

Welcome to Siteworks

33 Saxon Street
Brunswick VIC 3056
www.saxonstreet.com

Siteworks Event Guide

11/11/2021

This document is a guide to running events here at Siteworks. All of the costings are base estimates and subject to change. Please get in contact with us with the nature of your event, expected numbers and the length of the event for a full quote.

Site Hours

9am - 10pm Monday - Sunday

Amplified sound must be turned off by 8pm. Background music only from 8pm onwards as Siteworks is in a residential area.

All guests must have left the site by 10:30pm.

The site must be fully closed and the gates locked by 11pm at the latest.

All guests over the age of 16 and staff must be fully vaccinated as per the directions of the State Government and Chief Health Officer.

We respectfully acknowledge the Wurundjeri people of the Eastern Kulin Nation as traditional custodians, on whose unceded lands we work and live. We respectfully acknowledge elders – past, present and emerging. And we extend our deepest respects to all First Nations peoples. In the context of the work we do, we express gratitude for our shared connection through place, to the oldest continuing cultures on earth.

Costings

At Siteworks we have a range of options and scales when it comes to events. These can be small casual gatherings of 10-15 people using the lawn and outside area that don't incur any costs at all.

These types of gatherings have no cost associated with them but they are limited in the types of services we can provide such as toilets or indoor space.

For events where there is a larger group such as a birthday party, celebration or fund-raising or you have need of toilets, kitchen or room use then we have a simple sliding scale of costs.

Siteworks Event Costing Guide

| | Minimum Staffing 3hrs | Minimum Room Booking 3hrs | Waste | Total |
|--|------------------------------|----------------------------------|--------------|--------------|
| >20-50 Guests (1 Staff Member required) | \$150 | \$75 | \$0 | \$225 |
| >50 Guests (2 Staff Members required) | \$300 | \$150 | \$0 | \$450 |
| >100 Guests (3 Staff Members required) | \$450 | \$264 | \$400 | \$1114 |

Additional Costs (Beyond the standard 3hr event)

| | Staffing rate/hour | Room booking rate/hour | Cleaning rate/hour (as required) |
|--|--------------------|------------------------|----------------------------------|
| >20-50 Guests (1 Staff Member required) | \$50 | \$25 | \$50 |
| >50 Guests (2 Staff Members required) | \$100 | \$50 | \$50 |
| >100 Guests (3 Staff Members required) | \$150 | \$88 | \$50 |

* These numbers are just a guide and are subject to change based on the nature of your event. Please get in contact with us to get a full quote.

Public Liability Insurance

- For public events Public Liability Insurance is required.
- For private parties Public Liability Insurance is not required.

Maps, Access, Parking & Site Information

For maps, flat access, parking and site information [please visit our website](#).

Alcohol Policy

- For a cash and carry bar Blak Dot bar can be used and must be confirmed in advanced.
- We use in house glasses (Duralux glasses)
- BYO - Event organisers can bring their own supply for Siteworks staff to serve in an open bar.

- For indoor events only, organisers can obtain an event liquor license in order to sell alcohol on site. See Red Line Plan attached.

Food Policy

- BBQ and shared food for parties can be prepared in the House kitchen.
- No commercial food can be prepared on site for public sale unless you are bringing your own catering setup.
- A copy of food safety certificates for catering or food vans is required in advance of the event.
- Our local recommendations:
 - <https://www.pawacatering.com.au>
email: niyoka@pawacateringandevents.com
 - antonellaskitchen.com.au
email: hello@antonellaskitchen.com.au

Sound Policy

- 65db limit on the fence line
- No subwoofers on site
- Sound needs to be lowered to background noise level at 8pm sharp (residential area)

Covid Safety

- A Covidsafe plan must be in place if required by the directions of the State Government and Chief Health Officer.
- All guests over the age of 16 and staff must be fully vaccinated as per the directions of the State Government and Chief Health Officer.
- We require the guest list prior to private and public events.
- Siteworks has QR codes on the grounds and all guests need to check in upon arrival. A manual check-in can be set up as required.

Room Booking Costs

- Both indoor and outdoor events require room bookings depending on the size of the event. This is to help with storage and wet weather options during the event as well as to ensure that any other groups using the site will not interrupt the booking and that as a shared community facility we provide an enjoyable and considerate environment for the multitude of different groups that use the space.
- >20-50 Guests - Either Workroom 2 or the Community Room (Minimum 3 hours) = \$75
- >50 Guests - Workroom 2 and the Community Room (Minimum 3 hours) = \$144
- >100 Guests - Workroom 1, 2, 5 and the Community Room (Minimum 3 hours) = \$264

Waste Costs

- For events larger than 100 guests, commercial or council bin hire is required.
- Council fee: \$400 incl. GST (supply and removal of 4 bins)
- Additional bins: \$33 incl. GST (per bin and removal)