

Cowandilla Community Room

Schedule of facilities and hire fees 2025/26

(Schedule B)

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel: 08 8416 6333
Email: info@wtcc.sa.gov.au
SMS: 0429 205 943
Web: westtorrens.sa.gov.au



Category of fees

- **A: 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.

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

<ul style="list-style-type: none"> • Hall size = 120m² • Laminate flooring • 10 round tables • 100 banquet chairs • Capacity: <ul style="list-style-type: none"> ○ 100 on round tables ○ 100 standing. • Stage: 4.8m x 1.8m 	User category hourly fee A: Free B: \$ 25.80 C: \$ 57.00 D: \$28.50
---	--

Kitchen

<ul style="list-style-type: none"> • 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 	User category hourly fee A: Free B: \$10.40 C: \$15.60 D: \$7.80
--	---

Bond fees - high risk bookings

\$1,035 (additional security fees may apply). **Please see schedule D for high-risk bookings.**

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
- Optional set up/ pack down of Centre supplied tables and chairs - bookings essential / fees apply

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 - Hall hire includes hires of both the Hall and the Kitchen.
- 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.
- It is free to host a community art exhibition in the Cowandilla Community Room, however this is deemed 'special use' and availability is determined by the Manager Community Services.

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.