



THE
PERTH MINT
AUSTRALIA



Functions that glitter

Own the Mint for an evening to host your next cocktail function, seated dinner, workshop presentation or gala event, and spoil your guests with a unique golden experience.

As one of Western Australia's most historic buildings, The Perth Mint offers elegance and style to any occasion.

Venue and capacity

The Perth Mint offers a range of function venues, each with its own unique ambience to create a special experience.

Foyer & Shop

Capacity: 175 for a cocktail reception

The Perth Mint Foyer and Shop is housed within the grand heritage building. It offers a blend of colonial features and contemporary furnishings to create a relaxed spacious atmosphere.

The entire area offers five open rooms which flow through the ground level to showcase Western Australia's natural precious treasures and display a selection of gifts to suit any occasion.

Melting House

Capacity: 100 for a theatre style presentation

The Melting House is the original refinery of The Perth Mint, located within the 1899 heritage building. Thousands of dollars worth of gold is still in the brick walls of this historic room, which exudes a distinctive rustic charm.

Courtyard Garden & Verandah

Capacity: 60 for a cocktail reception or 40 for a seated dinner

Paved with limestone and featuring a tranquil fountain, the covered Courtyard Garden and Veranda is an oasis surrounded by turn-of-the-century buildings.

Forecourt & Front Gardens

Capacity: 350 for a cocktail reception or 200 for a seated dinner

The lush lawns of The Perth Mint are surrounded by manicured gardens and framed by a symmetrical forecourt. The outdoor space offers an uninterrupted view of the majestic heritage building and can accommodate a range of marquee options.



A golden opportunity

Make your function a memorable occasion by offering guests the opportunity to view a traditional gold pouring performance.

The Perth Mint's Melting House is where gold has been melted and poured since 1899. Still containing one of the original 15 furnaces, guests can witness how gold is melted and the molten metal poured in time-honoured fashion to form a gleaming 200 ounce solid gold bar, worth hundreds of thousands of dollars.

A gold pouring performance is included in The Perth Mint venue fee. Each additional performance will incur a further cost of \$160 (inclusive GST).



Unique gifts

The Perth Mint Shop

The Perth Mint retail store offers an exquisite range of jewellery, unique giftware and an extensive range of coins and natural gold nuggets.

During your function, The Perth Mint Shop will be open and staff readily available throughout the evening to assist guests in making their selection.

The Perth Mint is an authorised stockist of Kailis Jewellery, Argyle Pink Diamonds, Pandora, and Cotton & Co.



Personalised Medallions

Perth Mint medallions can be created as a special memento of your function for guests. They are produced in a choice of three metals – gold-plated, 99.9% pure silver and 99.99% pure gold.

The Perth Mint logo or a themed design will feature on one side of the medallion, with the other side able to be individually inscribed with your company logo or a personal message. Please contact us for further details.





Suppliers and costs

Food & Beverage

The Perth Mint suggests the food selections prepared by:

Beaumonde Catering
Telephone: 08 9377 2947
Email: info@beaumontecatering.com.au
Website: www.beaumontecatering.com.au

Comestibles
Telephone: 08 9421 1222
Email: info@comestibles.com.au
Website: www.comestibles.com.au

Heyder & Shears
Telephone: 08 9221 4110
Website: www.heydershears.com.au

The Perth Mint offers an extensive cellar selection of Western Australian wines and beers.

Equipment & Decoration

The Perth Mint suggests the hire of marquees, furniture and other event items from:

Pedersens Hire
Telephone: 08 9456 3000
Email: sales@pedersenshire.com.au
Website: www.pedersenshire.com.au

Hire Society
Telephone: 08 9389 9921
Email: info@hiresociety.com.au
Website: www.hiresociety.com.au

If you wish to have floral arrangements on display at your function, please advise us of your wishes. Alternatively, you may use your own florist and advise us of the delivery details.



Suppliers and costs

Audio Visual

The Perth Mint suggests the hire of multimedia technologies, lighting and staging from:

Perth Audio Visual
Telephone: (08) 9378 0888
Website: www.perthav.com.au

Staging Connections
Telephone: 08 9221 4111
Website: www.stagingconnections.com



Entertainment

If you wish to arrange entertainment for your function, The Perth Mint can suggest live music and entertainers to suit your occasion. Please contact us for further information.



Reservation Costs

The Perth Mint is available for venue hire from 6pm until midnight at the cost of \$2,500 (inclusive GST). This fee includes:

- Entrance to the Gold Exhibition
- A private gold pouring performance
- The Perth Mint Shop open for trading
- Use of, and access to, all public areas of The Perth Mint
- The presence of Perth Mint security staff

Please note: The Perth Mint is closed on New Years Day, Good Friday, Anzac Day, Christmas Day and Boxing Day.





