Facility Information Fact Sheet

Central Park Community Centre
80 Lonsdale Circuit, Hoppers Crossing

**Centre Facilities**
- 3 large activity rooms
- 2 training rooms
- Meeting Rooms
- Car park provided
- Disability access
- Trestle tables and chairs
- Outdoor entertaining and BBQ area
- Adjacent parkland and playground
- Kitchen facilities

**The rooms are suitable for:**
- Meetings
- Exhibitions
- Exercise programs
- Training and Seminars
- Dancing
- Small groups

**Capacity**
- Activity Room 1 – 75 seated
- Activity Room 2 – 75 seated
- Activity Room 3 – 75 seated
- Activity Rooms 1, 2 & 3 – 225 seated
- Training Room 1 – 30 seated
- Training Room 2 – 40 seated
- Meeting Room 1 – 10 seated
- Meeting Rooms 2, 6 & 7 – 4 seated
- Meetings Rooms 3, 4, 5 & 8 – 2 seated

**Finishing Times**
Community Centres must be vacated by:
- Monday – Thursday 10pm sharp
- Friday – Saturday 11pm sharp
- Sunday 10pm sharp

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

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**Rates and Charges (GST inc)**

*Prices are current as of 1 July 2018.*

- **Activity Room 1**
  - Private Activities: $58.30 per hour
  - Community Classes: $29.15 per hour
  - Not for Profit Group or Organisation: $14.55 per hour

- **Activity Room 2**
  - Private Activities: $58.30 per hour
  - Community Classes: $29.15 per hour
  - Not for Profit Group or Organisation: $14.55 per hour

- **Activity Room 3**
  - Private Activities: $58.30 per hour
  - Community Classes: $29.15 per hour
  - Not for Profit Group or Organisation: $14.55 per hour

- **Activity Rooms 1, 2 & 3**
  - Private Activities: $147.25 per hour
  - Community Classes: $73.60 per hour
  - Not for Profit Group or Organisation: $36.80 per hour

- **Training Room 1**
  - Private Activities: $45.00 per hour
  - Community Classes: $22.50 per hour
  - Not for Profit Group or Organisation: $11.25 per hour

- **Training Room 2**
  - Private Activities: $45.00 per hour
  - Community Classes: $22.50 per hour
  - Not for Profit Group or Organisation: $11.25 per hour

- **Meeting Rooms**
  - Private Activities: $29.15 per hour
  - Community Classes: $14.55 per hour
  - Not for Profit Group or Organisation: $7.40 per hour

*Note: refer to Category definitions for further information*
Bond
A bond of $200 is payable by all activity providers (both casual and regular). A $30 key bond is also payable prior to hire. Casual activity providers must pay the full amount of hire fees and bonds applicable to the Facility prior to any confirmation of the booking. Regular activity providers will be invoiced on a monthly basis. All fees payable must be paid in full, 30 days prior to the booking with a minimum of 14 days (refer to Cancellation section). Upon satisfactory post-function inspection and return of key, bonds will be refunded. Allow 14 business days for issue of a refund 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 $26.05.

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
Alcohol must not be sold, served or consumed without notifying the Facility Officer. The provision of alcohol at the facility may require a Liquor License from the Liquor Licensing Commission. Visit 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 areas outdoors which are not undercover and is a minimum of 4 metres from the entrance of a building.

Cancellation
Notification of cancellation of bookings by the hirer must be provided in writing to Council. Refer to Clause 6 Changes to Bookings and Cancellation by the Hirer in the Wyndham City Conditions of Hire. Upon notification of cancellation all bonds will be refunded with hire fees refunded as follows:
- 30 days or more = 100% refund of hire fees
- 14 – 29 days = 50% refund of hire fees
- Less than 14 days = No refund of hire fees

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.

Category Definitions
Private Activities: 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 Conditions of Hire.

Contact:
The Community Facilities Officer
📞 (03) 9742 0867 or (03) 9742 0817
✉️ halls@wyndham.vic.gov.au

www.wyndham.vic.gov.au