

Venue Hire & Catering Packages



 GOODLIFE

07 5444 2126 / 100 BUDERIM PINES DR, BUDERIM QLD / ROOMHIRE@GOODLIFE.ORG.AU / WWW.GOODLIFE.ORG.AU



Thank you for your enquiry into the use of the Goodlife Centre to host your seminar, teaching session or workshop.

As a privately owned and operated facility it is important that any group wanting to use the facilities at Goodlife to host instructional or teaching based seminars or meetings understand our founding principles of operation and belief.

We operate this centre to serve this community and to provide a place of rest in a weary world.

We understand that there are many popular belief systems and philosophical approaches to lifestyle, health and well-being but we choose to operate under biblically based Christian values.

We would expect anyone hiring our facilities to be respectful of these guiding principles and therefore not teach material that is contrary to these principles.

We would appreciate it if you could either direct us to your website or provide an outline to your teaching materials in advance of this booking.

A more detailed document is available if you would like more information on our core beliefs.

We look forward to continued relationship within this community,

The Goodlife Management Team.

VENUE HIRE

Application Form

HIRER'S PERSONAL DETAILS

Company Name:	Contact Name:
Business Address:	Suburb:
Email:	Phone:

HIRE DETAILS

Event Name:	Date(s) Required:
Access Time:	Event Start Time:
Event Finish Time:	Exit Time:

ROOM REQUIREMENTS

Number of Rooms Needed:	
Number of Guests:	
Room Set Up:	
Classroom	U-Shape
Theatre Style	Other

CATERING

Do you require catering: Yes No

Do you have special dietary requirements: Yes No Please email with your requirements.

If you require catering, please advise us of the times you would like it served.

MEAL

TIME REQUIRED

Coffee & Tea on arrival	
Morning Tea	
Lunch	
Afternoon Tea	

PLEASE NOTE

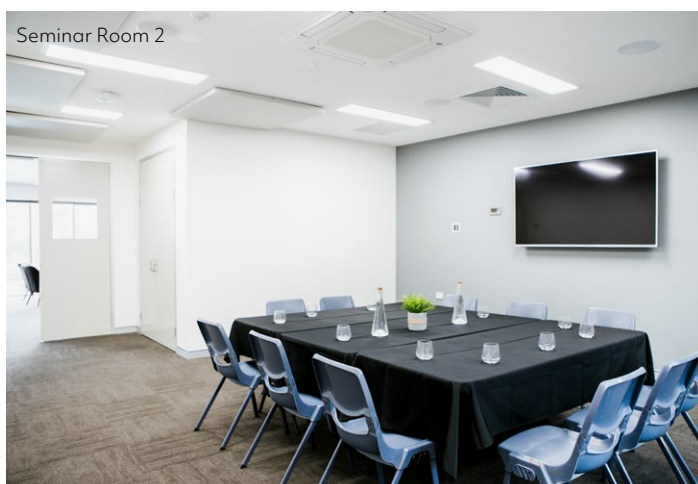
Please note that Goodlife Community Baptist Church reserves the right to accept or deny any room hire applications, without reason. Please be as detailed and specific as possible so that the most accurate quote can be generated. Please email any enquiries to roomhire@goodlife.org.au.

VENUE HIRE

Price List

SEMINAR ROOMS

All rooms have carpet flooring, elevator/ramp/stair access, are air conditioned and have AV equipment available to hire. All rooms must be booked for a minimum of two hours and must be booked in one hour blocks. (Please note, rooms one and two, and rooms four and five are joined with a dividing wall that can be opened making one big room when necessary).



SEMINAR ROOM 1	REQUIREMENTS	COST
DIMENSIONS 7.2m x 5.6m	SEATS 30 theatre style 12 u-shape 15 classroom style	
\$40 Per Hour (up to and including five hours)	No of Hours Required:	
\$250 Full Day (more than five hours)	No of Days Required:	
\$50 Set Up Fee	Set Up? Yes No	

SEMINAR ROOM 2	REQUIREMENTS	COST
DIMENSIONS 7.2m x 5.6m	SEATS 30 theatre style 12 u-shape 15 classroom style	
\$40 Per Hour (up to and including five hours)	No of Hours Required:	
\$250 Full Day (more than five hours)	No of Days Required:	
\$50 Set Up Fee	Set Up? Yes No	

SEMINAR ROOM 3	REQUIREMENTS	COST
DIMENSIONS 5.6m x 6m	SEATS 16 theatre style 12 u-shape 12 classroom style	
\$40 Per Hour (up to and including five hours)	No of Hours Required:	
\$250 Full Day (more than five hours)	No of Days Required:	
\$50 Set Up Fee	Set Up? Yes No	

VENUE HIRE

Price List



Seminar Room 5

SEMINAR ROOM 4	REQUIREMENTS	COST
DIMENSIONS 9.55m x 8.1m	SEATS 55 theatre style 21 u-shape 24 classroom style	
\$45 Per Hour (up to and including five hours)	No of Hours Required:	
\$270 Full Day (more than five hours)	No of Days Required:	
\$50 Set Up Fee	Set Up? Yes No	
SEMINAR ROOM 5 - NO AV	REQUIREMENTS	COST
DIMENSIONS 9.55m x 6.6m	SEATS 50 theatre style 21 u-shape 24 classroom style	
\$40 Per Hour (up to and including five hours)	No of Hours Required:	
\$250 Full Day (more than five hours)	No of Days Required:	
\$50 Set Up Fee	Set Up? Yes No	

