

Apex Park Community Facility

Schedule of facilities and hire fees

(Schedule B)

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Apex Hall 1* - Suitable for functions and recreational events/activities

Floor size:	Capacity (guide):	Features:	
98m2 - North/South - Timber flooring	30 at rectangle tables 30 standing	6 rectangle tables 30 armless chairs	1 chair trolley 65" media screen

Apex Hall 2* - Suitable for functions and recreational events/activities

Floor size:	Capacity (guide):	Features:	
80m2 - East/West - Timber flooring	30 at rectangle tables 30 standing	6 rectangle tables 40 armless chairs	5 chairs with arms 1 chair trolley

*Apex Hall 1 & Hall 2 can be hired as a combined space for a capacity of 60.

Kitchen

- Floor - nonslip vinyl - Stainless steel work surfaces - Glass washer and Pass-through dishwasher - Six burner gas stove with 900mm electric oven	- Convection Microwave 1- door freezer - suitable for storing pre-frozen items 3-door glass fronted refrigerator - Canteen style serving window to alfresco area
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Category of fees

- Category A:** City of West Torrens' community based groups where participants are not charged any fee.
- Category B:** Eligible community groups.
- Category C:** Corporate, government or private hire.
- Category D:** City of West Torrens' individual private family event, or City of West Torrens' community groups conducting a charity event.

Note: Individuals include residents and ratepayers.

Note: All hires from 5pm Friday until 8am Monday are considered private hire, excluding Category D.

Fees per hour	User Category A	User Category B	User Category C	User Category D
Apex Hall 1*	Free	\$22.75 per hour	\$35.00 per hour	\$17.50 per hour
Apex Hall 2*	Free	\$22.75 per hour	\$35.00 per hour	\$17.50 per hour
Hall 1 & 2 combined	Free	\$37.70 per hour	\$58.00 per hour	\$29.00 per hour
Kitchen	Free with Room Hire	\$13.00 per hour	\$20.00 per hour	\$10.00 per hour

*Apex Hall 1 & Hall 2 cannot be hired separately from Friday 5pm - Monday 8am.

Additional fees

- Emergency staff assistance - \$150 - General Hire bond (per booking) - \$150 - Public Liability Insurance contribution- \$25* - Bond - high risk bookings \$1,000 - Service provider attendance - Cost recovery - Access FOB replacement \$86 - Master-type key replacement \$86 per item	- General-type key/key tag replacement \$10.80 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 - Part-day Booking surcharge (per occurrence)- \$50^
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**Applies to bookings that use Council's Public Liability Insurance (PLI). Not application to regular hirers or those providing their own PLI.*

^Applies to ad hoc bookings of under 8 hours. Regular bookings and bookings scheduled during business hours are excluded.

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.
- Cancellation fees may apply to bookings
- Apex Hall 1 and Hall 2 cannot be hired separately from Friday 5pm - Monday 8am.
- 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.