



## WORKSHOPS & EVENTS VENUE HIRE INFORMATION

### **The Bodhi Tree is Perth's most unique Bookstore Café.**

We offer a delicious healthy menu and fair-trade organic coffee served with premium milks. Our large space has a warm, cosy atmosphere, nestled among the books. The cafe chairs and tables can be arranged to your desired layout, and cafe refreshments can be made available for peckish guests. You also have the option of connecting to our data projector and sound system for multimedia presentations when hiring our venue for after dark presentations. Here at The Bodhi Tree, our vision is to create possibilities for the community through

### **Wellness, Mindfulness, Creativity and Positivity.**

We welcome proposals for meetings, events and workshops that align with our vision.

Prices include GST

SMALL GROUPS: During Opening Hours – Check with us for suitable times	
Table reservation - must be approved by the Owner (during opening hours) Optimal numbers is 8 (one presenter and 7 guests) – Oval table, most suitable for discussion. Maximum 12 people (long table), no microphone, projector not available	No Charge but restrictions do apply
LARGE GROUPS: Evening Hire – Exclusive use of venue	
Venue hire (outside opening hours – Earliest timeslot is 5pm)	\$90/hr
Extra hour for ½hr set-up and ½hr pack up (required if furniture is moved or if café is open)	\$55.00
Projector and screen hire – optional (not available during daylight hours)	\$38.50
Sound system (and microphone) hire – optional (not available during daylight hours)	\$27.50
Café service – optional (staffed by a trained barista – minimum of 2 hours)	\$30.00/hr
Café platters - optional (sandwiches, fruit & veg, sweet bites, soup during winter months)	\$ TBA

Once your event has been approved, you will need to supply a promotional flyer in PDF format and JPEG format (*1200x628 pixels is optimal*) to us at [admin@bodhitree.net.au](mailto:admin@bodhitree.net.au). These will be used to promote your event in store and online through our Facebook page and email newsletter.

For an event to be successful you should have a plan of action to promote the event to the general public. This may include your own social media forums, email contacts and/or community flyers. We look forward to working with you.

Cnr Oxford St & Scarborough Beach Road, Mt Hawthorn  
Tel 9444 9884 Fax 9444 9889 ABN 96 456 090 493  
[www.bodhitree.net.au](http://www.bodhitree.net.au)





## WORKSHOP/EVENT PROPOSAL

*To express your interest in running a workshop or event at The Bodhi Tree*

Co-ordinators Name .....

Company ..... ABN: .....

Postal address .....

Contact Number ..... Email address.....

Website.....

Desired date/s ..... Time (From-To). .....

*We will either confirm this date, or phone you to arrange an alternative if there is a conflict in our calendar*

Number of sessions..... Expected number of attendees.....

Event Title .....

*please attach any additional event information that will assist us with promoting the event.*

Cost to attendees

Standard \$..... Concession \$..... Bodhi Tree VIP \$.....

**Requirements from The Bodhi Tree (see Information page for prices)**

<input type="checkbox"/> Projector and screen (only available after dark)	<input type="checkbox"/> Staffed Café (after hours) Barista coffee, loose leaf teas, juices and smoothies, light refreshments – savoury and sweet from our seasonal café offerings
<input type="checkbox"/> Sound system, includes microphone (only available after dark)	<input type="checkbox"/> Self Service Beverages Beverage station: Urn of Hot Water, Chilled milk and dairy alternatives, instant coffee, selection of teabags.
<input type="checkbox"/> Theatre style seating Speaker positioned at front of the room with all seats facing the speaker. No tables	<input type="checkbox"/> Catered Refreshments Platters available to pre-order (per person): Sandwich platter, Fruit, Veg & Dip Platter, Sweet bites platter, Soup during winter months.
<input type="checkbox"/> Cafe style seating Tables and chairs, small groups facing each other. Good for quiz nights etc. Tables of four (some sixes and twos available)	<input type="checkbox"/> Café closed – no food or beverage required  <i>Filtered water is available for free at all times</i>
<input type="checkbox"/> Other .....	

<b>Staff Only</b>	Received by: .....	Date: .....
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