

Facility Information Fact Sheet

Centre Facilities

- Community Rooms allowing up to 160 people
- Car park provided
- Disability access
- Trestle tables and chairs available
- Outdoor BBQ area
- Kitchen facilities
- Computer Training room - 16 computers
- Consulting Room

The rooms are suitable for:

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

Capacity

- Community Room 1 - 60 seated | 80 standing
- Community Room 2 - 30 seated | 40 standing
- Community Room 3 - 30 seated | 40 standing
- Computer Learning Room - 16 seated
- Consulting Room - 4 people

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.

Rates and Charges (GST inc)

Prices are current as of 01 July 2018.

Community Room 1

Private Activities	\$58.30 per hour
Community Classes	\$29.15 per hour
Not for Profit Group or Organisation	\$14.55 per hour

Community Room 2

Private Activities	\$42.00 per hour
Community Classes	\$21.00 per hour
Not for Profit Group or Organisation	\$10.50 per hour

Community Room 3

Private Activities	\$42.00 per hour
Community Classes	\$21.00 per hour
Not for Profit Group or Organisation	\$10.55 per hour

Community Room 2 & 3

Private Activities	\$58.30 per hour
Community Classes	\$29.15 per hour
Not for Profit Group or Organisation	\$14.55 per hour

Community Rooms 1, 2 & 3

Private Activities	\$116.55 per hour
Community Classes	\$58.30 per hour
Not for Profit Group or Organisation	\$29.15 per hour

Community Learning Room

Private Activities	\$50.00 per hour
Community Classes	\$25.00 per hour
Not for Profit Group or Organisation	\$12.50 per hour

Consulting room

Private Activities	\$50.00 per hour
Community Classes	\$25.00 per hour
Not for Profit Group or Organisation	\$12.50 per hour

Rates and Charges Cont'd...

Kitchen only

Private Activities	\$29.65 per hour
Community Classes	\$14.85 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: 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:

Manor Lakes Community Learning Centre

(03) 8734 8934

manorlakesclc@wyndham.vic.gov.au

