

CAFHS Mellor Park Community Room

Schedule of facilities and hire fees

(Schedule B)

Civic Centre
165 Sir Donald Bradman Drive
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Category of fees

- **Category A:** City of West Torrens' community based groups or provision of services for the community when no fees or charges are involved.
- **Category B:** Community groups or provision of services for the community with or without fees or charges.
- **Category C:** Corporate, government or private hire.
- **Category 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.

Golflands Meeting Room - Suitable for small meetings and lectures

Floor size:

- 10m x 6m (60m²)

Capacity (general guide):

- 30 at rectangle tables
- 40 standing

Features:

- 4 rectangle tables 1800mm x 720mm
- 4 rectangular trestle tables
- 40 armless chairs
- 6 chairs with arms

Room	User Category A	User Category B	User Category C	User Category D
CAFHS MP Meeting Room	Free	\$5.00 per hour	\$10.00 per hour	\$5.00 per hour
Kitchenette	Free with Room Hire	Free with Room Hire	Free with Room Hire	Free with Room Hire

Kitchenette

- 2m galley style
- Floor - vinyl
- Convection Microwave
- Single-door refrigerator
- 8ltr hot water urn

Additional fees

- Emergency staff assistance - \$155
- Service provider attendance (if required at Council's discretion) - Cost recovery
- Access FOB replacement \$83
- Bond - high risk bookings \$1,035
- Master-type key replacement \$67.50 per item
- General-type key replacement \$10.40 per item
- Key-tag replacement \$5.20 per item
- Room re-set business hours \$41.50 per hour
- Room re-set non-business hours \$103.50 per hour
- Room re-set fees charged in 15-minute increments

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.

Notes

- Weekend hire is minimum four (4) hours.
- Set-up and pack-down 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.

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.