

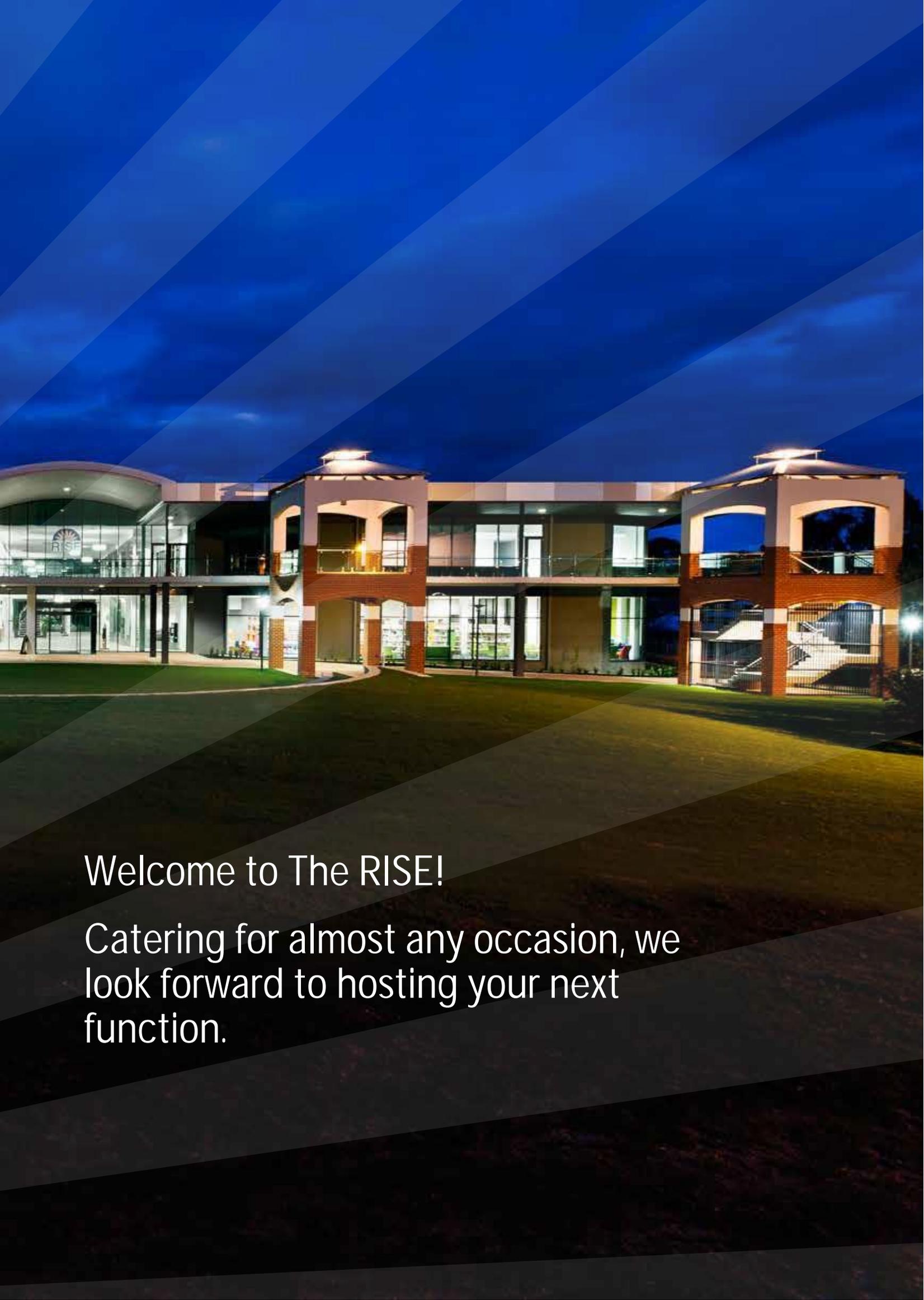


THE **RISE**

Function Pack







Welcome to The RISE!

Catering for almost any occasion, we look forward to hosting your next function.



# Function Suite



Located on the first floor, the Function Suite is the perfect venue for corporate and social events for up to 450 people. Designed with a focus on versatility, the function suite can be easily split into two separate sections, each with their own state of the art audio visual systems. Impress your guests as they make their way up to your function via the grand staircase or elevators.

