



Foreshore Pavilion Community Rooms

The Foreshore Pavilion has two community rooms available for hire to both private/commercial and Warrnambool City Council (WCC) community groups. The rooms vary from a small meeting room to a larger function room. The Foreshore Pavilion is located at the Warrnambool Breakwater at the end of Viaduct Road. The Foreshore Pavilion has a wonderful view of Lady Bay and the Breakwater, and has plenty of parking.

Room Details

Room	Style	Capacity
La Bella Community Room	Cocktail Theatre U-Shape Cabaret/Workshop	80-100 standing Up to 50 seated (10 Trestle Tables and 50 chairs available)
Breakwater Boardroom	Permanent Board Table and chairs	12 (14 chairs available)

Room Hire Fees

La Bella Community Room	Fee (incl. GST)
Private/Commercial	\$250.00
WCC Community Group	\$150.00
Breakwater Boardroom	Fee
Private/Commercial	\$150.00
WCC Community Group	\$100.00



Room Availability

Room hire hours are between 7am and 1am. Both rooms are strictly **NO BYO**. Key collection can be arranged through the Pavilion Hub if the booking is outside office hours.

The Pavilion Hub hours of operation:

Monday to Sunday 10.00am to 5.00pm * **

*Winter hours are 11.00am to 3.00pm.

**December/January hours are 9.00am to 7.00pm.

Both rooms are available to hire 7 Days a week and for afterhours use.

Please note there is a \$100 additional charge for use after 10pm.

To confirm room availability please contact the Pavilion Hub on (03) 55594615 or email: pavilionvic@warrnambool.vic.gov.au

Equipment

La Bella Function Room	
White Board/Flip Chart	Flat Screen TV
Data Projector via TV	DVD via TV
PA System	Kitchenette
Crockery, cutlery and glasses	Wi-Fi available @ \$10 per hour
Breakwater Board Room	
White Board/Flip Chart	Flat Screen TV
Data Projector via TV	DVD via TV
Crockery, cutlery and glasses	Small Kitchenette
Wi-Fi available @\$10 per hour	

NB. BYO Laptop/DVD as required for your presentations.



Room Uses

The Foreshore Hub Community Rooms are designed for a range of uses. Meetings, functions, weddings or receptions can be hosted in the rooms.

Catering

The Pavilion Hub offers tea/coffee and biscuits as required.

Pavilion Hub recommends the Pavilion Café & Bar for catering; however self-catering is also an option if preferred.

The Pavilion Café & Bar can be contacted on (03) 5561 1551.

All Enquires:

Pavilion Hub
50 Viaduct Road Warrnambool.
Victoria, Australia, 3280

Phone: +61 3 5559 4615

Email: PavilionVIC@warrnambool.vic.gov.au

Website: www.visitwarrnambool.com.au

ABN: 44 594 264 321

NB: Foreshore Pavilion Booking Forms can be found on the website.

<http://www.visitwarrnambool.com.au/foreshore-pavilion/>



Foreshore Pavilion Conditions of Room Hire

1. CENTRE RESPONSIBILITIES

- To allow access to the Hired Room at agreed times
- To set up chairs, tables, equipment etc. prior to function
- To ensure equipment, as requested, is available and in working order
- To instruct hirer/s on location of equipment, lights switches, air-conditioner, doors/security
- To inspect the Hired Room on the next business day, following the period of hire and immediately notify hirer/s in the event of any damage to the area or breach of the Terms and Conditions
- Instruct on emergency procedures

2. HIRER/S' RESPONSIBILITIES

- To ensure After Hours key is collected from Reception during business hours
- To provide own refreshments (food and beverages) as required
- To ensure that the facilities, including the floors, bench tops, tables, chairs, sink, etc, are left in a clean and tidy condition and all rubbish disposed of
- To ensure lights and electrical equipment is switched off and the premises securely locked
- Security Alarm switched on
- To ensure the After Hours key is returned
- To report immediately and make good any damage or breakage to the Centre's property
- To comply, in every respect with Regulations under the Building Code with regards to public buildings, for the prevention of overcrowding, obstruction of passages, stairs, doorways and exits
- No "Blu tac", tape, pins etc. are to be used to attach decorations to any painted surfaces (walls, ceiling), fixtures and fittings (blinds, or other fixture/fittings)
- In accordance with Council policy NO SMOKING is allowed on Council Property

LIQUOR

Strictly **NO BYO**. The entire premises are licensed. Please ask us should you wish to consume alcohol during your use.

SMOKING POLICY

All Council Venues have a **NO SMOKING POLICY**. Smoking is not permitted in any part of the building or within 2 meters of the building entrance.

