# Facility Centre Facilities Charges 2023

|  |  |
| --- | --- |
| **Centre Facilities**   * Community rooms * Meeting rooms * Consulting room * Trestle tables and chairs available * Car park provided * Disability access * Kitchen facilities  The Rooms are suitable for:  * Consultations * Meetings * Training and seminars * Recreational Programs * Playgroups | Room Capacity  * Community Room 1  30 Persons  * Community Room 2  30 Persons  * Meeting Room 1  16 People  * Meeting Room 2  4 People  * Consult Room  4 PeopleCategory Definitions  * **Private:** Corporate/ Private actives where the purpose of the hire is exclusive to generate profit for an individual or company. * **Community Classes/Benefit:** Planned activity classes open to the general public; including arts, education, culture, * well-being, fitness and hobbies. * **Not for Profit Group:** 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 |

**Room Rate for 2023**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Community Room 1** | | Private/Corporate | | Community/Classes/Groups | | NFP organisation (unfunded) | | NFP Funded Organisaiton | | $45.00  $30.00  $20.00  45.00 |
| |  | | --- | | **Community Room 1** | | Private/Corporate | | Community/Classes/Groups | | NFP organisation (unfunded) | | NFP Funded Organisaiton | | $45.00  $30.00  $20.00  45.00 |
| |  | | --- | | **Community Rooms 1 and 2 60 seated /97 standing** | | Private/Corporate | | Community/Classes/Groups | | NFP organisation (unfunded) | | NFP Funded Organisaiton | | $65.00  $30.00  $20.00  $65.00 |
| |  | | --- | | **Meeting Room 1: 18 people** | | Private  Community (Benefit/classes/consultants)  Community groups | | NFP organisation (unfunded) | | NFP Funded Organisaiton | | $65.00  $25.00  $20.00  $20.00  $65.00 |
| **Meeting Room 2: 4 people**   |  | | --- | | Private  Community (Benefit/classes/consultants)  Community groups | | NFP organisation (unfunded) | | NFP Funded Organisaiton | | $45.00  $30.00  $20.00  $20.00  $45.00 |
| |  | | --- | | **Consulting Suite 4 people** | | Private/Corporate | | Community Benefit | | Community group | | NFP organisation (unfunded) | | NFP Funded Organisaiton | | $55.00  $30.00  $20.00  $20.00  $55.00 |
| |  | | --- | | **Kitchen only** | | Private/Corporate | | Community Benefit | | Community group | | NFP organisation (unfunded) | | NFP Funded Organisaiton | | $35.00  $25.00  $20.00  $20.00  $35.00 |
| **Tea and coffee** | $12.00 |
| |  | | --- | | **Printing** | | B&W A4 | | B&W A3 | | B&W double sided A4 | | B&W double sides A3 | | Colour A4 | | Colour A3 | | $0.25  $0.45  $0.35  $0.65  $1.20  $2.40 |

|  |  |
| --- | --- |
| Finishing Times All functions held at the Community Centre must be vacated by **10.30pm sharp.** Bond A **Bond of $200** is payable by all hirers. Payment is required to confirm a booking. Hire fees are payable in full, 14 days prior to the event/activity commencing. Regular activity providers will be set up on a direct debt payment plan on a monthly basis. Upon satisfactory post-function inspection and return of key/swipe card, bonds will be refunded. A $30 charge will be deducted from the Bond if the Swipe Card/Key is not returned. Please allow 14 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 $27.25. Please visit the WCC website for more details. Access The hirer shall only be entitled to use the particular part/s of the building hired. ECMS 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. Smoking This Community Centre is a smoke-free venue and a minimum of 5 metres outside from the entrance of the building. | Alcohol Alcohol must not be sold, served or consumed without notifying the Community Liaison Officer or Coordinator. The provision of alcohol at the facility may require a Liquor 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. Cancellation Notification of cancellation of bookings by the hirer must be provided in writing 14 days prior to the hire date/s. An administration fee of $40.00 will apply to all cancellations. Conditions of Hire The hirer is to ensure the following:   * Function to remain in allocated areas * All furniture must be cleaned and replaced as found * Kitchen and appliances to be cleaned. * Toilets to be left tidy * All rubbish to be removed from the premises. * Hirers need to supply their own consumables, extra garbage bags and cleaning agents. * All external exits must be secured and locked before leaving the premises.   ***For more information, refer to the Conditions of Hire document.*** |