

Functions at the Bell Tower

Welcome to The Bell Tower, with new exhibits and more interactive experiences than ever for you and your guests to enjoy.

Thank you for your enquiry about holding your function in one of the world's largest musical instruments, with its growing international reputation as an iconic symbol for our State and a central attraction for our beautiful city of Perth.

The Bell Tower is a stunning six storey complex, complimented by a grand glass entry foyer and a sixth floor Observation Deck, making your function a unique opportunity to experience the richness of history while guests enjoy refreshments overlooking the most spectacular 360 degree view of our beautiful city and its Swan River.

The Bell Tower hosts numerous successful, high profile, corporate and private functions including launches, cocktail parties, sit down dinners, buffets and birthday parties for up to 90 guests.

With the central Perth Bell Tower all to yourselves – why not make your even the most memorable it can be with the distinctive and amazing ringing of the Swan Bells? Have guests try their hand at playing the same bells rung for Captain Cook's homecoming in 1771.

Please see our information package below for further details about functions at The Bell Tower. For further queries, site visits or to make a booking please contact our Event Manager, Emma Went on 6210 0444 or admin@thebelltower.com.au

Kind regards

The Events Team at The Bell Tower

Capacity and Facilities

The Bell Tower is a six storey complex with a grand glass foyer entry and sixth floor Observation Deck. Most of our functions are held on the level 6 observation deck however we have several other options to cater for all functions. When you hire The Bell Tower you hire the whole building exclusively.

Area	Cocktail/Stand up Capacity	Seated Capacity
Level 6	100*	50
Level 2	40	20
Foyer	100*	40

*Includes staff/caterers

The Bell Tower is fully accessible for wheelchairs with lift access to all floors. Toilets are located in the building and caterers are able to make use of the kitchen for food preparation.

The Bell Tower is open as a public attraction from 10am to 5pm (4pm in winter). Functions are held outside public hours, as breakfast or evening events.



Catering Options

The Bell Tower can suggest well renowned caterers who are experienced with our venue:

Beaumonde Catering

Phone: 9377 2947, Website: www.beaumontecatering.com.au

Cocktail Gastronomy

Phone: 0428 823 569, Website: www.cocktailgastronomy.com.au

Heyder and Shears Catering

Phone: 9221 4110, Website: www.heydershears.com.au

Ultimo Catering

Phone: 9444 5807, Website: www.ultimocateringandevents.com.au

Urban Pantry

Phone: 9228 9433, Website: www.urbanpantry.com.au

Additional Event Services

For additional event services such as; video services, event theming and audio visual requirements, The Bell Tower recommends Phenomenon Wedding and Event Services - Phone: 1300 339 000, Website: www.phenomenon.com.au

To view a video of a wedding ceremony at The Bell Tower filmed by Phenomenon please visit:

<http://www.youtube.com/watch?v=3Cq4UlojspY>

Elizabeth Quay and Barrack Square Redevelopment

The redevelopment of Barrack Square is now complete and the public realm in Elizabeth Quay is open however there will be some ongoing construction work in the Elizabeth Quay precinct.

Gallery

To see some images of functions at the Bell Tower please visit:

<http://www.youtube.com/watch?v=WT7cnALFK3s>

Site Visits

If would like to arrange a site visit and have any further queries please contact our Event Manager, Emma Went on (08) 6210 0444 or email: admin@thebelltower.com.au



Schedule of Fees and Services

The **cost to hire the tower is \$380 for the first hour** (minimum hire – GST inclusive) and **\$330** per subsequent hour(s), with an after midnight cost of **\$550** per hour. *All functions must finish no later than 11.30pm with no more than 30min pack up. If any person, supplier or guest, remains in the building after midnight the full \$550 per hour will be charged.*

NOTE: A **NON-REFUNDABLE** deposit of **\$100** is required in advance to confirm your booking. We do not take bookings more than twelve months in advance. Depending on the nature of your event, **you may be required to provide licensed security guards, which will be at your own cost.** We are happy to arrange security for your event and charge it to you at our cost. You will be advised of any security requirements at the time of your booking.

We also have available for hire:

Item	Cost per unit
6 stand up bar tables, these tables are ideal for use for stand up cocktail receptions	\$25
20 plush chairs. Dark blue fabric covered armless chairs	\$2
1 red carpet 9 metre long x 1.2 metre wide, perfect for your wedding or event	\$45
Small All-In-One Portable PA System. IPod, MP3 and laptop connectivity. With corded microphone and microphone stand	\$50
3 trestle tables – linen not provided	FOC
1 Market Umbrella	\$50

Please let us know in advance if you wish to hire any of these items.

Bell Ringing function performances

Why not treat your guests to the full bell ringing experience...

Activity	Approximate Time	Comments	Price (Incl GST)
Bellringing	30 or 60 mins (Please specify)	Eight bellringers ring continuously / or at intervals. Bellringing can also be hired for a function outside the tower, (\$300 per hour hire fee applicable).	\$330
Demonstration	20 mins per group (Demonstration time is flexible depending on group numbers)	A Bellringer can take your guests (maximum 30 in group) into the ringing chamber for a (brief) talk and demonstration on the bells, where visiting guests may be allowed to chime selected bells.	\$99

Please note: A minimum of 4 weeks notice is needed to arrange all ringing requirements. *(Prices are subject to change without notice)*



Important Information for Bellringing

Best endeavours are used to provide a band but there are a limited number of trained bellringers and there are sometimes other commitments (such as weddings at other venues) which may limit availability. Bellringing cannot therefore be guaranteed. Bellringing for your function can best be ensured by booking well in advance.

Early notice of the requirement for ringing will maximize the chance of a band being available and a very late indication that ringing is required is likely to result in disappointment.

Normally we recommend at least a month's notice that ringing is required.

In the unusual event that ringing cannot be provided, the payment made will be refunded.

Important information

Payment of the \$100 deposit is taken to mean that all of the below points are understood and agreed to by the hirer of the venue.

- A non-refundable deposit of \$100 is required in advance to confirm your booking.
- We do not take bookings more than twelve months in advance.
- We require payment in full no less than 7 days before your function.
- We accept cash, company cheque, eftpos or credit card.
- If you cancel your booking within 7 days of your event your full venue hire fee is non-refundable.
- Due to fire and safety regulations, the maximum capacity of the building is 100 people, including staff and bellringers.
- The Bell Tower is a strictly non-smoking venue inclusive of the Level 6 Observation Deck.
- The Bell Tower is open as a public attraction from 10am to 5pm (4pm in winter). Functions are held outside public hours, as breakfast or evening events.
- All functions must finish no later than 11.30pm with no more than 30min pack up. If any person, supplier or guest, remains in the building for any period after midnight the full \$550 per hour will be charged.
- Depending on the nature of your event, you may be required to provide licensed security guards, which will be at your own cost. We are happy to arrange security for your event and charge it to you at your cost (Any event after 8pm requires security for the duration of the function). You will be advised of any security requirements at the time of your booking.
- You may set up from an hour before the function start time. Your event finishes and your guests leave at the function finish time. Please advise your caterer and other suppliers to vacate the premises by half an hour after the function finish time.
- You as the hirer of the venue are responsible for ensuring that all aspects of the liquor licensing laws are adhered to.

