FUNCTIONS AT THE BELL TOWER

THE BELL TOWER

WELCOME TO THE BELL TOWER

This stunning and intimate venue overlooks the picturesque Swan River and Perth City. As one of Perth's premiere waterfront and rooftop venues, we can assure you and your guests an event to remember.

The Bell Tower is a stunning six storey complex, complimented by a grand glass entry foyer and a rooftop Observation Deck, making your function a unique opportunity to experience the richness of history while guests enjoy refreshments overlooking the most spectacular panoramic views of our beautiful city and its Swan River.

The Bell Tower hosts numerous successful, high profile, corporate, and private functions including launches, engagements, and birthday celebrations in either a cocktail, sit-down, or buffet setting.

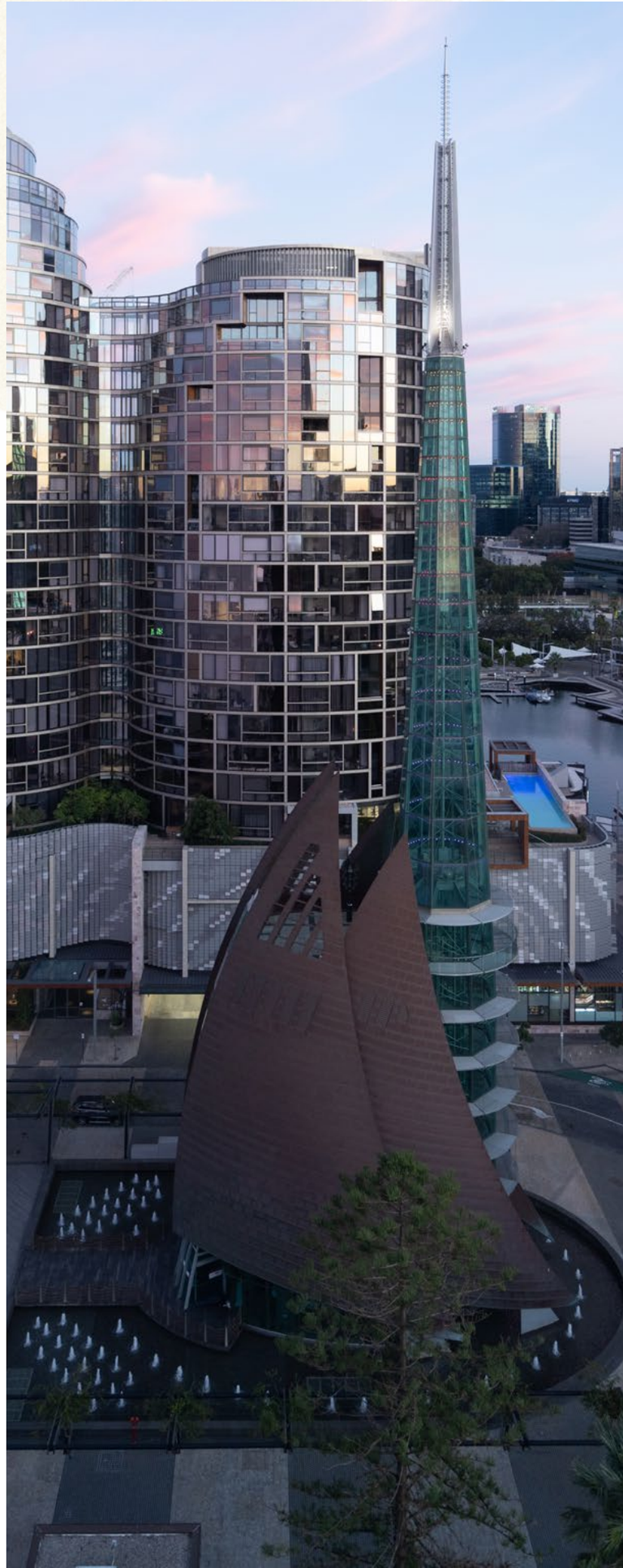
We offer exclusive use of the entire building, to create an event that is unique and special. Each event is different at The Bell Tower, and we are able to tailor a proposal specific to your requirements, and create an occasion to remember.

