



Western Australian Gould League

ABN 99 685 184 006

T (08) 9387 6079  
E [admin@wagouldleague.com.au](mailto:admin@wagouldleague.com.au)  
W [www.wagouldleague.com.au](http://www.wagouldleague.com.au)

Herdsmen Lake Discovery Centre  
Cnr Flynn & Selby Streets, Wembley WA 6014  
PO Box 2239, Churchlands WA 6018

*Nurturing a passion for nature through education, innovation & communication.*

## Herdsmen Lake Discovery Centre

### VENUE HIRE BOOKING FORM

To confirm your booking, complete and return this form to [admin@wagouldleague.com.au](mailto:admin@wagouldleague.com.au) within SEVEN (7) days.

### BOOKING DETAILS

Date:	Start Time <sup>^</sup> :	Finish Time <sup>^</sup> :
		<small><sup>^</sup> Include bump in/out time</small>
Contact Name:		
Organisation:	N <sup>o</sup> . of Attendees (85 max)*:	
Address:		
Email:	Tel:	

### ROOM HIRE REQUIREMENTS

#### EQUIPMENT

- |   |   |
|---|---|
| <input type="checkbox"/> Digital projector, screen & AV | <input type="checkbox"/> Coffee/tea/milk provisions (additional \$10) |
| <input type="checkbox"/> Whiteboard                     | <input type="checkbox"/> Tables & chairs required: _____              |
| <input type="checkbox"/> BBQ (additional \$10)          |   |

#### BARISTA

- |   |
|---|
| <input type="checkbox"/> Coffee tab (otherwise pay as you go) |
| <input type="checkbox"/> Time(s) required: _____              |

Additional Requirements: \_\_\_\_\_

### PAYMENT DETAILS

Choose applicable rate:	<input type="checkbox"/> Standard	<input type="checkbox"/> Not-for-Profit	<input type="checkbox"/> WAGL Partnership
Half Day (up to 4 hours)†:	\$250	\$200	\$150
Full Day (4 to 8 hours)†:	\$500	\$400	\$300

PO Number: \_\_\_\_\_ Hire Duration: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

Invoice Contact (if different to above) Name: \_\_\_\_\_ Email: \_\_\_\_\_

\* For bookings with over 40 attendees, an extra \$100 per half day is applied.

† For Sunday bookings, an extra \$100 per half day is applied. Any period falling outside 8:30am–6pm or exceeding 8 hours will incur an extra \$60 per whole or part hour.

### DECLARATION

I accept the terms and conditions (see next page) and confirm the details above are correct.

Name: \_\_\_\_\_

Date: \_\_\_\_\_



Western Australian Gould League

ABN 99 685 184 006

T (08) 9387 6079  
E [admin@wagouldleague.com.au](mailto:admin@wagouldleague.com.au)  
W [www.wagouldleague.com.au](http://www.wagouldleague.com.au)

Herdsmen Lake Discovery Centre  
Cnr Flynn & Selby Streets, Wembley WA 6014  
PO Box 2239, Churchlands WA 6018

*Nurturing a passion for nature through education, innovation & communication.*

## TERMS AND CONDITIONS

- Bookings are for conference, meeting, educational or professional purposes. Please contact us to discuss incorporating any of our activities into your event (at additional cost), or if you have any questions regarding the suitability of your event.
- The start and end times include bump in/out i.e. the whole period you need access to the facilities for setup and packing away.
- If you wish to check the facilities and/or test equipment prior to your event then a 15 minute consultation booking can be arranged free of charge. Additional time may be booked at a cost of \$40 per hour.
- Additional charges will be applied in the following circumstances:
  - For bookings with over 40 attendees, an extra \$100 per half day is applied.
  - For Sunday bookings, an extra \$100 per half day is applied.
  - Any part of your booking falling outside 8:30am–6pm or exceeding 8 hours' duration will incur an extra \$60 per whole or part hour.
- We accept payment by direct deposit into our bank account OR via credit card during office hours (surcharge applies) in person or over the phone.
- The storage of items and equipment on the premises before or after your event MUST be prearranged with staff. You agree that any storage will be unsupervised and at your own risk. To minimise inconvenience to other users of the space we ask you to restrict storage times to a maximum of 48 hours before or after your event.
- The Discovery Centre adjacent to the venue may be open to the general public or for school excursions at any time.
- **We require at least 48 hours' notice for cancellations. If cancelling within 48 hours of the booking date, a \$150 fee for a half-day booking or \$300 fee for full-day booking will apply. A no-show will be charged the full booking cost.**
- **Please leave our venue clean and tidy or a \$150 cleaning fee will apply.**
- Our facilities include a kitchenette with fridge, dishwasher and kettle. You may BYO tea/coffee/milk, or we can supply these for additional cost.
- Please note we do not provide catering. Our coffee window has light snacks and hot and cold drinks available for purchase. If you wish to organise external catering, we can recommend some local options upon request. For environmental reasons use low-waste materials wherever possible.
- As this is a non-licensed venue any alcohol that is consumed must be limited to TWO (2) standard drinks per guest.
- This form is effective from 24 March 2026.