

## Facility Information Fact Sheet

### Centre Facilities

- Community Rooms allowing up to 140 people
- Meeting Rooms
- Car park provided
- Disability access
- Trestle tables and chairs available
- Kitchen facilities
- Outdoor BBQ area & Garden
- Amphitheatre

The rooms are suitable for:

- Meetings
- Exhibitions
- Recreational programs
- Training and Seminars
- Functions
- Consultations
- Art workshops

### Capacity

- Community Room 1 – 50 seated | 70 standing
- Community Room 2 – 50 seated | 70 standing
- Meeting Room – 10 seated | 15 standing
- Arts Studio - 15 seated
- Amphitheatre - 100 seated
- Lounge - 20 seated

### Finishing Times

Community Centres **must** be vacated by:

<b>Monday - Thursday</b>	10pm sharp
<b>Friday - Saturday</b>	11pm sharp
<b>Sunday</b>	10pm sharp

**Note: set up and pack up times are required to be within starting and finishing times.**

### Rates and Charges (GST inc)

Prices are current as of 01 August 2015.

#### Community Room 1or2

Private Activities	\$57.00 per hour
Community Classes	\$28.50 per hour
Not for Profit Group Organisation	\$14.25 per hour

#### Community Room 1 & 2

Private Activities	\$114.00per hour
Community Classes	\$57.00 per hour
Not for Profit Group or Organisation	\$28.50 per hour

#### Community Arts Studio

Private Activities	\$49.00 per hour
Community Classes	\$24.50 per hour
Not for Profit Group or Organisation	\$12.25 per hour

#### Consulting Room

Private Activities	\$49.00 per hour
Community Classes	\$24.50 per hour
Not for Profit Group or Organisation	\$12.25 per hour

#### Community Lounge

Private Activities	\$29.00 per hour
Community Classes	\$14.50 per hour
Not for Profit Group or Organisation	\$7.25 per hour

#### Community Courtyard

Private Activities	\$29.00 per hour
Community Classes	\$14.50 per hour
Not for Profit Group or Organisation	\$7.25 per hour

#### Amphitheatre

Private Activities	\$57.00 per hour
Community Classes	\$28.50 per hour
Community Group	\$14.25 per hour

#### Kitchen only

Private Activities	\$28.50 per hour
Community Classes	\$14.50 per hour
Community Group	\$7.25 per hour

#### Storage Cupboards - regular hirers only

Storage Cupboard S	\$7.25 per month
Storage Cupboard M	\$14.50 per month
Storage Cupboard XL	\$57.00 per month

## **Bond**

A bond of \$200 is payable by all private hirers with payment required to confirm a booking. A \$30 key bond is also payable prior to hire. Hire fee and bond is payable in full at least **7 business days** before the function/event. Upon satisfactory post-function inspection, bond will be refunded. Allow 14 business days for issue of refunded cheque.

## **Public Liability Insurance**

Public Liability Insurance is compulsory. Casual cover is available to be purchased through Council (excluding private businesses) for a cost of \$25.00.

## **Access**

The hirer shall only be entitled to use the particular part/s of the building hired. Council reserves the right to hire out any other portion of the building for any other purpose or purposes at the same time.

## **Provision of food**

Provision of food at the Facility may require a food permit. Contact the City's Environmental Health Department on 9742 0777 for further information.

## **Alcohol**

The provision of alcohol at the facility may require Liquor Licence from the Liquor Licensing Commission. Visit [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) for further information. Alcohol is not to be provided within any Wyndham City facility to any person under the age of 18 years.

## **Smoking**

This Centre/Facility is a smoke-free venue. Smoking is only permitted in designated smoking area/s.

## **Cancellation**

Notification of cancellation of bookings by the hirer must be provided to Council in writing. Refer to **Clause 4.3 Refund of Hiring Fee and Bond** in the Wyndham City Council Facility Hire Agreement

## **Conditions of Hire**

The hirer is to ensure the following matters are attended to after use of the Facility:

- All furniture must be cleaned and returned to the set layout as per Centre/Facility requirements;
- Tables to be cleaned;
- Stove, fridge and benches to be cleaned;
- Toilets to be left in a clean and tidy condition;
- All rubbish to be removed from premises and disposed of by hirer;
- Hirers need to supply their own consumables, extra garbage bags and cleaning agents; and
- All external exits must be secured and locked with alarm set, where applicable, before leaving the premises.

## **Charge Category Definitions:**

**Private:** Corporate or private activities where the Purpose of the hire is exclusive or to generate profit for an individual or company.

**Community Classes:** Planned activity classes open to the general public; including arts, education, culture, fitness well-being, skill development and hobbies.

**Not for Profit Group or Organisation:** Not for profit community groups or organisations based in Wyndham that are open to the general public at no cost or for a small donation.

For more information refer to the Facility Hire Agreement.

Contact: Saltwater Community Centre  
(03) 8376 5500  
[saltwatercc@wyndham.vic.gov.au](mailto:saltwatercc@wyndham.vic.gov.au)