Please read on for further information about making The Bell Tower the exclusive venue for your next function.

Get in touch for any further queries, site visits, or to make a booking.
I look forward to helping you create a wonderful event.

Josephine Edson
Events Manager

ENQUIRIES, SITE VISITS, BOOKINGS:
events@thebelltower.com.au
0421 247 819 | 08 6210 0404
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FACILITIES & CAPACITY

The Bell Tower is a six storey complex with a grand glass foyer entry and rooftop Observation Deck.

When you hire The Bell Tower, you hire the whole building exclusively. Our functions are held on the level 6 observation deck, or the ground floor foyer. For small events or breakout areas, with prior arrangement, the Bell Ringing Chamber can also be used.

The Bell Tower is fully accessible for wheelchairs, with lift access to all floors. Toilets are located in the building and registered caterers are able to make use of the small kitchenette for food preparation.

We are unable to accommodate more that 100 people inside the building at any one time due to fire and safety regulations.



CAPACITIES:

LEVEL 6 OBSERVATION DECK

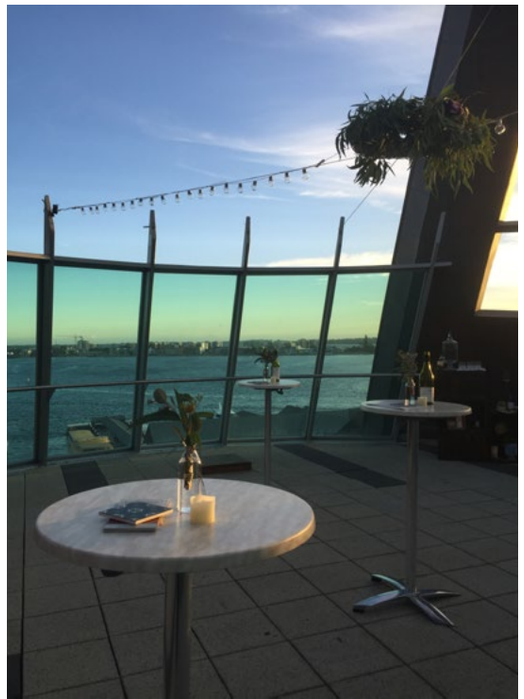
80 standing; 50 for tabled seating

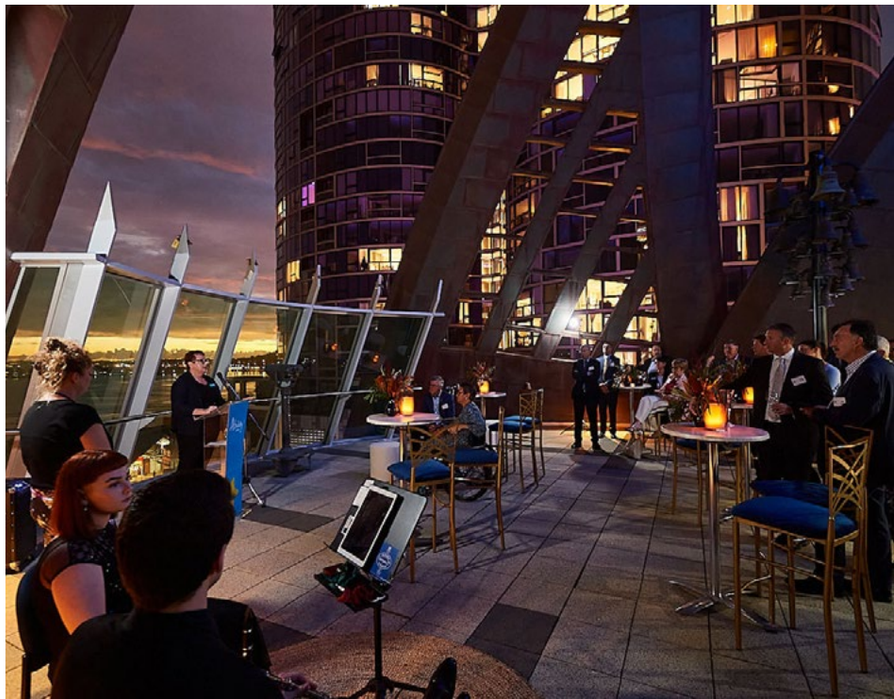
FOYER:

