



Ignatius Park College

Edmund Rice Hall

Functions:

The Edmund Rice Hall is a 'dry hire' venue which requires all function requirements including catering and security to be sourced externally.

The venue space allows the event organiser full creativity and freedom to plan their event through the 'dry hire' management system.

Location:

Edmund Rice Hall is the perfect event space boasting catering options for medium to large scale corporate functions and events.

Located in the rear of Ignatius Park College in Cranbrook.

The venue is only a short Taxi or Uber ride to Townsville's CBD and Palmer Street precinct.

Parking is provided within the college and along the main road directly out the front.

Pricing:

Dry hire FULL HALL

Includes Full caterers' kitchen including cold room, Bar, Chairs (1000) and Stage area

1023m² – Hall Floor

84m² – Hall Stage

Security deposit: \$500.00 – refunded after hall handback inspection

1 Day: \$1,500.00 + GST

2 Days: \$2,250.00 + GST

Bump In / Out: \$500.00 p/d

Semi dry hire FULL HALL

Includes full caterer's kitchen including cold room, Bar, Chairs (1000), 2.4m Trestle Tables (80), Stage Area, Audio + 3 Projector Screens

1023m² – Hall Floor

84m² – Hall stage

Security deposit: \$500.00 – refunded after hall handback inspection

1 Day: \$2,200 + GST

2 Days: \$3,300 + GST

Bump in / Out: FOC please work with Hall manager on agreed timings.

All rates are:

- Effective from 1 July 2020
- In \$AUD, exc GST. Includes pre-entry and post event cleaning, electricity and use of the Industrial rubbish bin.
- For a 24 hour hire period preferred suppliers are listed below.
- Bookings subject to School event calendar requirements. Bookings for dates 12 months or more in advance cannot be confirmed until finalisation of the school event calendar year to which the booking relates.



384 Ross River Road,
Cranbrook Townsville
PO Box 121,
Aitkenvale, QLD, 4814

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Web
www.ipc.qld.edu.au

Telephone
(07) 4796 0222



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FREQUENTLY ASKED QUESTIONS

What does 'Dry Hire' mean?

'Dry Hire' means that the venue is provided without features such as Furniture hire, audio visual equipment etc. This is a great option for organisers who want a fabulous location while controlling every aspect of their event.

What does 'Semi Dry Hire' mean?

This means the venue and the features listed such as Tables & Chairs are there for you to use. The items must be set up and packed up by you. This is a great option for organisers who want to cut down on costs of per table and per chair hire prices whilst still controlling all other aspects of their event.

Can we decorate the venue?

Yes, however all themes and dressing of the venue for any event must be reversible. No permanent markings are allowed.

What is the closing time of the venue?

Guests need to vacate the venue by midnight; however, service providers can continue work to pack up the event until a mutually negotiated time.

Where can guests park?

Parking is provided within Ignatius Park College where available; guest can also utilize street parking and walk in through to the venue. Disabled parking is available at the front of Edmund Rice Hall.

Can I use signage?

Yes, however permission is required from the Ignatius Park College Event Coordinator prior to installation and well in advance of your event start date. All signage must be removed by the hirer at the end of the event.

Will my event require security staff to be present?

The Hirer should provide at least two (2) security officers capable of maintaining good order and security at the function.

Refer to our list of preferred Service Providers for contacts of approved security firms.

Am I required to take out insurance for my event?

The Hirer must hold a current public liability insurance policy of at least \$20 million. Evidence of insurance must be provided to the Ignatius Park College Event Coordinator prior to any function/event.



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Can you leave valuable items on site?

The Hirer is responsible for the safe keeping of all valuables associated with the event and Ignatius Park College will not be held liable for any loss or damage suffered by the Hirer.

Can we photograph or film in the venue?

Photography of private events such as weddings etc, inside the Edmund Rice Hall boundaries is permitted. For photography that is to be used for the purpose of commercial gain – permission must be sought in writing from the Event Coordinator at Ignatius Park College. The Event Coordinator of Ignatius Park College reserves the right to take photographs of any event at Edmund Rice Hall for purposes of marketing and promotion of the venue – subject to hirer consent.

Can we use candles, fire, or special effects?

Naked flames including candles, smoke machines, special balloon effects and pyrotechnics are prohibited at, in, or around the venue, unless specific permission is obtained in writing from the Ignatius Park College Event Coordinator.

Can I cancel an existing booking?

The following penalties apply should the Hirer cancel the event:

- Over 60 days before the event any deposit paid would be forfeited
- Between 60 days and 31 days prior to the event, a charge of 50% of the quoted hire fee will be applied
- Less than 30 days prior to the event, in addition to the deposit paid, a charge of 100% of the quoted hire fee will be applied.

Please see over page for our preferred suppliers list.



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PREFERRED SUPPLIERS

EVENT MANAGEMENT AND TICKETING

Ede Events	07 4772 6611	www.edeevents.com.au
Nq licensed Events	0411 720 018	www.nqlicensedevents.com.au
Feel Good Party Hire	07 4725 4570	www.feelgoodpartyhire.com.au

CATERING

Essentially Fresh Deli & Catering	07 4724 2929	www.essentiallyfresh.com.au
Nq Licensed Events	0411 720 018	www.nqlicensedevents.com.au
Otto's Fresh Food Market	07 4759 1755	www.ottosmarket.com.au
Cuisine on Bowen	07 4779 5355	www.cuisineonbowen.com.au

AUDIO VISUAL / LIGHTING

Pure AV Events	07 4755 1144	www.pureavevents.com.au
Wild Gravity	07 4721 3540	www.wildgravity.com.au
Townsville Wedding & Events	0416 192 100	www.townsvillemweddingsandevents.com.au

SECURITY

Loan Wolf Security	07 4721 1217	www.loanewolfsecurity.com.au
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BAR SERVICE

Nq Licensed Events	0411 720 018	www.nqlicensedevents.com.au
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