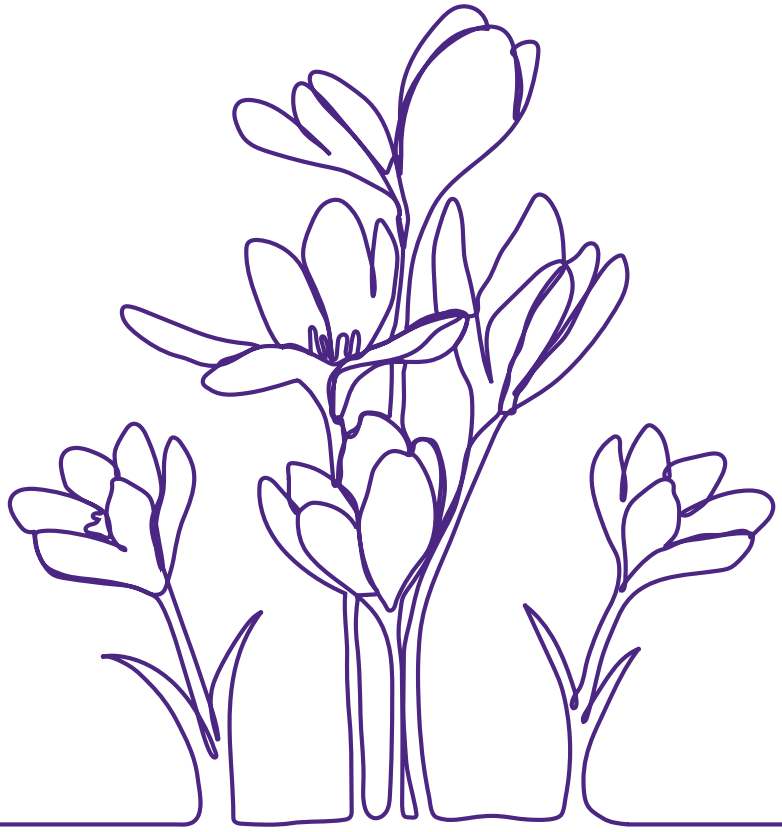
Events
@ KEDRON-WAVELL



CELEBRATION OF LIFE

PACKAGE

Phone: (07) 3350 0916
Email: events@kedron-wavell.com.au

21 Kittyhawk Drive, Chermside
www.kedron-wavell.com.au

CELEBRATION OF LIFE EVENTS

We understand that it's important to plan a meaningful service to honor your loved one.

To help make your day memorable, Kedron-Wavell offers private event spaces, with catering for groups from 20 to 400 people. These spaces include facilities to present photos of your loved one, play the music they enjoyed, share their stories and display flowers and other memorabilia.

VENUE FACILITIES

PARKING
Extensive complimentary outdoor car parking.

BUSINESS FACILITIES
Video conferencing equipment for online meetings. Plus free WIFI.

RESTAURANTS
The Kitchen and Bravo.

BARS
The Kitchen Lounge, Bravo and The Shack.

CATERING
Cocktail arrangement.

SPECIAL FEATURES
Convenient location, wheelchair accessible, event spaces with natural light, in-room bars, adjacent to Westfield Chermside and Quest Hotel for accommodation.

We're here to help make your day a little easier.

Joanne Gilbert
Kedron-Wavell Events Manager

RESTAURANTS & BARS

THE KITCHEN

Pop in and visit The Kitchen, the best place in Chermside for café and restaurant dining.

Open 7 days a week, we have something for everyone, from our seasonal menu to our daily specials. Select a tasty treat from our cake cabinet or enjoy our delicious burgers, pizzas or something from the grill!

BRAVO BREWHOUSE

There's always something new brewing at Bravo Brewhouse!

Our craft beer flavours are expertly created by our in house flavour maestro. Check out our exclusive Bravo craft brews currently on tap in Bravo Brewhouse, you never know… you may just find a new favourite!

