

Venue hire - what to do next

westtorrens.sa.gov.au/venues

We're glad you're interested in hiring one of our amazing community venues and we hope that we have just what you're after.

Before making an enquiry or booking, the following may be useful to ensure that you get exactly what you want to suit your needs. For the most up-to-date information, visit our website at

westtorrens.sa.gov.au/venues

Make sure the room is right for you

Some key points to consider:

- physical space of the room
- furnishings available within the venue
- kitchen facilities available
- audio visual facilities available
- car parking capacity
- activity compatibility - will your activity be able to be held in the venue chosen
- check the webpage to see the floor plan and photo gallery sections; these sections contain up-close and personal photography of each venue
- read through the terms and conditions of hire to make sure they are fit for purpose.

Pro tip: contact us to schedule a customer appointment to view the venue before requesting a booking date; 8416 6333.

Budget

As we have multiple venues at varying price points, make sure you have enough budget for not only venue hire but incidentals such as security for some high risk events. If you are

unsure, or have any questions regarding fees and charges, please check with staff before completing a booking request.

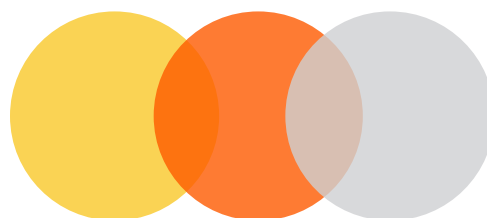
Date availability

Before booking, you can check our online room availability calendar. You can also email us at csu@wtcc.sa.gov.au or phone 8416 6333.

We understand that different events will have different requirements, so if you have any questions or are unsure about any part of hiring one of our venues, please contact our team for a chat before finalising your booking.

Booking requirements

- Provide us with two weeks advance notice when requesting a booking date; if your booking date is less than two weeks out, contact us on 8416 6333 to check for venue availability.
- You must be 18 years of age or older to make a booking.
- Please do not proceed with any booking application if you are uncertain about any of the terms and conditions or suitability of the venue. No tentative bookings will be taken. Any returned application will be processed and confirmed if the booking is approved by our staff.
- Any request to cancel a booking will incur a \$75 administration fee.



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