

FUNCTION CENTRE VENUE PLEP 2010 definition: Building or place used for the holding of events, functions, conferences and the like, and includes convention centres, exhibition centres and reception centres, but does not include an entertainment facility	Mode (Size of Function)	Duration of Typical Function	Temporary Structures	Parking Requirements and Accessibility (GTA Report)	Food Preparation Kitchen Facilities (Sentry Report)	Amenities W.C Requirements (Sentry Report)	Waste Management Requirements (Closed Loop Report)	Management of Event: Set up and Pack Up
<p>Private Function: House Garden Area - Ballroom</p> <p>Functions include events such a private celebration, wedding, an association or club function and corporate functions such as a conferences, presentation or workshop</p> <p>This is illustrated within DA 201.</p> <p>Functions held in the Ballroom will typically be catered and often set around a meal. Patrons will be allowed to walk throughout the adjoining house gardens.</p> <p>The Ballroom can be set up in various configurations with maximum number able to be seated in the Ballroom is 56 people at table and 90 people in rows of chairs (eg. a corporate function based in the ballroom centred on a presentation set up in row chairs).</p> <p>The maximum number of people to be in the ballroom when there is a seated meal is 50.</p>	<p><90 people</p> <p>The number of staff at an Event of this size would be 8 staff (at least 2 qualified first aid. These would be key staff members. Depending on the type of Event extra temporary staff of up to 8 people might be engaged.</p>	<p>Morning Function 7.00am to 12pm</p> <p>Morning Tea 10am to 2pm</p> <p>Lunch Functions 12.00pm to 3.30pm</p> <p>Evening Functions 4.30pm to 11.30pm</p> <p>Corporate Events 8.30am to 6.00pm</p>	<p>Nil</p> <p>Function wholly contained in Ballroom so no temporary structures are required.</p>	<p>Parking located in the north east of the house; 1 vehicle per 2.5 people ie. Up to 100 vehicles can be provided.</p> <p>Accessibility arrangements include designated disabled parking and temporary timber ramp to Ballroom.</p>	<p>The food will be prepared off site and served from bassinets.</p> <p>The temporary kitchen will be 2.5 x 6m and is located adjacent to the house.</p> <p>A refrigeration trailer 2x2 for the cooling of cold drinks.</p> <p>Potable will be provided from existing underground 300,000L water tank located to the east of the entrance to the house.</p>	<p>The ratio of toilets to people attending events in this area of the venue will be 1:40.</p> <p>Temporary toilets will be located adjacent to the ballroom,</p>	<p>Waste system includes: 5 x 240L Wheelie Bins 1100L Recycling Skip Bin</p> <p>Waste will be removed from a private contractor after the conclusion of an event.</p>	<p>1-2 Days depending on time of function:</p> <ul style="list-style-type: none"> - Breakfast and Morning Tea functions will typically start between 7.00am and 10.00am. Set up will be the evening before function, pack up in the afternoon of function. - Lunch and Evening Functions will be set up on the morning of the function and packed up the following morning.
<p>Private Function: House Garden Area - Great Hall</p> <p>Functions include events such a private celebration, wedding, an association or club function and corporate functions such as a conferences, presentation or workshop</p> <p>This is illustrated within DA 202.</p> <p>Functions held in the Great Hall will typically be catered and often set around a meal. Patrons will be allowed to walk throughout the adjoining lawns.</p> <p>The Great Hall can be set up in various configurations with maximum number able to be seated in the Great Hall is 150 up to 215 people (eg. a corporate function based in the Great Hall centred on a presentation set up in row chairs).</p>	<p><215 people (Mode 1)</p> <p>The number of staff at an Event of this size would be 8 staff (at least 2 qualified first aid</p>	<p>Morning Function 7.00am to 12pm</p> <p>Morning Tea 10am to 2pm</p> <p>Lunch Functions 12.00pm to 3.30pm</p> <p>Evening Functions 4.30pm to 11.30pm</p> <p>Corporate Events 8.30am to 6.00pm</p>	<p>Nil</p> <p>Function wholly contained in Great Hall so no temporary structures are required.</p>	<p>Parking located to the north east from the house; 1 vehicle per 2.5 people</p> <p>Parking required for up to 120 cars for attendees plus up to 15 staff cars; total 135 cars</p> <p>Accessibility arrangements include designated disabled parking; no temporary ramps required.</p>	<p>The meal will be prepared off site and served from bassinets.</p> <p>The temporary kitchen will be located within the kitchen area in the southern end of the Great Hall, the kitchen will be 2.5 x 6m.</p> <p>A refrigeration trailer 2x2 for the cooling of cold drinks.</p> <p>Potable Water will be provided from existing underground 300,000L water tank located to the east of the entrance to the house.</p>	<p>The ratio of toilets to people attending events in this area of the venue will be 1:40.</p> <p>There is a toilet unit @ 50m to the North of the Great hall. It is unisex and has 5 toilets, hand basins and paper towel dispensers. The great hall has 1 toilet that can be used for guests. Disabled and portable toilets will be placed on site depending on the nature of the event and the number of attendees.</p>	<p>Waste management system includes: The amount of 240 L Bins would be increased to 10 for this sized Event with 3 x 1100 Recycling Skip Bins.</p> <p>Waste will be removed from a private contractor after the conclusion of an event.</p>	<p>1-2 Days depending on time of function:</p> <ul style="list-style-type: none"> - Breakfast and Morning Tea functions will typically start between 7.00am and 10.00am. Set up will be the evening before function, pack up in the afternoon of function. - Lunch and Evening Functions will be set up on the morning of the function and packed up the following morning.