THE SHACK

Open 7 days a week, start your morning off the right way with a barista made coffee, and a delicious brekky treat.

On Saturday and Sunday afternoons, drop in and chill out with your favourite frothies and a range of food options. Plus, we've got some fun games to play while you hang out at our tropical oasis.

ROOMS

BLUE PACIFIC SHOWROOM

KITTYHAWK ROOM

VC SUITE (DONALDSON & MCNAMARA)

DONALDSON

LEVEL 2 SUITE (LONG TAN & BOARDROOM)

SKY LOUNGE

ROOM HIRE RATES & CAPACITIES

	Cocktail	Banquet	Size m²
Blue Pacific Showroom[1]	500	350	500
Kittyhawk Room	400	200	400
VC Suite	240	120	240
Donaldson Room	80	60	120
Sky Lounge[2]	80	50	110
Sky Lounge w/ Deck[2]	150	80	180
Level 2 Suite	100	80	180
Long Tan Room	64	50	120
Boardroom	30	30	60

[1]Set up fees may apply for the Blue Pacific Showroom. Please speak to the events team regarding your requirements.
Bookings in the Blue Pacific Showroom require an audio visual technician to operate sound and lighting. Price on application.

[2]The Sky Lounge deck can be used for extra seating.

Three hour hire only available Monday - Saturday prior to 5pm.

Room capacity may change pending layout.

Additional items that can be requested for the room include:

- Easel to display large photos/framed memorabilia
- Display table for flowers/small photos
- High chairs

CATERING INFORMATION

TEA AND COFFEE

- Under 50 guests | $POA
- 50 + guests | $POA

FOOD

$500 MINIMUM FOOD SPEND

SERVES 10 GUESTS | $85 PER PLATTER

- Gourmet hot savoury platter
- Gluten free gourmet hot savoury platter
- Sandwich platter
- Cakes and slices platter
- Gluten free cakes and slices platter
- Cheese platter with dried fruits, nuts and lavosh
- Seasonal fruit platter
- Dips platter with crudites and crusty bread (VO)
- Sushi platter | 50 pieces
- Antipasto platter - pickled vegetables, sliced meats, cheese and dips
- Coriander, lime and ginger chicken skewers (GF)

BEVERAGES

Several of our event spaces have a private bar available, where you can provide a bar tab for your guests.

Typically a bar tab will cover beer, wine and soft drinks, but we can tailor this to suit your taste and budget.

You also have the option for guests to purchase their own drinks.

GF - GLUTEN FREE | GFO - GLUTEN FREE OPTION | VG - VEGETARIAN | VGO - VEGETARIAN OPTION | V - VEGAN | VO - VEGAN OPTION

SOME DISHES MAY CONTAIN TRACES OF NUTS. PLEASE ADVISE THE EVENTS TEAM WHEN BOOKING IF YOU HAVE ANY DIETARY REQUIREMENTS.

BOOKING FORM

CONTACT DETAILS

NAME

COMPANY (IF APPLICABLE)

PHONE NUMBER

EMAIL

BILLING ADDRESS

POSTAL ADDRESS (IF DIFFERENT FROM BILLING ADDRESS)

EVENT DETAILS

NAME OF EVENT (TO APPEAR ON DIRECTIONAL SIGNAGE)

DATE

ROOM

ROOM HIRE FEE

EXPECTED ATTENDANCE

ROOM CONFIGURATION

BUMP IN

START TIME

BUMP OUT

END TIME

DAY OF EVENT CONTACT DETAILS (IF DIFFERENT TO ABOVE)

