Saltwater Community Centre

153 Saltwater Promenade, Point Cook

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:

**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.***

**Storage Room Fees**

Half Storage Cupboard $ 7.40 per month

Single Storage Cupboard $14.85 per month

Whole Storage Room $58.30 per month

**Rates and Charges (GST inc)**

***Prices are current as of 1 July 2018.***

**Community Room 1 or 2**

Private Activities $58.30 per hour

Community Classes $29.15 per hour

Not for Profit Group $14.55 per hour

Organisation

**Community Room 1 & 2**

Private Activities $116.55per hour

Community Classes $58.30 per hour

Not for Profit Group $29.15 per hour

or Organisation

**Community Arts Studio**

Private Activities $50.00 per hour

Community Classes $25.00 per hour

Not for Profit Group $12.50 per hour

or Organisation

**Consulting Room**

Private Activities $50.00 per hour

Community Classes $25.00 per hour

Not for Profit Group $12.50 per hour

or Organisation

**Meeting Room**

Private Activities $42.00 per hour

Community Classes $21.00 per hour

Not for Profit Group $10.50 per hour

or Organisation

**Community Lounge**

Private Activities $29.65 per hour

Community Classes $14.85 per hour

Not for Profit Group $7.40 per hour

or Organisation

**Community Courtyard**

Private Activities $29.65 per hour

Community Classes $14.85 per hour

Not for Profit Group $7.40 per hour

or Organisation



 **Rates and Charges (GST inc) Cont.**

 **Amphitheatre**

Private Activities $58.30 per hour

Community Classes $29.15 per hour

Community Group $14.55 per hour

**Kitchen only**

Private Activities $29.15 per hour Community Classes $14.85 per hour Community Group $7.40 per hour

**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 $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 requireLiquor License 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

* 8376 5500
* saltwatercc@wyndham.vic.gov.au