VENUE HIRE

Price List



STADIUM

FULL STADIUM	REQUIREMENTS	COST
\$100 Per Hour - With Air Conditioning (no set up)	No of Hours Required:	
\$75 Per Hour - Without Air Conditioning (no set up)	No of Hours Required:	
MULTIMEDIA seminar rooms	REQUIREMENTS	COST
\$50 Data Projector	No of Hours Required:	
\$30 P.A/Microphone/DVD (circle which one required)	No of Hours Required:	
EXTRAS (MIN 20 PEOPLE)	REQUIREMENTS	COST
\$3.5 p.p instant coffee and tea	No. of people:	
\$5 Table Cloths (per cloth)	No of Cloths Required:	

CATERING

Packages



BREAKFAST OPTION (MIN 10 PEOPLE)

Catering requires a 10 person minimum order. Please feel free to order off the regular menu if your group is fewer than 10 people. All packages have gluten free options available upon request

CONTEMPORARY BUFFET

\$20 PER PERSON

Bacon & Egg Wraps
Yoghurt Granola & Fruit
Vegetarian Frittata
Fruit Platter

NO OF PEOPLE _____ **COST** _____

HOT BUFFET

\$20 PER PERSON

Scrambled Eggs
Bacon
Grilled Tomato
Mushroom

MORNING TEA AND/OR AFTERNOON TEA (MIN 10 PEOPLE) \$10 PER PERSON

SELECT 2 ITEMS

Seasonal Fruit Platter
Sweet Muffins
Scones with jam and cream | 2 per serve
Carrot cake

NO OF PEOPLE _____ **COST** _____

Mini Sausage Rolls (2 per serve)
Mini Quiche (2 per serve)

Coffee + tea can be ordered from our cafe.

LUNCH OPTIONS (MIN 10 PEOPLE*)

\$18 PER PERSON

GOURMET SANDWICH PLATTERS

A selection of freshly prepared sandwiches that include
Turkey, Cranberry & Brie
Chicken, Cheese & Avocado
Ham, Cheese, Tomato & Honey Mustard

NO. OF PEOPLE _____ **COST** _____

Wraps are available on request for an additional charge

TERMS & CONDITIONS

For the hire of meeting rooms

1 INDEMNITY

The hirer indemnifies Goodlife against all damages, costs, actions, claims and demands which may be sustained or suffered or covered against Goodlife, its employees or any person whatsoever. The hirer's liability to indemnify Goodlife will be reduced to the extent that any damages, costs, actions, claims, and demands are as a result of any negligent acts or omissions of Goodlife.

2 USAGE

- 2.1 The meeting room is to be used on the days and times agreed and must only be used for the purposes indicated on the Room Hire Application Form and in accordance with the Goodlife Code of Conduct and Ethos (see attached forms).
- 2.2 Meeting room occupancy limits have been set for Occupational Health & Safety reasons, and must not exceed the maximums listed in this document.
- 2.3 Times are to be strictly adhered to so as not to inconvenience other users. The hirer shall ensure that all persons do not enter the meeting room prior to the agreed hire start time and have vacated the meeting room by the agreed finishing time, as stated on the Room Hire Application Form.
- 2.4 Meeting room users are required to keep noise to a reasonable level and must depart the facility in a quiet and orderly manner.
- 2.5 Meeting rooms must be left in a clean state, all rubbish to be placed in bins provided. Any additional cost and expense incurred by Goodlife in cleaning the facility will be recovered from the hirer at a cost of \$50 per hour.
- 2.6 Nails, tacks, screws or adhesive materials (such as glue or sticky tape) must not be used to fix items to walls, furniture or fixtures. Damage to the facility caused by such factors may result in additional fees being charged. Blue Tack is permissible for use.
- 2.7 The hirer shall be responsible for the conduct of persons using the premises at these times.
- 2.8a It is the hirer's responsibility to inform all persons at the commencement of the hire period where the exit points to the building and the emergency assembly areas are. In the case of an emergency, the hirer is to direct the users to these areas and report to the emergency officer on duty.
- 2.8b It is the hirer's responsibility to keep each corridor, passage and exit in their hired room clear of obstructions and ready for use in an emergency. It is the responsibility of the hirer to observe all venue signage relating to fire and safety precautions.
- 2.8c Emergency equipment including fire extinguishers and hoses are located throughout the venue. They are to be used only in the event of an actual emergency. Any use of these devices resulting in a false alarm and subsequent call out by the QLD Fire and Rescue service will result in a fine of \$1000 which will be charged to the hirer.
- 2.9 It is expected that the surrounding businesses and residents be respected regarding noise levels. All events must cease by 6.45pm and have exited the premises by 7pm.
- 2.10 The hirer agrees to carry out any instruction or direction given by the Goodlife Community Centre with regard to complying with WH&S legislation, including participation in an induction session prior to the commencement of the event or for regular hirers, once a year.
- 2.11 It is the responsibility of the hirer to ensure that children attending their event are supervised by adults at all times.
- 2.12 Accidents and/or hazards including spills must be immediately reported to a Goodlife staff member.
- 2.13 Equipment must not be removed from the premises. All care must be taken when using equipment.
- 2.14 No heating or cooling equipment shall be brought onto, or used upon the premises.
- 2.15 No personal belongings are to be left unattended on the premises. Goodlife will not assume any responsibility for the loss or damage to personal belongings.
- 2.16 Alcohol must not be brought onto, or consumed on the premises.
- 2.17 Smoking is not permitted within the Goodlife building. There is a specified outdoor smoking area between the rear two car parks.
- 2.18 Candles or incense are not to be used in the meeting rooms.
- 2.19 The selling of any goods is not permitted outside of the hired meeting rooms.
- 2.20 In extraordinary circumstances, Goodlife reserves the right to declare any meeting room unfit for use or occupation at short notice and will not be liable for any inconvenience caused.
- 2.21 No self-catering is permitted. Please speak to the room hire coordinator regarding this.
- 2.22 No photography is allowed on the premises without prior written permission from management.
- 2.23 If you require the data projector and are unfamiliar with how to use our system, please arrange a time to come in during business hours to learn our system.