NAME

PHONE NUMBER

POSITION/ROLE

BOOKING FORM

EQUIPMENT	PRICE	
AV Technician	POA	
Lighting Technician Blue Pacific Room only	POA	
Security	POA per hour Monday - Saturday	POA per hour Sunday
Data Projector and Screen	POA	
Television with Video Conferencing	POA	
Additional Tables e.g. registration, merchandise, head panel.	POA	
Microphone and Lectern	POA	
Social Media Microphone	POA	
Whiteboard and Markers	POA	
Flipchart and Markers	POA	
Powerboard and Cords to Tables	POA	
Presentation Pointer	POA	
Laptop	POA	
Pen and Pad	POA	
Portable Staging	POA	
Coloured LED Lighting party lighting packages	POA	
Tea Light Candles battery powered	POA	
Chair Covers | Black or White	POA	
Chair Covers | Coloured with Sash	POA	
Tablecloths | Black or White	POA	
Coloured Tablecloth	POA	
Cloth Napkins	POA	
Red Carpet and Rope Bollards	POA	
Balloon Bunches on Weights minimum order 5 bunches | bunch contains 3 balloons	POA	
Balloon Garland/Arch	POA	
Floral Bud Vases	POA	
Table/Stage Floral Arrangements	POA	
Table Numbers	POA	
Christmas Centerpiece, Bon-Bon and Coloured Napkin	POA	

A 20% surcharge applies to all equipment hire fees for events booked on a Sunday.

Speak with our events team for a customised equipment package.

BOOKING FORM

Please advise your catering items along with any extras or upgrades (including quantity and preferred service time) below.

CATERING ITEM	QUANTITY	PREFERRED SERVICE TIME

BAR

Several of our event spaces have a private bar available, where you can provide a bar tab for your guests.
Typically a bar tab will cover beer, wine and soft drinks, but we can tailor this to suit your taste and budget.

PLEASE SELECT OPTION

SERVICE TIME

DETAILS

KEDRON-WAVELL EVENTS TERMS & CONDITIONS

BOOKINGS
A booking form must be completed to make your booking. Contact Kedron-Wavell's events team for this form.

Tentative bookings will be held for seven (7) days. If there is another party interested in the booked date and time, you will be contacted for a decision. Tentative bookings must be confirmed within seven (7) days, by deposit. Otherwise the booking will be cancelled, and the room made available for hire. If the party can't be contacted, Kedron-Wavell has the right to terminate tentative bookings.

CONFIRMATION
A deposit is required to confirm your booking. A 20% surcharge applies to all room hire and catering fees for events booked on a Sunday.

CANCELLATIONS
Notification of cancellation must be made in writing. As Kedron-Wavell may not be able to re-book the space after a cancellation, the following conditions apply.

- Notification of cancellation up until sixty (60) days of the scheduled date – full refund of deposit.
- Notification of cancellation between thirty (30) to fifty nine (59) days prior to scheduled date – 50% refund of deposit.
- Notification of cancellation within seven (7) to twenty nine (29) days of the scheduled date – no refund of deposit.
- If an event is cancelled within seven (7) days of the scheduled event there will be a 50% fee charged on all catering ordered and no refund of deposit.
- COVID19 cancellations are no longer accepted, postponement options are up to the discretion of the events team.

No transfers of deposits will be made.

FLOOR PLANS
Seating plans (if applicable) must be provided three (3) days prior to your event. Kedron-Wavell can advise of event space specifications if required.

No changes to the seating will be accepted two (2) days prior to your event. Changes cannot be made on the day.

Kedron-Wavell reserves the right to adjust specified room set-ups to comply with Workplace Health and Safety Regulations.

Kedron-Wavell reserves the right to re-allocate your event space should the need arise. The event planner will be contacted in this instance, and you will be notified as soon as possible if this occurs.

FOOD AND BEVERAGE
Catering and setup details are required fourteen (14) days prior to the event, with final numbers confirmed seven (7) days prior.

All events booked on a Friday evening, Saturday or Sunday must include catering. A minimum $25pp spend on catering is required on these bookings.

MENU
Confirmed numbers and full payment of account for catering is required seven (7) days prior to your event. Fees will be based on this confirmed number. An increase in numbers will be allowed at the discretion of Kedron-Wavell.

