

Facility Hire Rates

Centre Facilities

- Community Rooms allowing up to **160** people
- Car park provided
- Disability access
- Trestle tables and chairs available
- Outdoor BBQ area
- Kitchen facilities
- Computer Training Room– 10 computers
- Consulting Room
- Meeting Room

The rooms are suitable for:

- Meetings
- Exhibitions
- Recreational programs
- Training and Seminars
- Functions
- Consultations

Not suitable for:

- Teenage parties
- 20th & 21st parties
- “after parties”

Capacity

Community Room 1 - **60** seated, **80** standing

Community Room 2 - **30** seated, **40** standing

Community Room 3 - **30** seated, **40** standing

Computer Learning Room - **10** seated

Consulting Room - **4** people

Insurance

Public Liability Insurance is compulsory. If you do not have insurance, casual cover is available through Wyndham City.

Finishing Times

All functions must be completed by:

Sunday – Thursday 10pm sharp

Friday – Saturday 11pm 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 private hirers with payment required to confirm a booking. Hire fee is payable in full 14 days before the function/event. Upon satisfactory post-function inspection, bond will be refunded. Allow 14 days for issue of cheque.

Party Safe Program

The hirer may be required to register their evening/weekend party/weekend event with the Werribee Police “Party Safe” program to help minimize the risk of unsafe practices occurring as a result of their activity.

Provision of food

Provision of food may require a food permit. Contact the City’s Environmental Health Department on 9742 0777 for further information.

Alcohol

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

Smoking is prohibited in Wyndham City buildings.

Smoking will result in the hirer forfeiting part bond.

Rates and Charges (GST incl)

Community Room 1

Private	\$48.00 per hour
Community Benefit	\$24.00 per hour
Community Group	\$12.00 per hour

Community Room 2

Private	\$32.00 per hour
Community Benefit	\$16.00 per hour
Community Group	\$8.00 per hour

Community Room 3

Private	\$32.00 per hour
Community Benefit	\$16.00 per hour
Community Group	\$8.00 per hour

Community Room 2 & 3

Private	\$48.00 per hour
Community Benefit	\$24.00 per hour
Community Group	\$12.00 per hour

Community Rooms 1, 2 & 3

Private	\$94.00 per hour
Community Benefit	\$47.00 per hour
Community Group	\$23.50 per hour

Community Learning Room

Private	\$44.00 per hour
Community Benefit	\$22.00 per hour
Community Group	\$11.00 per hour

Consulting Room

Private	\$44.00 per hour
Community Benefit	\$22.00 per hour
Community Group	\$11.00 per hour

Kitchen only

Private	\$24.00 per hour
Community Benefit	\$12.00 per hour
Community Group	\$6.00 per hour

Meeting Room

Private	
Community Benefit	
Community Group	

CATEGORY DEFINITIONS

PRIVATE: any private/corporation function or where the purpose of the hire is to generate profit for an individual or company.

COMMUNITY BENEFIT: any organised activity/class by an individual or private business where there is demonstrated community benefit. Any fundraising/celebration event by a not for profit organization. Wyndham based not for profit groups are entitled to one fundraising/celebration events per calendar year at the Community Benefit rate and seniors/disability groups are entitled to two events per calendar year.

COMMUNITY GROUP: Not for Profit community group or organisation based in Wyndham.

Access

The hirer shall only be entitled to use the particular part or parts of the building hired and the City reserves the right to let any other portion of the building for any other purpose or purposes at the same time.

Cancellation

To cancel a reservation, notification must be in writing 14 days prior to the date(s) of hire. An administration fee of \$40.00 will apply to all cancellations.

Conditions of Hire

The hirer is to ensure the following:

- function is to remain within allocated areas
- all furniture must be cleaned and replaced as found
- tables to be wiped over
- stove, fridge and benches to be wiped
- toilets to be left tidy
- all rubbish to be removed from premises
- hirers need to supply their own: crockery, cutlery, catering equipment, extra garbage bags and cleaning equipment;
- All external exits must be secured and locked before leaving the premises.

Further Information

Featherbrook Community Development Officer
M: 9742 0817

Email: featherbrookcc@wyndham.vic.gov.au