80 standing; 35 for tabled seating.

BELL RINGING CHAMBER:

30 standing or seated





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BOOKING & AVAILABILITY

The Bell Tower is open as a public attraction from 10am to 4pm 7 days a week. Functions are held outside public hours as breakfast or evening events at the following times:
Mondays – Sundays:
between 8am-10am, or 4pm-11pm
(excluding bump in and out).

A three-hour minimum hire applies to:

- ✦ Any events extending past 6pm
- ✦ Any Bookings in December

It is a requirement to have licensed security present at any event that extends past 8:00pm for the full duration of the event. Security is arranged by us through our security contractor, and is invoiced accordingly.

Due to the popularity of The Bell Tower, we are only able to take bookings a maximum of twelve months in advance.









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SCHEDULE OF FEES

First Hour:	**$450**
Subsequent hours:	**$370**
Administration Fee:	**$300**

MINIMUM HIRE

Before 6pm:	1 hour
After/extending past 6pm:	3 hours
During December:	3 hours
Public holidays:	4 hours

Included in the hire fee is 1.5 hours of set-up and 45 minutes of pack-down.

All functions must finish no later than 11:00pm with no more than 45 minutes of pack up. If any person, supplier or guest, remains in the building after midnight, a fee of $740 will be charged. You may be required to supply your credit card details to cover any incidentals that may arise. You will be notified and invoiced if additional payment is required.



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DEPOSIT

A non-refundable deposit of $750 is required in advance to confirm your booking, and secure the date.
This goes towards the total cost, and covers the first hour of hire. Due to the popularity of The Bell Tower, we do not take bookings more than twelve months in advance.

PUBLIC HOLIDAYS

Any event held on a public holiday is charged at $900 for the first hour, and $740 for subsequent hours.
The non-refundable deposit is $1,500 in this instance.

EQUIPMENT AVAILABLE FOR HIRE:

✦ Bar/cocktail tables (6)	$25 ea
✦ White wooden stools (20)	$10 ea
✦ Navy blue plush chairs (30)	$2 ea
✦ Red carpet 9m	$60
✦ PA System with 2 speakers & mic	$120
✦ Mobile Par Lights x4	$120
✦ Trestle tables (6) *no linen provided	$4 ea
✦ Bar table covers (black or white)	$5 ea

BELLRINGING

Traditional Bell Ringing
by the Bell Tower Ringers

$390.00

A band of eight bell ringers will perform for your guests by ringing the ancient bells of St Martin-in-the-Field.
Choose to have them ring continuously, or at selected intervals for up to 60 minutes. Please advise us of your requirements.

Our bell ringers are highly trained in the ancient art of Change Ringing and are members of the St Martin's Society of Change Ringers. We do our best to provide a band of ringers on your preferred date, however, as there are a limited number of trained bell ringers, a band may not always be available. Bell ringing for your event cannot therefore be guaranteed. We require a minimum of four weeks to arrange ringing requirements. Bell ringing can best be ensured by booking well in advance. Prices are subject to change without notice.

Chiming Demonstration
An interactive experience for you and your guests

$99.00

A trained guide will take your guests into the ringing chamber in groups of 20. They will be given a brief talk and demonstration on the bells, then guests will have the opportunity to chime on the ancient bells for themselves.