We require four (4) days notice if you require special meals or have specific dietary requirements. These meals cannot be produced on demand, Kedron-Wavell doesn't guarantee that these can be provided without prior notice.

Member's discounts do not apply for events, catering, bar, or room hire.

Every effort is made by the venue to hold menu prices as printed; however, menu prices may vary on occasion at the discretion of management.

Costs of meals for DJs, bands, entertainers etc. will be added to the client's account and these are not automatically included in your event. Should you require meals for such, Kedron-Wavell requires seven (7) days notice. These meals will not be produced on demand.

FOOD AND SAFETY
Please be advised that due to our food and safety procedures, no food or beverages can be brought onto Kedron-Wavell premises. Likewise, no food or beverages can be removed from the premises.

Celebration cakes are exempt from this rule. A "cakeage" fee of $4pp applies if you require staff to cut and serve your own cake as dessert.

EMERGENCIES
In case of an emergency, Kedron-Wavell warden staff are to direct people to safety.

ALCOHOL
Kedron-Wavell does not permit alcohol to be brought in from outside of the venue.

Please advise your beverage requirements fourteen (14) days prior to your event. A copy of the House Policy can be forwarded to you if you require more information in relation to the service of liquor.

Serious fines are in place for minors who obtain alcohol on a licensed premise to both the venue and the minor. Sufficient photo identification must be produced to provide evidence of age. Fines are also in place for people who buy or supply minors with liquor. Management and staff are required by law to refuse you liquor service if you are under 18 years of age or unduly intoxicated, and/or creating a disturbance.

All guests under the age of 18 years must have a legal guardian remain on the premises during the visit to the Club.

Alcohol can be harmful to some people. Kedron-Wavell Ltd actively practices the responsible service of alcohol and is committed to ensuring alcohol is served, consumed and enjoyed in a responsible manner in our venues to those over 18 years of age. Help is available from our onsite Chaplain. Drink responsibly.

SECURITY
All 18th and 21st birthdays or other events considered high risk by management must hire Kedron-Wavell's security for the duration of the event at the cost of $85 per hour (Monday to Saturday) and $95 per hour (Sunday).

DECORATIONS
Decorations can not be fixed in any way that may cause damage to the venue (e.g. walls, floors, windows, or any other surfaces). The organiser will be responsible for all costs associated with damage.

Smoke machines may be requested, but we cannot guarantee their use.

ELECTRICAL EQUIPMENT
Any electrical equipment brought in by the hirer, contractors, or event attendees must undergo tagging and testing, adhering to the guidelines outlined in Australian Standard 3760 and relevant work health safety legislation. The equipment must bear a current test tag to ensure compliance.

RESPONSIBILITY FOR EQUIPMENT PROTECTION
The Sands Social assumes no responsibility for any damage incurred by the hirer's equipment due to surges or fluctuations. It is the sole responsibility of the hirer to implement measures to safeguard their equipment against such occurrences.

NOISE AND SOUND LEVELS
The Client acknowledges that noise levels are subject to the venue's sound management policy and local regulations. Noise levels measured at approximately three (3) metres from the primary source must not exceed 75 decibels (DB). The venue reserves the right to monitor and adjust sound levels at any time to ensure compliance with these limits and to prevent disturbance to other patrons or neighbouring properties. Failure to comply with sound level requirements may result in the reduction of volume levels, cessation of music, or early closure of the event, without refund.

DAMAGE
Please note that the organiser is financially responsible for any damages to the property/equipment during the event. Kedron-Wavell will take all necessary care but will not accept responsibility for damage or loss of any client's property in the event spaces before, during or after your event. Any breakages, loss or damage to equipment or facilities will be charged to the organiser responsible for the event.

CLEANING
General and normal cleaning is included in the cost of the room hire fee, but additional fees may be payable if the event has created cleaning needs beyond normal cleaning.

