

Facility Information Fact Sheet

Centre Facilities

- One large room with tables and seating for 50
- Domestic kitchen facilities
- Tea/coffee facilities

The rooms are suitable for:

- Meetings
- Classes
- Small seminars

Capacity

- 1 x Large Room – Room 2 - seating for 40 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.

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.

Rates and Charges (GST inc)

Prices are current as of 1 July 2018.

Room 2

Private Activities	\$45.00 per hour
Community Classes	\$22.50 per hour
Not for Profit Group or Organisation	\$11.25 per hour

Please refer to Category definitions for further information.

Note

Room 1 Werribee District Historical Society Museum (Room not available for hire)

Opening Hours:

Saturday 10am-1pm and Tuesday 10am-3pm

Room 3 & 4 Artist in Residence

(Room not available for hire)

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 City's Community Facilities Officer
☎ (03) 9742 0867 or (03) 9742 0817
✉ halls@wyndham.vic.gov.au