Manor Lakes Community Learning Centre
86-100 Manor Lakes Boulevard, Manor Lakes

wyndhamcity
city. coast. country

Facility Information Fact Sheet 2026 - 2027

Centre Facilities

- Community Rooms
- Community learning room
- Consulting room
- Car parking onsite
- Accessible facilities
- Trestle tables and chairs
- Complete Kitchen facilities
- Outdoor BBQ area

The rooms are suitable for:

- Meetings
- Classes and training
- Recreation activities
- Community groups
- Community events

Capacity

- Community Room 1 - 60 seated | 80 standing
- Community Room 2 - 30 seated | 40 standing
- Community Room 3 - 30 seated | 40 standing
- Community Activity Room – 16 Seated
- Community Learning Room – 20 Seated
- Meeting Room – 8 seated
- Consulting Room – 4 Seated

Finishing Times

Set up and pack down times are required to be within starting and finishing times.

Community Centres must be vacated by:

- Monday – Thursday 10pm sharp
- Friday – Saturday 11pm sharp
- Sunday 10pm sharp

Rates and Charges (GST inc)

Prices are current as of 1st July 2026

Manor Lakes CLC	Not for Profit Activity (per hour)	Community Class Activity (per hour)	Commercial/Corporate Activity (per hour)
Community Room 1	$18.30	$36.65	$73.25
Community Room 2	$13.10	$26.50	$52.80
Community Room 3	$13.10	$26.50	$52.80
Community Activity Room	$13.10	$26.50	$52.80
Community Learning Room	$15.75	$31.45	$62.95
Consulting Room	$15.75	$31.45	$62.95
Meeting Room	$9.35	$18.65	$37.30
Please contact the centre directly to book the following:			
Community Rooms 1 & 2	$31.40	$63.15	$126.05
Community Rooms 2 & 3	$18.30	$36.65	$73.25
Community Rooms 1, 2 & 3	$36.60	$73.30	$146.50
Community Kitchen	$9.35	$18.65	$37.30
Storage – please contact centre directly for availability			
Storage Small	$9.35 per month		
Storage Medium	$18.65 per month		
Storage Large	$36.65 per month		
Storage Extra Large	$73.25 per month		
Other information			
Key or Swipe Card Bond	$30 per key or swipe (refundable)		
Public Liability Insurance	Public Liability Insurance is compulsory for all hirers. Casual PLI cover can be arranged through Council (please enquire).		
Public Holiday Cleaning Surcharge	Bookings limited to regular hirers. Surcharge cost per booking: Booking up to 50 people = $75. Booking over 50 people = $150.		
Additional Fees	Additional fees apply for damage and additional cleans.		

Category Definitions

Commercial/Corporate Activity: Corporate, and/or business activities where the purpose of the hire is exclusive and/or to generate profit for an individual or company.

Community Class Activity: Planned activity classes that are open to the general public for a fee; including arts, education, culture, fitness well-being, skill development and hobbies.

Not for Profit Activity: Activities for local residents that are open to the general public at no cost or for a small donation. For example, community activities, faith activities, social activities.

Bookings not accepted: Council-managed centres do not accommodate private functions or parties.

Key / Swipe Card Bond

A $30 bond per key or swipe card is payable prior to hire. Bonds are refundable at the conclusion of hire when keys or swipe cards have been returned.

Room Hire Payment

Casual hirers will be invoiced prior to the booking, with payment due prior to the booking date.
Regular hirers will be invoiced in arrears on a monthly basis, with payment due within 30 days.
Failure to pay will result in cancellation of bookings.

Public Liability Insurance

Public Liability Insurance is compulsory for all hirers. Casual PLI cover can be arranged through Council (conditions apply) - please enquire.
All third parties engaged by the hirer must hold and maintain public and product liability insurance. This includes Catering.

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.

Food & Alcohol

The provision of food at the facility may require a food permit. The hirer must not serve, sell, or consume alcohol, or sell any food at the centre without Council's prior consent. The hirer must make their own enquiries in this regard to the relevant licence or registration, as per the Conditions of Hire ***Clause 6: Food and Drink.***
Contact Wyndham City's Environmental Health Department on 1300 023 411 for further information.

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.

Child Supervision & Safety

The hirer is responsible for the supervision of any persons aged under 18 in connection with the booking. The hirer must comply with the *Child Wellbeing Act 2005*, the *Workers Screening Act 2020,* the *Victorian Child Safe Standards* and all other associated legislation.

Cancellation Policy

Notification of cancellation of bookings must be provided in writing to Council. As per Conditions of Hire – Section 19, the following fees apply:

- Where at least 14 days notice of cancellation has been given: no cancellation fee applies.
- Where less than 14 days notice of cancellation has been given: cancellation fee of 100% of the hire fee applies.

Conclusion of Hire

At the conclusion of hire, the hirer must ensure the following matters are attended to at the facility:

- All furniture must be cleaned and returned to the set layout as per 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 is to be removed from premises and disposed of by hirer;
- Hirers need to supply their own consumables, extra garbage bags and cleaning agents;
- All external exits must be secured and locked with alarm set, where applicable, before leaving the premises.

For more information:

Refer to the **Conditions of Hire** at www.wyndham.vic.gov.au/wyndham-city-council-community-centres

Contact:

Manor Lakes Community Learning Centre
☎ (03) 8734 8934
✉ manorlakesclc@wyndham.vic.gov.au