COMPLIANCE
The organiser making the booking is responsible to conduct the event in an orderly manner. We reserve the right to intervene if an event's activities are considered illegal, noisy, or offensive. Noise restrictions are in place from 10pm and will be advised based on room hire. Likewise bookings may be denied or cancelled should the event cast Kedron-Wavell in a negative light or have a conflict of interest.

When attending an event at Kedron-Wavell you must adhere to the clubs general rules of entry. They can be found at: kedron-wavell.com.au/conditions-of-entry

Filming or photography of Kedron-Wavell staff is prohibited outside of the event space.

SMOKING/VAPING
Smoking and/or vaping is not permitted in Kedron-Wavell. There are designated outdoor smoking area (DOSA) available for these purposes.

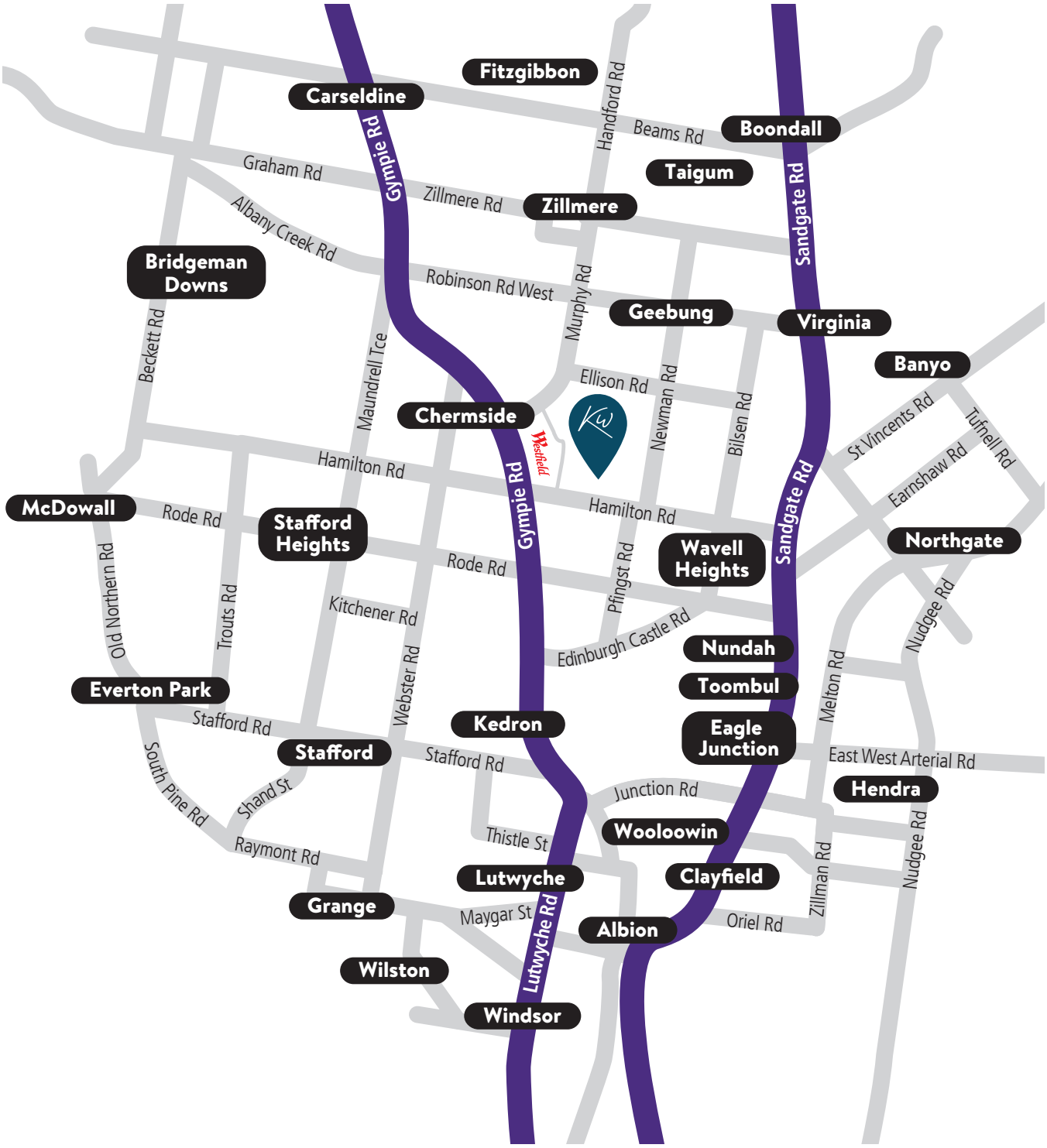
FEEDBACK
Feedback is welcome and can be sent to: events@kedron-wavell.com.au

