

HALL / ROOM HIRE INFORMATION & PRICE LIST SHEET

FORTITUDE VALLEY POLICE-CITIZENS YOUTH CLUB

Prices relate to Weekday
daytime hours only.

Application for outside
business hours Special
Functions are to be made
direct to the Branch
Manager.

Email Address:
branchmanager
@valleypcyc.org.au

All Bookings depend on
availability.

Club Activities
programmed activities
take precedent.

All Hirers are required to:

- ♦ Complete Application
Form
- ♦ Complete Hall/Room
Booking Agreement.
- ♦ Provide certified
copies of Public
Liability cover.

Bookings are not
confirmed until written or
email confirmation has
been forwarded to hirer.

All prices include GST

In-House Catering
Available.

Prices Are subject to
change without prior
notice.

458 Wickham St,
cnr Church St,
PO Box 670
Fortitude Valley. Q. 4006

Phone: 07 3252 3365

Fax: 07 3252 9206

E-mail: bookings
@valleypcyc.org.au



Fortitude Valley
Police-Citizens
Youth Club

THE JOHN HOCKINGS BOARDROOM

7.8 metres x 4 metres approximate. Air-conditioned. Carpeted. Permanent Boardroom Set-Up for 20 people. Internet Access. Suitable for Training & Meetings, Booking includes Whiteboard, chilled water & mints. Available between 8am and 9pm Monday to Friday.

Prices: \$22.00 per hr or \$121.00 for 8 hrs.

THE LEANNE EGGINS ROOM

14 metres x 6.6 metres approximate. Air-conditioned. Carpeted. Microphone & Sound Access. Bench for Computer Training and Internet Access. Suitable for Staff Training, Meetings, Trade Shows, Seminars & Conferences. Booking includes Whiteboard, Set Up, chilled water & mints. Available between 8am and 5pm Monday to Friday.

Prices: \$28.00 per hr or \$140.00 for 8 hrs.

THE DICK WHEATLEY ROOM

12.5 metres x 7 metres approximate. Polished Wood Floor. CD Player. Available between 8am and 5pm Monday to Friday.

Prices: \$22.00 per hr or \$121.00 for 8 hrs.

THE H.G. FIELDING HALL

29 metres x 18 metres approximate. Toilet/shower facilities off hall. High Bay Lighting. Hire for Functions, Dinner Dances, Wedding Receptions, Trade Shows, Conferences & Seminars. Kitchen available at additional cost.

Prices: Without Lights \$40.00 per hr or \$200.00 for 8 hrs.
With Lights \$45.00 per hr or \$225.00 for 8 hrs.

OTHER CHARGES

Equipment

Data Projector & Screen Hire (In House only)	\$11.00 per hr	or	\$44.00 for 8 hrs
VCR Hire (In House only)	\$2.20 per hr	or	\$8.80 for 8 hrs
TV with built in DVD player (In House only)	\$4.40 per hr	or	\$17.60 for 8 hrs

Incidental Costs

Telephone Calls (Emergencies & local calls only—Pay Phone not available)	50¢ per call
Photocopies	10¢ per copy
Facsimiles	\$1.00 per 2 pages
Flip Chart paper	\$11.00 per 25 sheets
Blue Tak	55¢ per stick
Internet Access	\$2.00 per ½ hr
Velcro Hook	\$1.10 per 10cm
White Board Pens	\$2.20 ea.

PARKING

Parking strictly not permitted in PCYC Car Park with the exception of One (1) pre-arranged Hall / Room Hirer Vehicle Only.

Free 2 hour parking in Wickham and Church Streets adjacent to PCYC where permitted—read street parking signs for specific times.

Motorcycles strictly not permitted in PCYC Car Park—limited free parking available off the footpath against the Church Street PCYC wall.

Parking Stations (5 minutes walk from PCYC):

Kings McWhirters Car Park, Ballou and Warner Sts, Fortitude Valley—Ph 3257 3055

Kings Valley Metro Car Park, Alfred St, Fortitude Valley—Ph 3852 1483

Unauthorised Vehicles parked in PCYC Car Park will be towed at owners expense.