<p>Private Function: House Garden Area – Western Lawn Marque and Great Hall</p> <p>Functions include events such a private celebration, wedding, an association or club function and corporate functions such as a conferences, presentation or workshop</p> <p>This is illustrated in DA 202</p> <p>Functions held in the Great Hall with a Marque located on the Western lawn will typically be catered and often set around a meal. Patrons will be allowed to walk throughout the adjoining lawn area.</p> <p>The Great Hall / Marque can be set up in various configurations with maximum number able to be seated in the Great Hall is 215 or Marque is 200 people.</p> <p>An informal or standing function based in the Great Hall that also uses a Marque and lawn area, may be able to accommodate up to 300 people.</p>	<p><215 people formal function</p> <p><300 people outdoor (standing) function</p> <p>8 key staff with staff (at least 2 qualified first aid) with up to 12 temporary staff</p>	<p>Morning Function 7.00am to 12pm</p> <p>Morning Tea 10am to 2pm</p> <p>Lunch Functions 12.00pm to 3.30pm</p> <p>Evening Functions 4.30pm to 11.30pm</p> <p>Corporate Events 8.30am to 6.00pm</p>	<p>1 x Marque: The maximum size proposed is 12m x 20m which can accommodate up to 160 people seated and up to 200 people in a presentation style (seated or standing).</p> <p>Designated lawn area for function when standing.</p>	<p>Parking located in Western Paddocks; 1 vehicle per 2.5 people</p> <p>1 vehicle per 2.5 people.</p> <p>Mode 1: Parking required for up to 120 cars for attendees plus up to 20 staff cars; total 140 cars</p>	<p>The meal will be prepared off site and served from bassinets.</p> <p>The temporary kitchen will be located in the Great Hall, which will be 2x6m. the food serving area. A refrigeration trailer 2x2 for the cooling of cold drinks.</p> <p>Potable will be provided from existing underground 300,000L water tank located to the east of the entrance to the house.</p>	<p>The ratio of toilets to people attending events in this area of the venue will be 1:40.</p> <p>There is a toilet unit @ 50m to the North of the Great hall. It is unisex and has 5 toilets, hand basins and paper towel dispensers. The great hall has 1 toilet that can be used for guests. Disabled and portable toilets will be placed on site depending on the nature of the event and the number of attendees.</p>	<p>Waste management system 10 x 240L Wheelie Bins 3x1 100L Recycling Skip Bin</p> <p>Waste will be removed from a private contractor after the conclusion of an event.</p>	<p>1-3 Days depending on time and size of function:</p> <ul style="list-style-type: none"> - Breakfast and Morning Tea functions will typically start between 7.00am and 10.00am. Set up will be the evening before function, pack up in the afternoon of function. - Lunch and Evening Functions will be set up on the morning of the function and packed up the following morning.