Once this booking form has been received by the events team, within seven (7) days, a deposit invoice will be issued. You have the option to pay via EFT transfer or by credit card. If paying via EFT transfer, please put the invoice number as the reference. Please note that paying via credit card incurs a 1.75% fee.

By signing below, I am confirming my booking, acknowledging that I am authorised to make this booking on behalf of the company and that I have read, understood and will comply with the terms and conditions of the booking.

Signature _____ Date _____

LOCATION



Events KEDRON-WAVELL

Phone: (07) 3350 0916
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21 Kittyhawk Drive, Chermside
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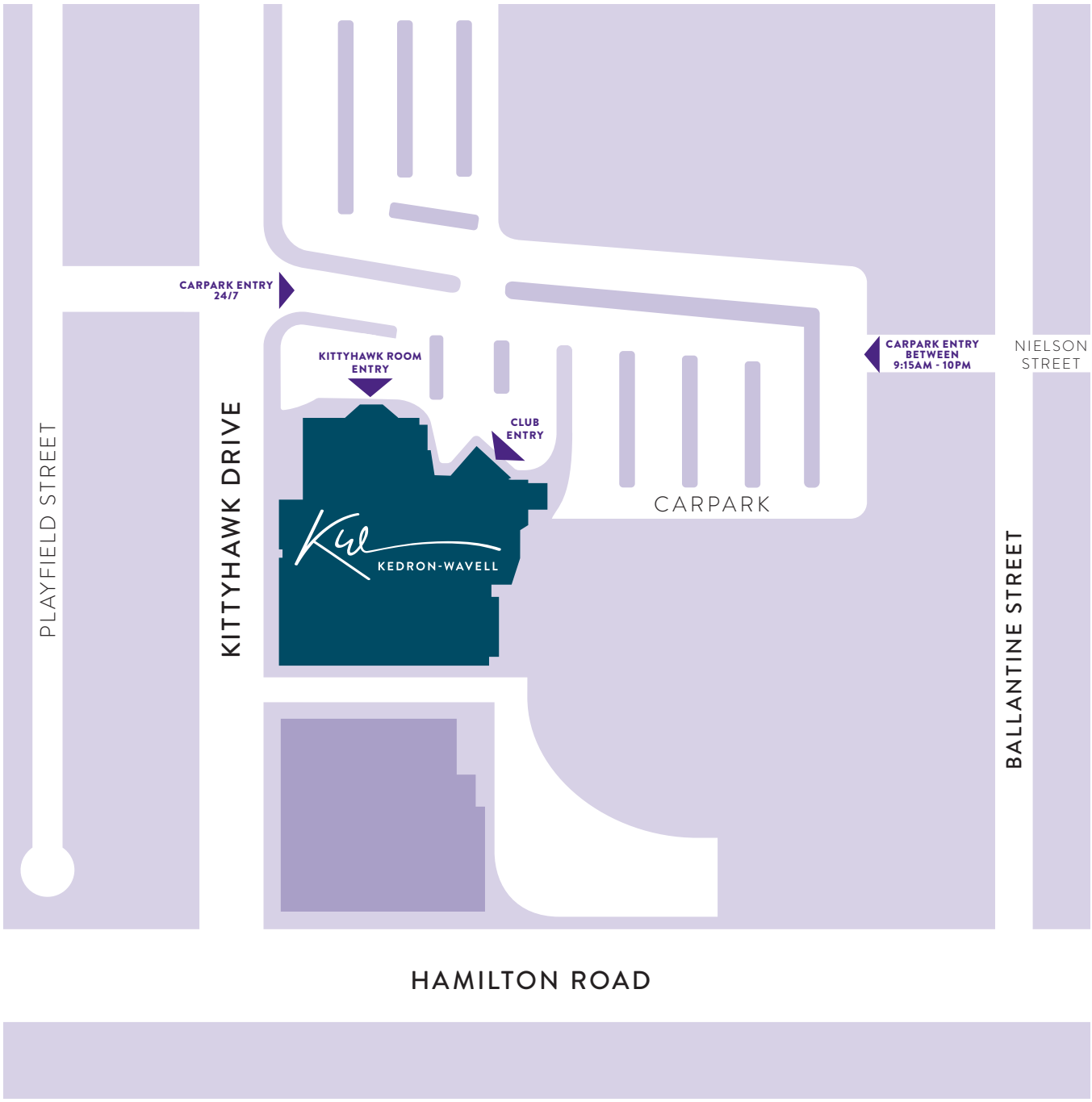
VENUE MAP


