

Facility Information Fact Sheet 2022 – 2023

Centre Facilities

- Community Rooms
- Meeting Room
- Off-street parking
- Accessible facilities
- Trestle tables and chairs
- Complete Kitchen facilities
- Small Courtyard

The rooms are suitable for:

- Classes
- Meetings
- Recreation activities
- Social groups
- Community events

Capacity (theatre-style seating)

- Community Room 1 - 60 seated | 80 standing
- Community Room 2 - 20 seated | 30 standing
- Community Room 3 - 40 seated | 50 standing
- Community Activity Room - 15 seated

Finishing Times

Community Centers **must** be vacated by:

Sunday - Thursday 10 pm

Friday - Saturday 11 pm

Note: Building alarms must be turned on by 10pm

Sunday – Thursday or 11pm Friday - Saturday.

Failure to vacate the premises and re-arm the building within the times mentioned may result in additional charges to the Hirer.

Rates and Charges (GST inc)

Prices are current as of 1st July 2022

Community Room 1

Corporate Activities	\$62.95 per hour
Community Classes	\$31.50 per hour
Not for Profit Group or Organisation	\$15.70 per hour

Community Room 3

Corporate Activities	\$45.35 per hour
Community Classes	\$22.75 per hour
Not for Profit Group or Organisation	\$11.30 per hour

Community Rooms 2 & 3

Corporate Activities	\$62.95 per hour
Community Classes	\$31.50 per hour
Not for Profit Group or Organisation	\$15.70 per hour

Community Rooms 1, 2 & 3

Corporate Activities	\$125.85 per hour
Community Classes	\$62.95 per hour
Not for Profit Group or Organisation	\$31.50 per hour

Community Activity Room

Corporate Activities	\$45.35 per hour
Community Classes	\$22.75 per hour
Not for Profit Group or Organisation	\$11.30 per hour

Storage Fees

Small Storage Cupboard	\$8.00 per month
Medium Storage Cupboard	\$16.05 per month
Large Storage Cupboard	\$32.00 per month
Whole Storage Room	\$62.95 per month

Note: refer to Category definitions for further information

Category Definitions:

Corporate: Corporate or business 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.

Key Bond

A \$30 key bond is payable prior to hire. Casual activity providers must pay the full amount of hire fees and bond applicable to the Facility prior to any confirmation of the booking. Regular activity providers will be invoiced on a monthly basis.

For casual hirers all fees must be paid in full, 30 days prior to the booking. Any cancellations must be received in writing 14 days prior to confirmed booking. (Please refer to Cancellation clause). Keys bonds are refundable at the conclusion of hire when keys have been returned. Allow 7-10 business days for issue of a refund via bank transfer.

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 1300 023 411 for further information.

Alcohol

Alcohol must not be sold, served or consumed without notifying the Facility Staff Members. 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 per clause 6.

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.

Caterers – if the Hirer engages the services of a professional caterer, the Hirer must provide evidence of the caterer's public/product liability insurance prior to the start of the hire. The hirer is required to provide us with a copy of the PLI for the caterer along with the hire application.

For more information:

Refer to the *Conditions of Hire*.

Contact:

Featherbrook Community Centre

☎ (03) 8353 4000

✉ featherbrookcc@wyndham.vic.gov.au