COUNCIL ACCESS

Designated Council Officers shall be entitled to access the Pavilion during times that a Community Room may have been hired for a function (as may be necessary).

THEFT

Council will not accept liability for any loss or damage sustained by the hirer/s or persons attending the function.



Foreshore Pavilion Booking Form

Name of hirer or organisation:	
Contact Person:	
Contact Numbers:	Business: _____ Mobile: _____
Postal Address:	
Email:	

Details of Hire

Date and Time of Booking			
Start Date:		Finish Date:	
Start Time:		Finish Time:	
Anticipated Numbers:			
Purpose of Booking			
Brief description of event/function:			
Room and/or Rooms Required (Please Tick)			
La Bella Community Room	<input type="checkbox"/>	Breakwater Board Room	<input type="checkbox"/>
Room Set Up:			
Equipment Required (Please Tick)			
White Board/Flip Chart	<input type="checkbox"/>	PA System	<input type="checkbox"/>
Flat Screen TV	<input type="checkbox"/>	Wi-Fi @\$10 per hour	<input type="checkbox"/>
Data Projector via TV	<input type="checkbox"/>	Kitchen/Kitchenette	<input type="checkbox"/>
DVD via TV	<input type="checkbox"/>	Tea/Coffee	<input type="checkbox"/>

Key Collection (for after hours and/or weekend hire)	
Name of person collecting keys:	Ph: _____
Date and Time Collecting: <i>(must be collected during business hours)</i>	

Declaration

I/We have received a copy of the "Terms & Conditions" of Hire and agree to comply with all Conditions.

Signed:

Date:

Foreshore Pavilion Office Use Only - ABN: 44 594 264 321			
Entered into Booking System By:		Date:	
Keys Picked up By:		Date:	
Keys Returned By:		Date:	
Public Liability			
Public Liability Insurance:	Yes	No	Copy Supplied



**Public liability is not required for a one off occasional hire of facility.
If regular hirer of facility please attach copy of Public Liability Indemnity Insurance.**

Foreshore Pavilion Room Checklist

Hirer: Date:

Prior arrangements:

- Facility/equipment requirements booked
- Copy of Public Liability given to Pavilion Hub (if required)
- Pick up of After Hours key arranged (if outside office hours)
- Lighting/locking/security procedure explained (PH officer)

After Hire:

- Lights, air-conditioner/heater/fans/etc. turned off
- Electrical equipment returned (as applicable)
- Leads
- TV/DVD switched off
- Pavilion cleaned/tidied as required

Other

- **All doors closed and locked**
- **Security Alarm switched on.**
- After Hours key returned

PLEASE HAND IN THIS SECTION OF FORM WHEN RETURNING THE KEY, WITH ANY COMMENTS.

Thank you

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Signed..... Representative/Organisation.....



Foreshore Pavilion Emergency Procedures

Emergency Services Telephone Numbers

AGENCY NUMBER	
Ambulance	000
Fire	000
Police	000

When the Operator Answers:

- Indicate service required Police, Fire or Ambulance.
- Wait to be connected to the service call-taker.
- Answer all questions.
- Stay on line until requested to hang up.

You will be asked the following:

- Our address: **50 Viaduct Road**
- Our phone number: **(03) 5559 4615**
- Our nearest intersection: **Worm Bay Road & Viaduct Road**
- Information about patients current medical condition (if applicable)

Remember - do not hang up until told to by the operator!

Emergency Contact Numbers:

South West Health Care Hospital	(03) 5563 1666
Warrnambool Police	000 or (03) 5560 1333
Warrnambool Fire Brigade	000 or (03) 5562 3206 (enquiries only)
Poisons Information	13 11 26
Security Service (Shoretect)	(03) 5561 4759 or 0448 389 819
Powercor	13 24 12

Please report any emergency directly to Staff during office hours, after hour emergencies should be reported to Warrnambool City Council on:

(03) 5559 4800 or 0417 145 781



OFFICE USE ONLY

Foreshore Pavilion Booking Form

Details for Payment (to be made upon booking)	
MC/VISA	Credit Card
Number.....	Exp/.....
Cash payment can be made in person at the Foreshore Pavilion	

Price Quoted: \$ _____ By _____ Date: _____

Approved By _____ Date: _____

Entered into Booking System By: _____ Date: _____

Public Liability Form Copied By: _____ Date: _____

Keys Picked Up By: _____ Date: _____

Key Returned By: _____ Date: _____

Condition of Premises: Satisfactory Not Satisfactory

Damage Report:

Referred to: _____ On Date: / /

On behalf of the Manager of the Centre: _____ Date: / /