

**Thebarton Community Centre
Schedule of facilities
and hire fees 2020/21
(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.**

Room 2 - Suitable for meetings/seminars

- 5m x 8m (40m²)
- Data projector
- Audio system
- Carpet tile flooring
- 25 chairs
- Three rectangular tables (can seat eight per table)
- Capacity:
 - 25 lecture style
 - 24 around tables
 - 30 theatre style, requires additional chairs

Weekday hourly fee

- A: No charge
B: \$10
C: \$15

Weekend hourly fee

- C: \$15

Room 3 - Suitable for meetings/seminars

- 9m x 8m (70m²)
- Data projector
- Audio system
- Carpet tile flooring
- 50 chairs
- Five rectangular tables (can seat eight per table)
- Capacity:
 - 30 lecture style, requires two additional tables
 - 48 around tables, requires two additional tables
 - 60 theatre style, requires 10 additional chairs
 - 25 horseshoe shape

Weekday hourly fee

- A: No charge
B: \$15
C: \$25

Weekend hourly fee

- C: \$25

Room 4 - Suitable for general fitness programs, art classes, playgroups

- 7m x 5.5m (40m²)
- Non slip vinyl floor
- 20 chairs
- Two rectangular tables (can seat eight per table)
- Capacity:
 - 15 lecture style, requires one additional table
 - 16 around tables
 - 30 theatre style, requires 10 additional chairs

Weekday hourly fee

- A: No charge
B: \$10
C: \$15

Weekend hourly fee

- C: \$15

Tea Area - Preparation of light refreshments meeting room users only

- 8 square metres
- Exposed polished concrete floor
- Under bench bar refrigerator
- Under bench microwave
- Single bowl sink and drainer
- Vending machine

Tea area is free with room hire

Hall A - Suitable for functions and recreational events/activities*

- 22m x 16m (350m²)
 - Sprung timber floor
 - Data projector
 - Audio system
 - 3.6m x 7.2m stage
 - 20 tables 1800mm diameter x 720mm (short drop) x 740mm (long drop)
 - 250 banquet style armless chairs
 - Capacity:
 - 180 on round tables
 - 280 standing
- 280 theatre style

Weekday hourly fee

- A: No charge
- B: \$35
- C: \$65

Weekday hourly fee with use of kitchen and bar facilities

- A: No charge
- B: \$50
- C: \$80

Weekend hourly fee

- C: \$80

Hall B - Suitable for functions and recreational events/activities*

- 11.5m x 16m (185m²)
- Sprung timber floor
- Data projector
- Audio system
- Seven tables 1800mm diameter x 720mm (short drop) x 740mm (long drop)
- 100 banquet style armless chairs
- Capacity:
 - 70 around tables
 - 100 standing
 - 100 theatre style

*Note: Hall A and B can be opened up to accommodate approximately 350 people seated at round tables of 10.

Weekday hourly fee

- A: No charge
- B: \$25
- C: \$55

Weekday hourly fee with use of kitchen and bar facilities

- A: No charge
- B: \$35
- C: \$65

Weekend hourly fee

- C: \$65

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

- 14m x 6m (92m²)
- Floor - non slip vinyl
- Stainless steel work surfaces
- Glass washer
- Combination oven (for caterers with experienced use only)
- Six burner gas stove with electric oven
- Five burner gas stove with electric oven
- Microwave
- Ice freezer - suitable for storing frozen items (bagged ice, pre-frozen food items)
- Five glass fronted refrigerators
- Outdoor barbecue - free with hall hire (hirer to provide own gas bottles and hose). A fee will be charged if the barbecue is not cleaned after use.

Entire Centre - including both halls, meeting rooms, pre-function foyer and forecourt

You can select one space or a combination of spaces to suit your event's requirements.

Whole day rate: \$2,400

Hall event block - includes use of both Hall A and B, pre-function foyer and the main kitchen

Half day lunch (Centre open until 3pm): \$600

Half day dinner (3.30pm - close): \$900

Whole day (Centre open until close): \$1,500

Bond fees

\$1,000 (security fees may apply)

Please see schedule D for high risk bookings.

Additional fees

- Additional cleaning (if required at Council's discretion) - Cost recovery
- Security call out (fault of hirer) - \$85 per call out
- Emergency assistance required (not Centre fault) - \$150
- Security access card replacement \$80
- Cancellations: one off and irregular bookings - all categories will be charged a \$75 administration fee for cancellations - csu@wtcc.sa.gov.au

Cancellations: regular hirers (at least one x booking per month) - will not incur an administration fee provided notification of cancellation is provided at least 30 days prior to csu@wtcc.sa.gov.au

Notes

- All hires from 5pm Friday until 8am Monday are considered private hire.
- Weekend hire is minimum four hours.
- 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.
- All spaces must be available for the entire centre to be hired.

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.