

**Plympton Community Centre
Schedule of facilities
and hire fees 2017/18
(Schedule B)**

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel (08) 8416 6333
Fax (08) 8443 5709
Email csu@wtcc.sa.gov.au
Website westtorrens.sa.gov.au



Category of fees

A: City of West Torrens' 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.

Please note: All hires from 5pm Friday until 8am Monday are considered private hire and the appropriate fee will apply. Requests to waive fees will not be considered

Main Hall - Suitable for functions and recreational events/activities

- 21m x 12m (250m²)
- Capacity:
 - 100 at rectangle tables
 - 120 standing
 - 100 theatre style

Note: Set up and pack down of equipment is the responsibility of the hirer and must be completed within your allocated booked time frames. Access to the building outside of the times you have booked is not permitted.

Hourly fee

- A: No charge unless extra costs are incurred by Council (eg extra cleaning or set up costs).
- B: \$10 per hour
- C: \$20 per hour

Hourly fee with use of kitchen

- A: No charge unless extra costs are incurred by Council (eg extra cleaning or set up costs).
- B: \$15 per hour
- C: \$30 per hour

Meeting Room - Suitable for meetings/seminars

Details

- 7m x 6m (42m²)
- Carpet tile flooring
- 16 chairs
- Four square tables (can seat four per table)
- Capacity:
 - 12 lecture style
 - 16 around tables
- 25 theatre style, requires additional chairs

Hourly fee

- A: No charge unless extra costs are incurred by Council (eg extra cleaning or set up costs).
- B: \$5 per hour
- C: \$10 per hour

Sewing/ Billiard Room - Suitable for sewing / crafts and billiard games

Details:

- 8m x 9m (72m²)
- Non slip vinyl
- Two billiard tables
- Capacity:
 - 12 at sewing machines
 - 20 people in general

Hourly fee:

- A: No charge unless extra costs incurred by Council (eg extra cleaning up or set up costs).
- B: \$5 per hour.
- C: \$10 per hour.

Kitchen - To prepare and serve meals and drinks to Main Hall only

- 40 square metres (8m x 5m)
- Floor - non slip vinyl
- Stainless steel work surfaces
- Glasswasher
- 2 x 6 burner gas stove with electric oven
- Microwave
- Single door domestic refrigerator
- Boiling/filtered/chilled water unit

Hourly fee

- A: No charge unless extra costs are incurred by Council (eg extra cleaning or set up costs).
- B: \$5 per hour
- C: \$10 per hour

Additional fees

- Cancellation fees:
 - A - \$50 (unless written notice is provided at least four weeks in advance)
 - B - \$300 (or the entire hire fee if it is less than \$300, unless written notice is provided at least four weeks in advance)
 - C - \$300 (or the entire hire fee if it is less than \$300, unless written notice is provided at least four weeks in advance)
- Emergency assistance - \$150
- Additional cleaning weekday (if required at Council's discretion) - \$85 per hour
- Additional cleaning weekend (if required at Council's discretion) - \$132 per hour
- Additional cleaning public holidays - \$162 per hour
- Security call out (fault of hirer) - \$85 per call out
- Security access - card replacement - \$65
- Bond fee - \$500

Notes

- Plympton Community Centre - private hire and special use are as determined by Manager Community Services only, bond will apply.
- 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.
- 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.