuation alarm that is caused or substantially caused by the Hirer, including members of the Hirer's Group.

## **First Aid:**

The Hirer is fully responsible for the first aid needs and administration for their group.

All accidents will be recorded in the Venue's accident register.

## **Flames and Polytechnics:**

No open flame, except for reasonable candles or tea lights, shall be used in or on any part of the Venue including the grounds. No polytechnic devices of any kind are permitted.

## **Other charges:**

Before and After Hour costs – a fee of \$40 plus GST per staff member per hour will apply.

## **Saturday & Sunday Staff Charges:**

Saturday Staff Charge per staff member: \$15 per hour plus GST

Sunday Staff Charge per staff member: \$20 per hour plus GST

Public Holidays per staff member: \$30 per hour plus GST

## **Pets:**

Pets are not permitted on or in the venue at any time. Assistance animals and Guide Dogs will be permitted.

## **Privacy:**

The Venue gives assurance that all personal information gathered will remain confidential and only used for the purpose for which it was collected.

## **Smoking:**

Treacy Centre is a smoke-free environment. Smoking is not permitted in any building or grounds.

## **Theft & Loss:**

Treacy Centre accepts no responsibility for any theft, loss or damage sustained to personal property whilst you, your guest or invitees are on the premises.

## **Public Liability Insurance:**

Where required the Hirer shall effect insurance that at all times covers liability to the public for an amount no less than \$10 million in respect to injury, loss or damage whatsoever to any property, real or personal, where injury, death, loss or damage occurs during the hiring period. The Hirer will provide a Certificate of Currency at the time of acceptance of the booking, current for the entire period without which the booking will not be confirmed.

