

## 2025-26 HIRE AGREEMENT – PAVED AREA

<p align="center"><i>Please complete and return to the Visitor Centre</i></p>	
<b>Name of individual hirer or group name</b> <b>Company Name</b> <i>(if applicable)</i> <i>(please PRINT)</i>	<p>.....</p> <p>.....</p>
<b>Postal address</b> (please PRINT)	<p>.....</p> <p>.....<b>Post Code</b>.....</p>
<b>Contact details of applicant</b> (please PRINT)	<b>Name</b> ..... <b>Telephone</b> ..... <b>e-mail</b> .....
<b>Please briefly describe the activity for which you wish to use the Centre</b> (please PRINT)	<p>.....</p> <p>.....</p> <p>.....</p>
<b>I/we wish to book</b>	<b>Date</b> ..... <b>Time</b> <b>10 – 12.45pm</b> <b>1.15 – 4pm</b> <b>Room:</b> Paved area <b>\$185 per time slot</b>
<b>Number of People</b>	Adults ..... Children .....
<b>Advise catering requirements - refer to attached menu</b> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

## Terms and Conditions

### BOOKINGS

To confirm your booking, the room hire fee or agreed upon amount is required within 7 days. Tentative bookings will be held for 7 days only. All tentative bookings not confirmed within 7 days will then be made available and may be subject to price changes.

### FINAL NUMBERS

To enable us to correctly cater for your function, final numbers and menu choices must be confirmed at least 7 days prior to your function. This is the minimum number of guests for which you will be charged. Any additional numbers will be charged accordingly on the night.

### DEPOSIT

A non-refundable payment of the total booking is required to hold the booking - We accept payment by cash, cheque, Eftpos, Visa or MasterCard.

### CANCELLATION

In the event that a confirmed booking is cancelled, the deposit is non-refundable.

### LICENSING

Due to the premises being licenced, no alcohol is to be brought onto the premises.

Guests under the age of 18 are permitted to be on the premises when in the company of an adult but must vacate by midnight.

Liquor must not under any circumstances be supplied to a minor. Staff will refuse to serve alcohol to any guests unable to show suitable proof of age ID e.g. – Proof of age card, Drivers License or Passport.

Management and staff practice Responsible Service of Alcohol and thus reserve the right to refuse service to anyone showing anti-social behaviour.

### RESPONSIBILITY

Organisers are financially responsible for any damage or breakage sustained to the Visitor Information Centre (VIC) & City of Onkaparinga by the organizer or any of their guests. The Visitor Centre will not accept any responsibility for loss or damage to personal effects left within the premises during or after the function.

### CLEANING & MAKING GOOD

Bins will be supplied for your booking, please ensure you leave the site as you find it.

The VIC and City of Onkaparinga will make good any damage to the Site howsoever caused by the Hirer, its agents, sub-contractors, employees, or invitees. The Hirer, its agents, sub-contractors, employees, or invitees must not attempt to make any repairs to the Site unless supervised by the VIC or its agents. The VIC has the right to effect any repairs in respect of such damage and invoice the Hirer for the costs.

### INFLATABLES

Unfortunately, we cannot grant approval for the use of the inflatable amusement devices on Council land. This decision is based on the safety regulations outlined in the Safework SA Guidelines, which require inflatable devices to be securely anchored to the reserve, potentially causing significant damage to our valuable green spaces. Additionally, due to the substantial safety risks associated with such devices, the council is unable to authorise their use on community land.

I have read and understood the Terms & Conditions

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Main Rd, McLaren Vale SA 5171

Phone: 08 8323 9944

Email: [visitorservices@onkaparinga.sa.gov.au](mailto:visitorservices@onkaparinga.sa.gov.au) Website: [www.mclarenvaleeventcentre.com.au](http://www.mclarenvaleeventcentre.com.au)

# McLAREN VALE & FLEURIEU COAST VISITOR CENTRE

## Birthday Parties at the Visitor Information Centre

### Bookable Areas

For all below areas, alcoholic drinks can be purchased from the café or cellar door.

#### *Pergola Hire*

The pergola area can be hired for \$185 for one of two sessions: 10 – 12.45pm or 1.15 – 4pm. The hire includes the paved area with scattered tables and chairs. You have the opportunity to: bring your own food and non-alcoholic beverages (no fridge space is provided), order food from the café, or a combination of both.

The hire does not include set up of the area; this is the responsibility of the hirer. You will have the space for your private use.

### Lawn Area

Customers can use the grass area free of charge. This is an uncovered area, and no tables and chairs are supplied. You have the opportunity to bring your own food and non-alcoholic beverages. Customers on the grass area can bring their own rugs, chairs, small tents etc. (tent pegs are not allowed due to water pipes/sprinkler system, weights are permitted)

### Cakes

You are welcome to bring cakes at no extra charge for your booking, please remember to bring along plates, cutlery and napkins. If you wish to use our plates & cutlery there is a \$2 per person fee. This does not include staff cutting the cake, if you wish for this, please discuss with staff prior to your booking. Please note that no fridge space is provided for cakes.

### Decorations

All decorations are put up at your own risk and taken down and disposed of appropriately at the end of your booking. Decorations must not mark or damage the outside area and be family friendly. Piñatas are allowed but all rubbish must be picked up and disposed of in the bins provided.

### Rubbish

It is your responsibility to clean up any rubbish and place it in the bins provided.



# McLAREN VALE EVENT CENTRE

## PLATTER MENU

### Platters

	Medium	Large
<b>Mini dim sims</b> & soy sauce	40 pieces	60 pieces
<b>Spring Rolls</b> served with sweet chilli sauce (vegan)	30 pieces	45 pieces
<b>Chicken nuggets &amp; chips</b> served with tomato sauce	24 pieces	40 pieces
<b>Beef meatballs</b> served hot in homemade tomato sauce	40 pieces	60 pieces
<b>Spinach and ricotta triangles</b> (vegetarian)	36 pieces	60 pieces
<b>Curry vegetables samosas</b> served with mango chutney (vegan)	36 pieces	60 pieces
<b>Dips &amp; crudites</b> (gluten free option available)	2 dips	3 dips
<b>Party pies &amp; sausage rolls served with tomato sauce</b>	36 pieces	60 pieces
<b>Falafel and hommus</b> (vegan)	30 pieces	45 pieces
<b>Pork &amp; Fennel mini sausage rolls</b> served with homemade sauce	30 pieces	45 pieces
<b>Roast pumpkin &amp; spinach frittata</b> (gluten free)	30 pieces	45 pieces
<b>Cheese platter</b> served with local produce (gluten free option available)		
<b>Sweet danish platter</b>	30 pieces	45 pieces

### Cakes (one cake choice per platter)

30 pieces 45 pieces

**Banana**

**Chocolate & raspberry brownie** (gluten free)

**Orange & poppy seed** (gluten free)

**Scones**

**Mini muffins - mixed berry**

### Other platter options

**Assorted sandwich platter \$12.50 per head**

**Assorted baguette platter \$12.50 per head**

Minimum order for sandwiches & baguettes 15 people

Please ensure you consider your guests dietary requirements prior to selecting your menu.  
Platters must be ordered a minimum of five days in advance to ensure availability.

Medium \$75 and Large \$95  
796 Main Rd, McLaren Vale, 8323 9944  
visitorservices@onkaparinga.sa.gov.au  
www.mclarenvaleeventcentre.com.au

SMALL BITES