Conditions:

- ♦ Hirers to be aware of and advise their guests of the Conditions of Entry—sign is located on the outside wall at the Entry to the building.
- ♦ Smoking is not permitted in or outside the Fortitude Valley PCYC. Butt Out Australia Ash Trays are provided for the smokers convenience.
- ♦ Fortitude Valley PCYC reserves the right to charge a Cleaning/Damages Bond for all Private Bookings.
- ♦ Conditions of Payment: 14 days credit to approved customers. Non approved customers are required to pay 20% Deposit at time of confirmation of Booking with the balance paid on the day of the booking. Prices may be negotiated for special needs.
- ♦ Fortitude Valley PCYC is a branch of the Qld Police-Citizens Youth Welfare Assoc which is a non-government funded, Not for Profit registered Charity.
- ♦ Hirers are required to provide accurate attendance numbers on each day of hire.

HALL / ROOM HIRE APPLICATION FORM

FORTITUDE VALLEY POLICE-CITIZENS YOUTH CLUB

Tip:
Please read the Hall / Room Hire Information & Price List carefully.

Provide your guests with the appropriate information they require before they attend.

For example, please provide your guests the information regarding parking, no smoking rules, lack of telephone accessibility and our Conditions of Entry Sign.

Fortitude Valley PCYC provides Disabled Lift, Toilet facilities and Entry Ramp.

Please provide this information to your presenter/facilitators.

Please note:

Hall / Room Bookings are not confirmed until the bookings officer has received the Application Form and has forwarded the hirer written confirmation either via fax or email.

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Hirer: _____

Contact Name: _____ **Phone #:** _____

Address: _____ **Postcode:** _____

Postal Address: _____ **Postcode:** _____

Fax #: _____ **Mobile Ph #:** _____

ABN: _____ **Email:** _____

Preferred Payment Option 14 days Payment after Receipt of Invoice BM Approved Yes
 20% Deposit at Confirmation & Balance paid on day of Booking. No

Purpose of Hire: _____

No. of Participants: _____ **No. of Presenters/Facilitators:** _____

BOOKING DAY/s
& **DATE/s:** _____

Room Details & Times: (please ✓ Room/s required & Set-Up style)

Leanne Eggins Room	<input type="checkbox"/>	From: _____ am _____ pm	To: _____ am _____ pm	Actual Start Time: _____ am _____ pm
Dick Wheatley Room	<input type="checkbox"/>	From: _____ am _____ pm	To: _____ am _____ pm	Actual Start Time: _____ am _____ pm
H.G. Fielding Hall	<input type="checkbox"/>	From: _____ am _____ pm	To: _____ am _____ pm	Actual Start Time: _____ am _____ pm

Set Up Style Required for above:

Boardroom Café Semi-Circle (Chairs Only) 'U' Shaped
 Theatre Other (Give Details) _____

John Hockings Boardroom From: _____ am
_____ pm To: _____ am
_____ pm Actual Start Time: _____ am
_____ pm

Equipment Required:

White Board (No Cost) White Board (W/- Flip Chart (Fee for Paper)
 VCR (Hire Fee) PA/Microphone (L E Room only—No Cost)
 Data Projector & Screen (Hire Fee) TV w/- built in DVD Player Hire Fee)
 Other Items Required (Give Details) _____

Is Catering Required? Yes No If Yes, Please complete Catering Requirements Form for each day required. Required working days notice

Application Signature & Date: _____ Date: ____ / ____ / ____

Authorised Signatory _____ Please Print Name: _____

HALL / ROOM HIRE CATERING MENU & PRICE LIST

FORTITUDE VALLEY POLICE-CITIZENS YOUTH CLUB

One (1) Selection each for Morning and Afternoon Tea . Lunch can be 2 selections.

