

**Cowandilla Community Room  
Schedule of facilities  
and hire fees 2022/23  
(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.**

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

- Hall size = 120m<sup>2</sup>
- Laminate flooring
- 10 round tables
- 100 banquet chairs
- Capacity:
  - 100 on round tables
  - 100 standing.
- Stage: 4.8m x 1.8m

**Weekday hourly fee**

A: No charge

B: \$ 25

C: \$ 55

**Weekend hourly fee**

C: \$ 55

**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: No charge

B: \$10

C: \$15

**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/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.

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.