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CATERING & OTHER SERVICES

The Bell Tower has no on-site caterers, which means that we can be flexible; including BYO (with some stipulations).

We have been working alongside wonderful local companies, and can highly recommend one of these well renowned caterers.

Please note that we do not receive a fee or commission if you book these suppliers; we believe they offer exceptional service, and have an intimate knowledge of our venue.

For complex events you will be required to use one of these companies.

- Ginger Pear Graze
  gingerpeargraze.com 0432 866 547
  enquiries@gingerpeargraze.com
- Tipsy Horse AU
  instagram.com/tipsyhorse_au 0429 914 411
  info.tipsyhorse@gmail.com
- Phenomenon Event Services
  phenomenon.com.au 1300 339 000
- Magnetic Storm Photography & DJ Services
  magneticstorm.net.au 0466 231 671

BYO INCLUSIONS

Due to liquor licensing laws, as part of our BYO option, we include all licensing, and provision of bar attendants at the costs below through our partners at Tipsy Horse.

The food preparation area is only available to licensed, registered, and insured catering companies, and is not available to prepare BYO food. We recommend food arrives already prepared. Grazing tables and finger foods work well in this instance.

up to 30 guests (1 Attendant)	$55 per hour
31-60 guests (2 Attendants)	$110 per hour
61-90 guests (3 Attendants)	$165 per hour

**Note that the above fee includes licensing and bar attendants only. Please let us know if you require a quote for bar set-up, eskies, ice, and glassware.*