	Prices per person GST inclusive
<u>Beverages</u>	
Continuous Tea & Coffee (from arrival including, Morning & Afternoon Tea and Lunch)	\$ 7.00 ea
Tea & Coffee (single serving on arrival or with Morning or Afternoon Tea or Lunch)	\$ 2.20 ea
Juice (single serving)	\$ 1.00 ea
<u>Morning Tea</u> (Prices do not include Beverages)	
Scones with Jam & Cream	\$ 3.50 ea
Pikelets with Jam or Honey	\$ 2.50 ea
Biscuits	\$ 1.50 ea
Sliced Cake	\$ 2.70 ea
Mini Muffins	\$ 2.70 ea
Mini Danish	\$ 2.70 ea
<u>Lunches</u> (Prices do not include Beverages)	
Sandwiches (2 rounds per person)	\$ 9.90 ea
Sandwiches (1½ rounds per person)	\$ 7.75 ea
Sandwiches (1 round per person)	\$ 5.25 ea
Cold Meats & Salad	\$ 10.00 ea
Quiche & Salad	\$ 9.00 ea
Lasagne & Salad	\$ 9.00 ea
Fish, Chips & Salad	\$ 10.00 ea
Pie & Chips	\$ 8.00 ea
<u>Extras with Lunch</u>	
Cheese Platter	\$ 7.50 ea
Seasonal Fruit Platter	\$ 5.50 ea
Dinner Rolls & Butter	\$ 1.50 ea
Sliced Bread & Butter	\$ 0.75 ea
<u>Afternoon Tea</u> (Prices do not include Beverages)	
Cheese Platter	\$ 7.50 ea
Seasonal Fruit Platter	\$ 5.50 ea
Scones with Jam & Cream	\$ 3.50 ea
Pikelets with Jam or Honey	\$ 2.50 ea
Biscuits	\$ 1.50 ea
Sliced Cake	\$ 2.70 ea
Mini Muffins	\$ 2.70 ea
Mini Danish	\$ 2.70 ea

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- ◆ Catering Requirements Order Form/s are required no later than 5 working days prior to the booking date.
- ◆ Please complete Catering Requirements Order Form for each day of booking.
- ◆ Special Food Requirements: Special Dietary Requests will only be accepted on the Order Form. Changes to dietary requests will not be accepted after the due date. (5 working days prior to the booking date).
- ◆ Please ensure that the order form is completed with accurate serving times and attendance numbers.
- ◆ Please advise your presenter/facilitator of these details.
- ◆ Special requests for change of Menu will be considered on request and quote provided if request is prior to 5 working days before the booking date.

HALL / ROOM HIRE CATERING REQUIRE- MENTS ORDER FORM

This Order Form is to be lodged no later than 4 working days prior to the booking date.

Changes to the menu will not be accepted after the form has been lodged.

FORTITUDE VALLEY POLICE-CITIZENS YOUTH CLUB

Day: _____ Date: ____ / ____ / ____

Client: _____

CONTINUOUS TEA & COFFEE Crockery, Cutlery & Ingredients available in the room from arrival throughout the day of the booking.
No. of People: _____

OR

TEA & COFFEE on ARRIVAL Crockery, Cutlery & Ingredients available outside the room prior to commencement.
No. of People: _____ Serving Time: _____
Tea & Coffee Facilities not available between meals.

MORNING TEA Serving Time: _____
Food Ordered: _____
 Tea & Coffee (if not Continuous)
 Orange Juice No. of People: _____

LUNCH Serving Time: _____
Food Ordered: _____
 Lunch Extras
Food Ordered: _____
 Tea & Coffee (if not Continuous)
 Orange Juice No. of People: _____

Special Food Requirements e.g. Vegetarian/Food Allergies: Please provide details and suggestions:

_____ No. of People: _____

AFTERNOON TEA
Food Ordered: _____
 Tea & Coffee (if not Continuous)
 Orange Juice No. of People: _____

COMMENTS:

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