

# Lockleys Community Room Schedule of facilities (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.**

## Lockleys Hall - Suitable for functions and recreational events/activities\*

- 22m x 16m (350m<sup>2</sup>)
- 3m x 2m stage
- 8 tables 1800mm diameter x 720mm (short drop) x 740mm (long drop)
- 100 banquet style armless chairs
- Capacity:
  - 60 on tables
  - 100 standing
  - 100 theatre style

### Hire fees

Main Hall	Kitchen
Cat A - Free*	Cat A - Free*
Cat B - \$15 per hour	Cat B - \$10 per hour
Cat C - \$25 per hour	Cat C - \$10 per hour
Whole Centre whole day (6am-1am) all categories \$500	

### Services incurring additional fees:

Emergency Assistance	\$180.00
Additional cleaning	Cost recovery
Security call out (fault of hirer)	\$ 90.00
Access key replacement	\$ 90.00
Cancellation/administration fee	\$75
Bond for high risk events only - all categories	\$1000

## Kitchen/Bar - To prepare and serve meals and drinks to Halls A and B only

- 5m x 6m
- Floor - vinyl
- Domestic grade dishwasher
- Five burner gas stove with electric oven
- Microwave
- Boiling/filtered/chilled water unit
- Domestic grade single door refrigerator

### Bond fees

High risk bookings only. Please see schedule D.

## Notes

- 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.
- While the facility is free for community use, a high risk booking bond does apply.