Terms and conditions

Thank you for choosing The Perth Mint as the venue for your event. We trust it will be a truly golden and rewarding experience.

Perth Mint function services are provided under the terms and conditions outlined in this document. Please sign the application form and return to The Perth Mint Tourism and Functions Co-ordinator. Should you have any questions, feel free to contact us.

1. Quotes

Quotes are merely offers of our services to do business with you. Any changes to your requirements will entail an alternate or additional quote. Quotes are not confirmed bookings unless and until advised in writing and in addition any and all deposits have been received by The Perth Mint as cleared funds. Please note prices may be subject to change.

2. Reservation Costs

The Perth Mint is available for venue hire from 6pm until midnight at a cost of \$2,500 (including GST). All additional costs including food and beverages, decoration, equipment hire and any other services by independent providers will be incurred by, and separately invoiced directly to, the client.

3. Order Confirmations

All venue bookings are tentative and held without obligation for 5 working days. Confirmation of a venue booking will occur following the receipt of a 50% deposit of the venue hire cost (including GST) as cleared funds to The Perth Mint within 5 working days of the booking date.

The existence of a signed application form together with payment

of the deposit as cleared funds acknowledges your acceptance of the terms and conditions herein and the booking confirmed.

The Perth Mint reserves the right to cancel any unconfirmed bookings after 5 working days without notice and to reallocate the reservation to other enquirers.

4. Payment Options

The Perth Mint's payment options include:

- Cash
- Credit card payment (Visa, Mastercard, Diners, American Express)
- Direct Credit into Westpac Banking Corporation
BSB 036 000 Account 272377.

Credit card payments will incur a 2.5% surcharge on the total amount paid for each transaction.

In addition, a surcharge will apply for all events held on a Sunday (10%) or a public holiday in Western Australia (15%) calculated on the total venue hire. Full and final payment of the venue hire is required as cleared funds at least 5 working days prior to the event.

5. Cancellations

All cancellations need to be notified in writing to The Perth Mint. Should any cancellation occur more than 30 working days from the event, 100% of the deposit previously paid will be refundable. Should cancellation occur between 20 and 29 working days from the event, 60% of the prepaid deposit will be refundable. Should cancellation occur between 15 and 19 working days prior to the event, 40% of the prepaid deposit will be refundable.

If cancellation occurs less than 14 working days prior to the event, the cancellation fee will consist of the total prepaid deposit.

6. Guest Numbers and Guest Names

Final guest numbers are to be supplied to The Perth Mint Tourism and Functions Co-ordinator at least 5 working days prior to the event. Acceptance by The Perth Mint of extra numbers will depend on the venue capacity.

It is the responsibility of the client to provide The Perth Mint with the names of all guests, attendees, independent service providers and their attending function staff at least 5 working days prior to the event. The Perth Mint is to be advised of any and all amendments to the submitted guest and supplier lists.

All guests, attendees, independent service providers and their attending functions staff must be registered with the Tourism and Functions Co-ordinator prior to gaining admittance to The Perth Mint. If guests, attendees, independent service providers and their attending functions staff have not registered admittance may be denied.

7. Food and Beverage

The Perth Mint's suggested caterers identified in the functions brochure receive a formal induction at The Perth Mint, have satisfied all security prerequisites and have or will present the necessary insurance proof of cover. The Perth Mint will not permit the client to nominate a caterer of its choice.

Under no circumstances will any food or beverage, other than that which is provided by The Perth Mint or one of the Mint's suggested service providers, be permitted into any area of The Perth Mint by the client, its directors,



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officers, employees, guests or attendees prior to during or after the event.

For the safety of guests and attendees The Perth Mint will not allow any potentially hazardous foods to remain in service beyond two hours. The Perth Mint will attend to the proper disposal of all such items. All prepared foods not consumed at the event may not be removed from The Perth Mint unless previously arranged with and confirmed by the suggested caterer.

Liquor Licence

The Perth Mint operates under a Special Facility Licence issued within the terms of the *Liquor Control Act 1988* by the Department of Racing, Gaming and Liquor on behalf of the Government of Western Australia.

The Perth Mint offers an extensive collection of Western Australian wines and beers. All beverages will be charged on consumption unless arranged by prior agreement with The Perth Mint.

No beverages of whatever kind are permitted to be brought into The Perth Mint by the client, its directors, officers, employees, guests or attendees.

The client bears the responsibility to ensure that all event attendees, including its directors, officers, employees and guests, are aware that by law no alcohol can be removed from the perimeter of The Perth Mint.

Other Event Suppliers

The client bears the responsibility to ensure that independent event suppliers commissioned to provide services are aware of the terms and conditions of hosting an event at The Perth Mint.

8. Venue Access and Availability

Included in your venue hire cost is the access to all public areas of The Perth Mint, including the forecourt and grounds, Gold Exhibition and retail shop.