The RISE has a range of equipment available for the Function Suite including:

- Tables
- Chairs
- Stage\*
- Dance Floor\*
- Lectern
- Whiteboards
- Data Projectors
- Microphones
- Integrated audio system

Standard equipment is provided for all functions in the various rooms. Please advise of your equipment needs at the time of booking to ensure that the required equipment is available for your event. We also have optional Equipment which may attract additional costs.

Attached to the Function Suite is a professional commercial grade kitchen with the versatility to prepare everything from tea and biscuits to 5 star cuisines.

To organise a viewing or for more information, please contact our friendly staff at The RISE on 9208 2400.

\*Additional costs apply to some items.





# Community Hall/Breakout Area

The Community Hall is located on the ground floor and is designed to be used for an array of events, meetings and gatherings. Suitable for groups from 20 to 250 people, the hall can be partitioned into 3 separate sections, with small, medium or large configurations. The space is perfect for all types of community gatherings or professional conferences requiring multiple streams.

The RISE has a range of equipment available for Community Hall use including:

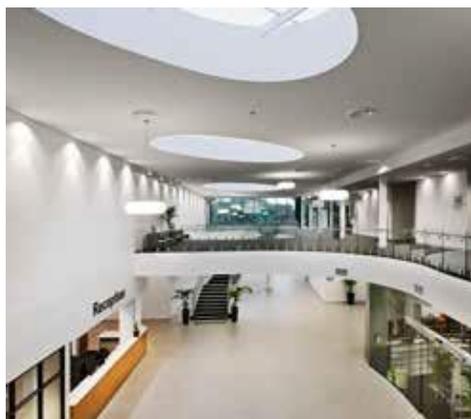
- Tables
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Call The RISE for more information.

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# Additional Areas

## Small Meeting Room

Located on the ground floor the Small Meeting Room is perfect for groups of up to 12 people. The room is fully appointed with a boardroom table, electronic whiteboard, chairs and climate control. The small meeting room is the ideal setting for interviews, small group training sessions and business meetings.

## Balcony

Overlooking the picturesque grounds of The RISE, the expansive balcony area is the perfect location for breakfasts, lunches and twilight social functions. Comfortably accommodating up to 450 people this area is protected from the elements with an alfresco atmosphere.

## Lobbies

The ground floor lobby of the RISE is ideal for public exhibitions and launches with significant display areas and a clean modern appearance. For private social functions, the first floor lobby is a perfect pre or post function networking area, as well as a stand-alone function venue.

## Amphitheatre

For a function with a difference, the amphitheatre is a picturesque option. With seating for large groups and easy access to other facilities, it is an ideal outdoor open space for your next event.





# Commercial Kitchens

## Function Suite & Community Hall Kitchens

The RISE has 2 professional commercial grade kitchens for use by your preferred caterer when you book the Function Suite or the Community Hall.

The equipment in both kitchens includes:

- Stainless steel bench tops throughout
- 4 Stainless steel sinks
- Fridge
- Commercial gas oven
- Microwave
- Freezer
- 4 Burner gas cooktop
- Large grill/hot plate
- Deep fryer
- Boiling water
- Commercial dishwasher

Function Suite Only:

- Commercial combination oven
- 5 tray Bain Marie with plate warmer
- 2 door display fridge
- Drinks and service area





# Equipment Information



## Stage & Platforms

The RISE offers a multipurpose stage that can be assembled in numerous configurations. With 1m<sup>2</sup> parts, creating the perfect stage is possible with our modular system. Hire cost varies depending on size requirements and can be found on the booking form.

## Audio Visual

The RISE has an inbuilt state-of-the-art audio visual system in the Function Suite and Community Hall with all of the equipment you would expect from a high end function facility including:

- Data projectors
- Projector screens
- Sectional speakers
- Connectivity to most devices
- White boards
- Lectern
- Lapel microphones
- Lectern microphone
- Cordless microphones

We recommend testing connectivity with your presentation device prior to your event. To meet environmental health legislation and in relation to noise emission, only the in-built speakers and amplification systems are to be used in The RISE facility.





# Getting to The RISE



Only 6 kilometres from the CBD, The RISE on Eighth Avenue, is just off Guildford Road and easy to get to by car or public transport.

