



HOME

B A S E

Design & Build Centre

Function Room



A custom designed function space available for hire seven days a week

55 Salvado Road
Subiaco

T 08 9388 1088

E welcome@homebaseperth.com.au

The Function Room is a fully-equipped, modern and stylish space available for hosting social events, meetings and workshops. Can be configured for up to 110 people.



Function Room technology included;

- Laptop
- Projector & screen
- Wireless & lapel microphones
- Sound

Room hire includes use of the Function Room kitchen. This space features a double oven, large fridge, cooktop and dishwasher.

Glasses for alcoholic and non-alcoholic beverages are available for use. Filtered water and complimentary tea and coffee is also available.

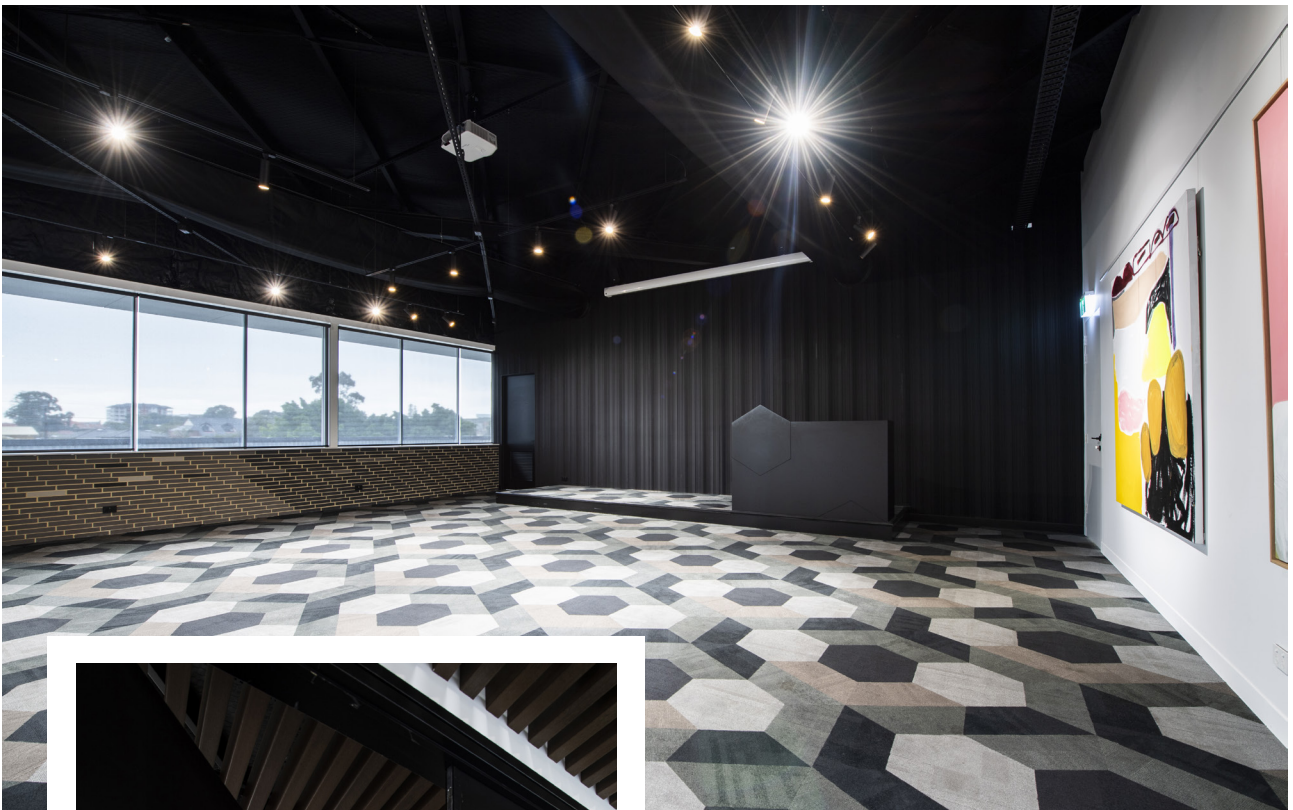
On-site catering options include Growers Lane and our in-centre cafe, with menus available for breakfast, lunch and cocktail-style events. Please contact our Welcome Desk for more information regarding catering for your event.