CARPARK ENTRY 24/7
KITTYHAWK ROOM ENTRY
CLUB ENTRY
CARPARK ENTRY BETWEEN 9:15AM - 10PM
NIELSON STREET
PLAYFIELD STREET
KITTYHAWK DRIVE
KEDRON-WAVELL
CARPARK
BALLANTINE STREET
HAMILTON ROAD

ACCOMMODATION

There is a wide range of accommodation located within a convenient distance to the Club.

Quest Apartments and Quest Chermside offer a charge-back when dining at Kedron-Wavell.

QUEST APARTMENTS ON PLAYFIELD

39-40 Playfield Street, Chermside
(07) 3624 0800
questcop@questapartments.com.au
www.questchermsideonplayfield.com.au

QUEST CHERMSIDE

9 Thomas Street, Chermside
(07) 3363 0100
questchermside@questapartments.com.au
www.questchermside.com.au

THE CHERMSIDE APARTMENTS

22 Thomas Street, Chermside
(07) 3256 5500
reservations@thechermside.com.au
www.thechermside.com.au

ESSENCE SERVICED APARTMENTS

541 Rode Road, Chermside
(07) 3613 7400
res.chermside@essenceapartments.com.au
www.essenceapartments.com.au

CHERMSIDE COURT MOTEL

105 Farnell Street, Chermside
(07) 3359 3988
enquiries@chermsidecourtmotel.com
www.chermsidecourtmotel.com

CHERMSIDE MOTOR INN

644 Gympie Road, Chermside
(07) 3359 9255
chermsidemotorinn@hotmail.com
www.chermsidemotorinn.com.au

ASPLEY MOTOR INN

1159 Gympie Road, Aspley
(07) 3263 5400
bookings@aspleymotorinn.com.au
www.aspleymotorinn.com.au

ASPLEY PIONEER MOTEL

794 Zillmere Road, Aspley
(07) 3263 6122
aspleypioneer@ecn.net.au
www.aspleypioneermotel.com.au

ASPLEY CARSEL MOTOR INN

1549 Gympie Road, Carseldine
(07) 3263 5988
info@aspleycarsel.com.au
www.aspleycarsel.com.au

COMFORT INN NORTH BRISBANE

77 Denver Road, Carseldine
(07) 3554 0219
reservations@comfortinnbrisbane.com.au
www.comfortinnbrisbane.com.au