<p>Private Function: House Garden Area - Tennis Court Marque and Main Lawn</p> <p>Functions include events such a private celebration, wedding, an association or club function and corporate functions such as a conferences, presentation or workshop.</p> <p>This is illustrated in DA 203.</p> <p>Functions will be held in a marquee located on the tennis court area and, weather permitting set outdoors on the lawn. Functions will typically be catered and often set around a meal. Patrons will be allowed to walk throughout the adjoining house gardens and the colonnade of the House. In some instances the function area may also include the use of the Ballroom.</p> <p>The marque / lawn area can be set up in various configurations with maximum number able to be seated in the marque is 200 people (eg. a corporate function based in the marque set up for a presentation set up in row chairs).</p> <p>An informal or standing cocktail function based in the lawns, such as a launch could accommodate up to 300 people.</p>	<p><215 people formal function</p> <p><300 people outdoor (standing) function</p> <p>Max 8 key staff (at least 2 qualified first aid) with up to 12 temporary staff</p>	<p>Morning Function 7.00am to 12pm</p> <p>Morning Tea 10am to 2pm</p> <p>Lunch Functions 12.00pm to 3.30pm</p> <p>Evening Functions 4.30pm to 11.30pm</p> <p>Corporate Events 8.30am to 6.00pm</p>	<p>1 x Marque: The maximum size proposed is 12m x 20m which can accommodate up to 160 people seated and up to 200 people in a presentation style (seated or standing).</p> <p>Designated lawn area for function when standing.</p>	<p>Parking located to the north east of the house and garden precinct. ; 1 vehicle per 2.5 people</p> <p>1 vehicle per 2.5 people.</p> <p>Mode 1: Parking required for up to 120 cars for attendees plus up to 20 staff cars; total 140 cars</p>	<p>The meal will be prepared off site and served from bassinets. The temporary kitchen will be located in the Car Park adjoining the House. A refrigeration trailer 2x2 for the cooling of cold drinks.</p> <p>Potable Water will be provided from existing underground 300,000L water tank located to the east of the entrance to the house.</p>	<p>The ratio of toilets to people attending events in this area of the venue will be 1:40.</p> <p>There are 4 toilets (2M and 2 F) in the pool house located directly beneath the ballroom lawns; 1 toilet next to the gym located alongside the tennis court on the ballroom lawns; and 2 guest toilets in the house very easily accessible from the ballroom as well as additional toilet and bathroom facilities within the house.</p> <p>Disabled and additional portable toilets will be placed on site depending on the nature of the event and the number of attendees.</p>	<p>Waste management system includes: 10 x 240L Wheelie Bins 2x1 100L Recycling Skip Bin</p> <p>Waste will be removed from a private contractor after the conclusion of an event.</p>	<p>1-3 Days depending on time and size of function:</p> <ul style="list-style-type: none"> - Breakfast and Morning Tea functions will typically start between 7.00am and 10.00am. Set up will be the evening before function, pack up in the afternoon of function. - Lunch and Evening Functions will be set up on the morning of the function and packed up the following morning.

<p>Private Function – Hayshed or Marque or Combined Hayshed and Marque</p> <p>Functions include events such a private celebration, wedding, an association or club function and corporate functions such as a conferences, presentation or workshop</p> <p>This is illustrated within DA-204</p> <p>Functions held in the Hayshed and/or a Marque located on the lawn north of the Hayshed and will typically be catered and often set around a meal. Patrons will be allowed to walk throughout the adjoining lawn area and Pecan Grove.</p> <p>The Hayshed / Marque can be set up in various configurations with maximum number able to be seated in the Hayshed or Marque is 200 people.</p> <p>An informal or standing function based in the Hayshed area that also uses a Marque and lawn area, may be able to accommodate up to 300 people.</p>	<p>Hayshed or Marque function <215 people</p> <p>Informal function <300 people</p> <p>Max 8 key staff (at least 2 qualified first aid) with up to 12 temporary staff</p>	<p>Moming Function 7.00am to 12pm</p> <p>Moming Tea 10am to 2pm</p> <p>Lunch Functions 12.00pm to 3.30pm</p> <p>Evening Functions 4.30pm to 11.30pm</p> <p>Corporate Events 8.30am to 6.00pm</p>	<p>1 x Marque: The maximum size proposed is 12m x 20m which can accommodate up to 160 people seated and up to 200 people in a presentation style (seated or standing).</p> <p>Designated outdoor area for function when standing adjoining marque or Hayshed.</p>	<p>Parking located in Eastern Paddocks; 1 vehicle per 2.5 people</p>	<p>The meal will be prepared off site and served from bassinets. The removable kitchen will be located to the east of the Hayshed. The removable kitchen at the hay shed is 18m x 3m. It has 2 sinks, a separate hand basin, air conditioning and fly screens. Drinking Water will be provided within water temporary water tanks that is 4,000L water bladder.</p>	<p>Removable toilets are located to the east of the Hayshed. There is a removable toilet block at the Femhill Hayshed with male and female facilities. The Female toilet has 5 toilets, a full length sink and paper towel dispensers. The male toilet block has 3 toilets , a sink and paper towel dispensers</p>	<p>Waste management area located adjacent to amenities and includes: 10 x, 240L Wheelie Bins 3 x 1100L Recycling Skip Bin (Pick up as required)</p> <p>Waste will be removed from a private contractor after the conclusion of an event.</p>	<p>1-3 Days depending on time and size of function:</p> <ul style="list-style-type: none"> - Breakfast and Moming Tea functions will typically start between 7.00am and 10.00am. Set up will be the evening before function, pack up in the afternoon of function. - Lunch and Evening Functions will be set up on the morning of the function and packed up the following morning.
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