Wheelchair access is available. The client bears the responsibility to inform The Perth Mint in writing prior to the event of any additional requirements to accommodate guests with special needs.

9. Function Set Up and Delivery of Items

Function set up can begin from 5pm onwards on the date of the function. Any special arrangements prior to this time must be discussed with the Tourism & Functions Co-ordinator.

The Perth Mint is to be timeously advised of any deliveries to be made to the venue before and or during the event to ensure the efficient delivery and safe storage of all items.

10. Function Close Down and Collection of Items

Close down time and the vacation of premises will be half an hour after the specified finishing time of the function. All items and hired equipment used during the function must be collected from The Perth Mint prior to the commencement of trading at 9am the day after the event.

11. Security Procedures

The Perth Mint reserves the right to request that all clients comply with onsite security procedures as instructed by rostered The Perth Mint staff and security guards.

12. Photography

Restrictions apply to the use of photographic, digital filming and like equipment within The Perth Mint. Please submit your request to photograph or film at The Perth Mint to the Tourism and Functions Co-ordinator, who will request clearance from Perth Mint Security. Some requests may be denied.

The client bears the responsibility to ensure its directors, officers, employees, guests and attendees comply with the 'no photography' requirements if no security clearance has been obtained.

13. Accountability and Responsibility

The Perth Mint accepts no responsibility for damage to or loss of any client's property of whatsoever kind (including that of any director, officer, employee, guest or attendee) either prior to during or after an event at The Perth Mint.

The client is financially responsible for any loss or damage suffered or sustained to The Perth Mint buildings, fittings, furniture, property or any equipment of any kind due to the acts or omissions of the client, its directors, officers, employees, guests or attendees, prior to during or after an event.

Nothing is to be nailed, screwed, stapled, affixed or adhered to any wall, door or other surface or to any part of The Perth Mint building without the express prior consent of The Perth Mint.

All signage at the client's request to be displayed in any and all public areas of The Perth Mint must be initially approved by The Perth Mint.

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14. Indemnity

The client, its directors, officers, employees, guests and attendees are permitted to use occupy and enjoy The Perth Mint's facilities at their own risk.

The client indemnifies The Perth Mint and holds it harmless from all losses, claims, actions, costs and expenses (including all reasonable legal costs and expenses) incurred in relation to personal injury, death or disease to any person, as well as to any and all damage and loss to property of any kind.

Under no circumstances without limiting the generality of this clause shall The Perth Mint be liable for any indirect damage, loss, cost, claim or expense and any consequential loss whether based on breach of contract, tort (including negligence), or otherwise.

15. Laws and Regulations

At no time within the perimeter of The Perth Mint should the client, its directors, officers, employees, guests and attendees commit any act that is or can be perceived to be illegal, noisy, offensive or lewd, or is in breach of any law, statute, by-law, order, regulation, or any other provision having the force of law. At all times the client, its directors, officers, employees, guests and attendees must comply with all policies and procedures of The Perth Mint as outlined by rostered Perth Mint staff and security guards.

Right of admission is reserved at all times. The Perth Mint reserves the right in its sole discretion to take whatever steps it deems necessary in the case of any contravention of this clause or any other provision of The Perth Mint's policies and procedures.

16. Contact

Your personal contact at The Perth Mint is:

Samantha Tong

Tourism and Functions Co-ordinator

The Perth Mint

T: (08) 9421 7433

F: (08) 9221 9804

E: Samantha.tong@perthmint.com.au

Street Address: 310 Hay Street

East Perth, Western Australia 6004





Application form

I/we have read and understood all the terms and conditions set out by The Perth Mint.

I/we agree to the terms and conditions regarding my function on:

Date

Time

I/we understand that The Perth Mint is not liable for any personal goods or belongings of the client, its directors, employees, guests and attendees of the function.

I/we accept responsibility for any damages that may be incurred to The Perth Mint and/or its property during the function.

I/we understand that upon receipt of this duly signed document by The Perth Mint together with payment of the deposit as cleared funds within 5 working days of the initial booking, the function will be confirmed.

Basis of Agreement

This agreement will be made null and void at the sole discretion of The Perth Mint in circumstances which are beyond the control of The Perth Mint including but not limited to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) regulations, whether enumerated herein or not.

Acceptance

The guest attendance figure and guest names must be confirmed no later than 5 working days prior to the event. The person whose signature appears on this agreement and by whose signature of acceptance for The Perth Mint is made, is duly authorised so to sign and acknowledge that the above terms and conditions are fully acceptable herein.

Client Name

Client Signature

Date

The Perth Mint

Date

For further enquiries, please contact:

Samantha Tong

Tourism and Functions Co-ordinator, The Perth Mint

T: 08 9421 7433

F: 08 9221 9804

E: Samantha.tong@perthmint.com.au

Postal address: GPO Box M924, Perth, Western Australia 6843