Room Setup

The Function Room can be arranged according to your event requirements, including;

- Theatre: Seating for up to 80 people
- Classroom: Desks and seating for up to 40 people
- Workshop: U-shape desks and seating for up to 16 people
- Group work: Groups of desks for up to 20 people
- Standing / Cocktail: Up to 110 people



Booking Form

Please return your completed booking form and signed terms and conditions form to welcome@homebaseperth.com.au.

Should you wish to discuss your booking requirements or have any queries, please get in touch with our Welcome Desk Team on 08 9388 1088.

Room hire (inc GST)

Half day (up to 4 hours)	\$500
Full day rate (up to 8 hours)	\$800

Function
Date/Day

Event Name

Function
Time/s

No. of
Attendees

Company/
Organisation

ABN

Contact
Name

Phone

Email

Address

Room Setup (Please tick)

- ☐ Theatre: Seating for up to 80 people
- ☐ Classroom: Desks and seating for up to 40 people
- ☐ Workshop: U-shape desks and seating for up to 16 people
- ☐ Group work: Groups of desks for up to 20 people
- ☐ Standing / Cocktail: Up to 110 people

Additional requirements

- ☐ Laptop and Projector
- ☐ Microphone
- ☐ Lapel Microphone
- ☐ Whiteboard
- ☐ Flipchart

Please contact our Welcome Desk Team should you require an alternative room setup.

Terms and Conditions

To assist us in ensuring the success of your event, please be aware of the below terms and conditions for Function Room hire. If you have any queries, please contact our Welcome Desk team on 08 9388 1088.

Changes to booking

Any alterations to attendance numbers and room set-up must be made at least two business days prior to the scheduled function date.

Payment

Invoices will be issued following the conclusion of the event. Payment is required within 7 days. Payment options include EFT, credit card, cash or cheque.

Cancellations

All cancellation requests received up to two full business days prior to the booking date will not incur any charges. After this time, a cancellation fee of 50% of the total booking cost will be issued.

Vacating the room

The Function Room must be vacated at the scheduled time/s. If the event should continue beyond the agreed finishing time, an additional hourly rate of \$70 per hour may be charged.

Closing procedures will be demonstrated by a Welcome Desk Team member before the event. The function organiser accepts responsibility for closing the Function Room and must ensure main access doors are locked after the event. A \$70 security charge may apply if the closing procedure is not followed.

Liability

Home Base Design & Build Centre accepts no responsibility for damage to, or loss of personal property as a result of it being left unattended in the function room or anywhere else in the centre.

Function organisers are, at all times, financially responsible for any damage to the Function Room. This includes (but is not limited to) furniture and artwork on display, and applies whether damage is caused by the organisers, guests or any other person/s associated with the event.

Equipment

All Function Room property, including (but not limited to) chairs and tables etc. must remain in the room at all times. Please bring visual presentation material on a USB device for use on the Function Room laptop. No software is to be installed or uninstalled from the Function Room laptop and no changes to the laptop settings are to be made.

By signing the below, you acknowledge and accept the Home Base terms and conditions for Function Room hire.

Signed _____

Contact name _____

Date _____

Company name _____

How to find us

Address 55 Salvado Road
Subiaco WA 6008

Phone 08 9388 1088

Email welcome@homebaseperth.com.au

Parking at Home Base Design & Build Centre is free for all visitors. Should your booking be during business hours, you will require a parking permit for the duration of your visit. Please contact our Welcome Desk to discuss your requirements.

