

Cowandilla Community Room Schedule of facilities and hire fees 2023/24 (Schedule B)

Civic Centre
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Category of fees

- A: City of West Torrens' community based groups or provision of services for the community when no fees or charges are involved.**
 - B: Community groups or provision of services for the community with or without fees or charges.**
 - C: Corporate, government or private hire.**
 - D: City of West Torrens community based groups and not-for-profit organisations conducting charity-style activities or individuals hosting family-style activities**
- Note: Individuals include residents and ratepayers.**
Note: All hires from 5pm Friday until 8am Monday are considered private hire, excluding Category D.

Cowandilla Hall - Suitable for meetings and recreational events/activities*

<ul style="list-style-type: none"> Hall size = 120m² Laminate flooring 10 round tables 100 banquet chairs Capacity: <ul style="list-style-type: none"> 100 on round tables 100 standing. Stage: 4.8m x 1.8m 	<p>Weekday hourly fee</p> <p>A: Free B: \$ 25 C: \$ 55 D: \$27.50</p> <p>Weekend hourly fee</p> <p>C: \$ 55</p>
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Kitchen

- 40 square metres (8m x 5m)
 - Floor - non slip vinyl
 - Stainless steel work surfaces
 - Glasswasher
 - 1 x 6 burner gas stove with electric oven
 - Microwave
 - Single door refrigerator
- Weekday hourly fee**
- A: Free
 B: \$10
 C: \$15
 D: \$7.50
- Weekend hourly fee**
- C: \$15

Bond fees

\$1,000 (security fees may apply). **Please see schedule D for high risk bookings.**

Additional fees

- Set up service fee - set up and pack down of venue supplied tables and chairs \$200, bookings essential.
- Additional cleaning (if required at Council's discretion) - cost recovery.
- Security call out (fault of hirer) - \$85 per call out.
- Emergency assistance required (not venue fault) - \$150.
- Security access card replacement \$85.
- The Council may cancel any booking that is not confirmed within the terms of the booking agreement and reserves the right to re-let bookings that do not meet the deposit requirements without further notice.

Notes

- All hires from 5pm Friday until 8am Monday are considered private hire. Requests to waive fees will not be considered.
- Set-up and pack-down of equipment is the responsibility of the hirer and must be completed within your allocated time frames.
- Access to the building outside the times you have booked is not permitted.
- It is free to host a community art exhibition in the Cowandilla Community Room, however this is deemed 'special use' and availability is determined by the Manager Community Services. A public liability insurance contribution fee may apply. The same condition also applies to using the facility's drop zone.

Fees for hire will be set by the City of West Torrens and reviewed on an annual basis in line with Council's Fees and Charges Policy.