## By Car

Public transport is the preferred option when attending an event at The RISE. Limited free parking is located to the rear of the complex, as well as free street parking on Eighth and Ninth Avenues. Overflow parking will also be made available when required. Please consider surrounding businesses and refrain from parking in bays designated for their patrons when visiting the centre. Failure to observe parking signage and regulations may result in fines.

## By Public Transport

The RISE is conveniently located near public transport services.

- Maylands Train Station is only a five minute walk from The RISE.
- Bus services run to the complex from Perth, Morley, Bayswater and Bassendean on routes 41, 42, 47, 48 and 55. All buses stop within 50m of The RISE.



# Terms and Conditions

## Placing a Booking

A Booking Form must be submitted before ALL function and event enquiries can be considered and reserved. This form must show times that include the required set up and pack down of the event. Bookings will not be confirmed until a bond, deposit or payment in full has been paid. Full day usage costs apply to all Saturday bookings in the Function Suite. However, smaller bookings may be considered on Saturday, subject to availability, less than 1 month prior to the desired date.

## Payment Terms

All bookings must be paid in full at least 30 days prior to the booked date. Bookings made within 30 days of the scheduled date require full payment to confirm the booking. Additional payment terms exist for government and regular bookings. For further information on payment terms, please contact The RISE. Management reserves the right to cancel any unconfirmed bookings where payments have not been made on time.

## Bonds

Bonds are required for most events held at The RISE. Full or partial bonds may be withheld if:

- Damage has occurred to the room or facility,
- The hirer uses additional rooms not originally booked,
- The hirer and their guests have failed to exit the building at the required time, and
- The booked room is not cleaned and immediately usable by another booking.

Bonds are refunded by direct deposit, and are returned to the details on the booking form.

## Tariffs

A tariff fee applies to all bookings that occur outside of The RISE's normal operating hours.

## Fees & Charges

Customers will be quoted on current fees and charges, as approved by the City of Bayswater. All prices are subject to change without notice.

## Cancellations & Amendments

The cancellation or amendment of a booking must be made in writing 30 days prior to the booked event date. Deposits will not be refunded for cancellations within 30 days of your function. Amendments within 30 days of your booking will attract a late change fee as per City of Bayswater approved fees and charges. The RISE reserves the right to cancel any bookings.

## Finishing Times

Monday to Thursday - All functions held from Monday-Thursday must conclude by 10pm, with all guests vacated by this time. This time is inclusive of the cleaning and pack down of your event. Failure to do so will incur additional charges.

Friday to Sunday - All functions held from Friday-Sunday must conclude before midnight, and guests must vacate The RISE by this time. The cleaning and pack down of your event must be completed before 12:45am as the building must be locked and secured at 1am. Failure to do so will incur additional charges.

## Excluded Bookings

The RISE Function Suite is a state-of-the-art function room, and as such is reserved for function and conference activities. In addition, any activities that may compromise the room will not be considered. Examples of activities that are excluded include:

- 18th and 21st birthday parties (All other birthday parties are subject to approval by management),
- Ongoing bookings for community activities such as sport and religious activities.

## Tables & Chairs

Tables and chairs are supplied for each function (subject to availability). At the conclusion of the event, tables must be cleared, wiped down and left standing, with chairs restacked into piles of 8. The RISE is not responsible for the set-up and pack down of your event, as many bookings have a personal preference for a particular room layout.

## Audio Visual System

To meet environmental health legislation and in relation to noise emission, only the in-built speakers and amplification systems are to be used in The RISE facility. The RISE has an inbuilt state-of-the-art audio visual system in the Function Suite and Community Hall and is designed to maximise sound quality in the rooms, while limiting external noise. The use of any other speakers, amplification systems and smoke/fog machines are PROHIBITED at The RISE. Audio visual cords are available for use at reception, and must be signed out and returned to reception at the conclusion of your function.

## Hirer's Possessions

The RISE and the City of Bayswater take no responsibility for the hirer and their guest's personal possessions. Items left at The RISE are at the owner's risk.

## Set-up & Pack Down

It is the hirer's responsibility to set-up, pack down and clean the room within their allotted booking times. Staff will deliver the required items to the room, but it is the hirer's responsibility to set up the room. Staff at The RISE do not set up any events outside of the requirements mentioned above. At the conclusion of the event, the hirer must have tables cleaned, chairs restacked and floors vacuumed. Items requiring next day pick up (subject to room availability), will be charged at an additional hourly rate.