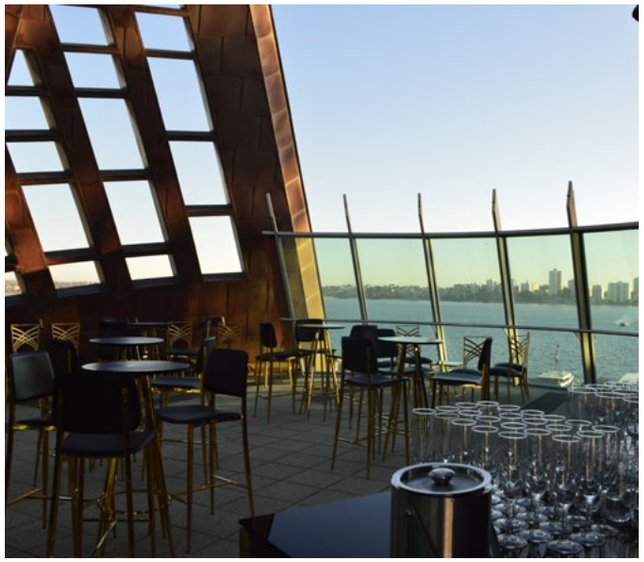


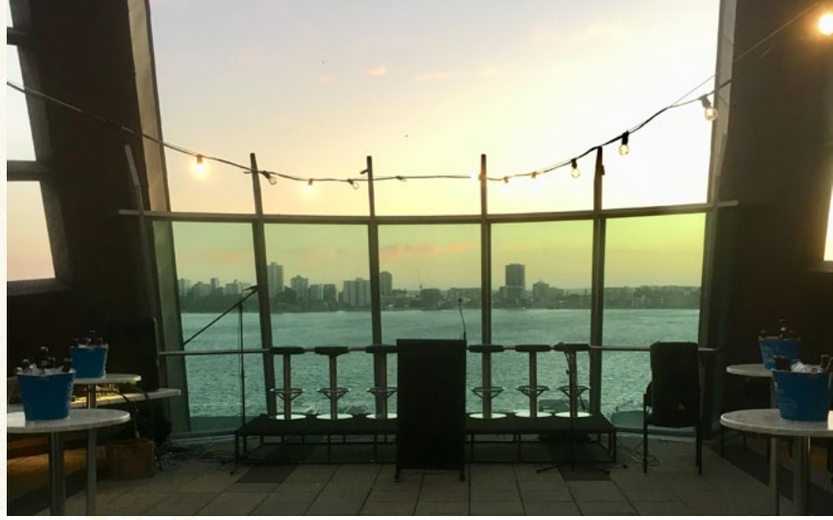


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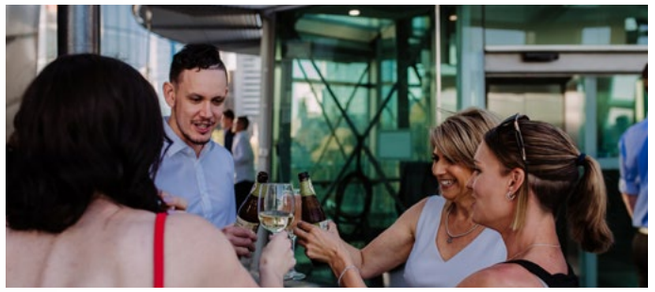
GALLERY











TERMS AND CONDITIONS OF HIRE

- A non-refundable deposit of $650 is required in advance to confirm your booking and secure the date.
- Due to the popularity of our venue, we do not take bookings more than 12mths in advance.
- Payment is required in full no less than 28 days before your event. We accept cash, eftpos or credit card. Failure to make payment by the due date will result in your event being cancelled, and deposit forfeit.
- All payments made towards your event are non-refundable.
- Any changes of date within 3 months of your event will attract a fee of $200. For changes of date within 30 days of the event, a fee of $400 is payable. Date Changes are subject to availability.
- Cancellations within 30 days of your event are fully non-refundable.
- The Bell Tower cannot accommodate more than 100 persons in the Tower at any time, including staff and suppliers due to fire and safety regulations.
- We are strictly a smoke free venue inclusive of our Level 6 observation deck. Smoking/vaping is not permitted within 5m of the entrance. The use of smoke machines are also not permitted.
- The Bell Tower is open as a public attraction from 10am to 4pm. Events are held outside public hours, as breakfast or evening events.
- Depending on the nature of your event, you may be required to have licensed security guards. This is arranged by us and our security contractor. We will advise the requirements and cost when booking, and invoice accordingly.
- You may set up 1.5 hours before the event start time. Your event finishes and your guests leave at the finish time. Please advise your caterer and other suppliers to vacate the premises no later than 45 minutes after the event finish time.
- All events must finish no later than 11:00pm with no more than 45min pack up. If any person, supplier or guest, remains in the building for any period after midnight, a fee of $700 will be charged.
- You as the hirer of the venue are responsible for ensuring that all aspects of the liquor licensing laws are adhered to. It is a requirement to have a licensed, registered, and insured bar company set up, manage, serve, and pack up the bar. Guests are not permitted to serve themselves alcohol.
- Confetti, or similar inside the building, or on the entry boardwalk is not permitted.
- For safety reasons high heeled shoes are not permitted on the Level 6 gantry - city side. Please make sure your guests are aware of this important safety requirement.
- All rubbish must be removed either at the conclusion of the event, or by noon the following day. Failure to do so will result in an additional cleaning and disposal fee.
- All children under the age of 12 years MUST be fully supervised at all times. Staff take no responsibility for children at events.
- The Bell Tower Staff are present to ensure that everything goes smoothly, and to assist you where needed. The safety of all guests and external suppliers are our priority, and we ask that you follow Bell Tower Staff instructions at all times.
- Development WA and The City of Perth are the bodies in charge of the Elizabeth Quay and Barrack Square. Please be aware that both large and small scale events regularly take place in the Elizabeth Quay Precinct, including Barrack Square.
- On occasion, there may be road closures and other disruptions, on advisement of The City of Perth. Be assured that vehicle and pedestrian access to The Bell Tower will be maintained.

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