3 HIRE PERIOD AND FEES

- 3.1 Regular room bookings will be for a maximum period of 12 months and will not be automatically renewed unless Goodlife or the hirer gives written notice of its intention not to renew the regular room booking at least three months before the expiry date.
- 3.2 Charges for facility hire are calculated according to the Goodlife Fees & Charges Schedule which are current for each financial year. All fees and charges are GST inclusive.
- 3.3 An hourly rate fee applies for each hour of use and part payment is not permitted.
- 3.4 All hire fees are to be paid within 30 working days of the date of invoice. If payment is not received within 30 days, all future bookings will be cancelled.
- 3.5 Confirmation of a booking will be made in writing within five working days of receipt of the Room Hire Application Form.
- 3.6 Goodlife has the right to set out special conditions and hire fees for any activities or functions not covered in the current Goodlife Fees & Charges Schedule.
- 3.7 The hire fee may be forfeited if any of the Terms & Conditions of use are breached. It is the hirer's responsibility to ensure all participants observe the Terms & Conditions of use.
- 3.8 Cancellations must be submitted in writing before the proposed date of the event. Bookings cancelled within five working days of the scheduled booking will incur a cancellation fee equivalent to two hours hire, as per the Goodlife Fees & Charges Schedule.
- 3.9 If a booking is cancelled due to sudden or unforeseen circumstances, then, upon written application stating the reasons, within seven days after the date of the event, Goodlife will consider refunding the fee paid, less the cancellation fee, as per the Goodlife Fees & Charges Schedule.

4 CANCELLATION BY GOODLIFE

- 4.1 Goodlife reserves the right to cancel any single booking (of a regular hire) at its own discretion. Goodlife undertakes that this will only be done in exceptional circumstances and that it will use its best endeavours to provide as much notice as possible to the hirer.

5 INSURANCE

- 5.1 Do you have current Public Liability Insurance?
We require you to obtain Public Liability Insurance from a reputable insurer (with a minimum of \$10 million) in respect of the use of the Goodlife facilities and shall deliver a copy of such Public Risk Insurance cover to Goodlife Community Centre.

Please tick if you have attached a copy.

Hirer's Signature _____

Date _____

HEALTH & SAFETY



We are making an extra effort to provide a safe place for you to play, grow, work and share.

At Goodlife Community Centre we have been reviewing all of our safety measures, because your health and safety is important to us!

In return we ask for your co-operation with a few small things.

1. Have you noticed the fire safety and evacuation maps in the centre? Please familiarise yourself with them next time you are here, because when the fire has started there will be no time to stop and read. In the event of a fire, you may be required to safely evacuate the room you have hired at Goodlife. Make sure you are ready to take charge and make this happen in a safe and orderly way.
2. Fire Extinguishers, hoses and exits as well as any other safety equipment, must always be kept clear and accessible. This means no furniture, equipment or obstacles in doorways, a clear path of around 2m around the fire hose, a clear pathway for all occupants of your room to exit if required. Think of this as you set up your room and plan your activities.
3. What would you do in a medical emergency? We have trained first aid officers throughout the centre, and first aid equipment available. Always ask a Goodlife team member for help in a medical emergency.
4. We are legally obliged to do occasional evacuation drills. Although we will try to minimise the impact of this on your operations, you may be disrupted at some stage for an evacuation drill. We require your participation if you are in the centre at the time of a fire drill, and thank you for your co-operation.
5. While you are using the facilities at Goodlife we consider you part of our team. If you see any hazards, any danger, any problems while you are here please report them to us at reception.

We appreciate your on-going support, and thank you for your co-operation in making Goodlife a safe and healthy centre for all our guests and clients.

Kind Regards

The Goodlife Management Team