## Prohibited Items

If prohibited items are brought onto the premises, staff will ask for them to be removed. If the hirer does not comply, the function will be cancelled immediately and the hire fees and bond will not be refunded. Prohibited items include, but are not limited to:

- Illegal substances/items,
- Amplification devices,
- Any items involving open flames,
- Smoke/fog machines, and
- Any other items deemed prohibited by The RISE staff.

## Cleaning

The hirer is responsible for the complete cleaning of the room, kitchen and toilets associated with their booking, within their allocated booked times. Floors must be swept, vacuumed and/or mopped, benches and tables wiped down, equipment cleaned and bins emptied. Additional charges apply for rooms left in an unsatisfactory state. Please ensure all rubbish bin contents are deposited into the skip bins located at level -1 of The RISE.

## Damage

The hirer is responsible for any damage occurring from their event and will be charged for all repair costs. The hirer must declare any damage noticed before and after their event. Decorations are not to be attached to The RISE's walls, partitions, doors or ceilings in any way. The use of nails, screws, sticky tape and blu-tack is forbidden. All decorations must be removed at the completion of the function. The use of confetti, diamantes, glitter etc. is also not allowed.



# Terms and Conditions

## **Equipment Malfunctions**

The RISE and the City of Bayswater make every effort to ensure that all equipment is in excellent working condition. In the event of a breakdown or malfunction of equipment, staff will endeavour to troubleshoot problems to the best of their ability. The RISE and the City of Bayswater will investigate the issue at their earliest convenience. Refunds will not be given in the event of equipment malfunctions.

## **Electrical Equipment**

If the hirer provides any form of electrical equipment, it is a requirement that it is correctly tagged in accordance with Australian Standard AS/NZS 3760:2001. The Service Safety Inspection and Testing of Electrical Equipment requires that all electrical equipment such as urns, kettles, extension cords etc., be tested and tagged on a regular basis. This equipment is to be identified on the booking application form.

## **Law and Order**

The hirer and their guests must comply with all the provisions set in the Health, Liquor, Police and Criminal Code Acts (or any other Acts relevant to The RISE or the hirer's booking).

## **Behaviour of Patrons**

The hirer is responsible for the behaviour of all their guests. Anti-social behaviour and abuse towards staff will not be tolerated. Children must be supervised by an adult at all times.

## **Noise**

The hirer is responsible for any undue noise from their guests, both inside and outside of the centre. The RISE is a multi-functional venue; therefore, hirers must consider other centre users in regards to noise levels. Because The RISE is built in a residential area, both the Function Suite and Community Hall balconies must not be used after 7pm. Balcony doors must be closed when playing music. If these conditions are not strictly adhered to, management reserves the right to end the event with no refund given.

## **Liability**

The City of Bayswater accepts no liability for loss, injury or damage relating to bookings at The RISE. It is the responsibility of the hirer to adequately supply their own liability cover. All bookings from Government Departments and Agencies, Not for Profit Organisations and Private Companies are required to provide proof of public liability cover equal to or greater than \$10,000,000, at least 30 days prior to the booking. All bookings for the Amphitheatre at The RISE must provide proof of public liability insurance as outlined above.

## **Smoking or Vaping**

Smoking and Vaping is Strictly Prohibited in The RISE or within 50 metres around the outside of The RISE's facilities, as per local government policies.

## **Liquor**

A bond must be paid for all functions requiring alcohol. An Occasional Liquor License must be obtained from the Department of Racing, Gaming and Liquor when selling alcohol at The RISE. It is the responsibility of the hirer to investigate licensing requirements for their function. A copy of this Licence must be forwarded to The RISE Management before the event, and must be shown on inspection by any authorised person within the licensed premises.

## **Gaming**

For events wanting to include gaming, i.e. Bingo, Racing, Casino Games etc., the appropriate regulations and licensing by the Department of Racing, Gaming and Liquor must be attained and adhered to. It is the responsibility of the hirer to investigate licensing requirements for their function. A copy of this Licence must be forwarded to The RISE Management before the event, and must be shown on inspection by any authorised person within the licensed premises.

## **Refusal**

The RISE reserves the right to refuse the hire of the facility.



A: 28 Eighth Avenue, Maylands

P: 9208 2400

E: [rise@bayswater.wa.gov.au](mailto:rise@bayswater.wa.gov.au)

W: [www.bayswater.wa.gov.au/therise](http://www.bayswater.wa.gov.au/therise)