

# Cowandilla Community Room

## Schedule of facilities and hire fees

### (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



#### Cowandilla Hall - Suitable for functions and recreational events/activities

|   |  |   |  |
|---|--|---|--|
| <b>Floor size:</b> <ul style="list-style-type: none"> <li>120m2</li> <li>Laminate flooring</li> </ul> | <b>Capacity (guide):</b> <ul style="list-style-type: none"> <li>100 at round tables</li> <li>100 standing</li> </ul> | <b>Features:</b> <ul style="list-style-type: none"> <li>10 round tables 1800mm</li> <li>100 armless chairs</li> <li>5 chairs with arms</li> </ul> | <ul style="list-style-type: none"> <li>1 chair trolley</li> <li>10 rectangular trestle tables</li> <li>Projector and screen</li> </ul> |
|---|--|---|--|

#### Kitchen

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Floor - nonslip vinyl</li> <li>Glasswasher</li> <li>Six burner gas stove with 900mm electric oven</li> <li>Convection Microwave</li> </ul> | <ul style="list-style-type: none"> <li>Stainless steel work surfaces</li> <li>1-door glass fronted refrigerator</li> <li>Serving window to hall area</li> </ul> |
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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: 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  |
|-----------------|---------------------|------------------|------------------|------------------|
| Cowandilla Hall | Free                | \$25.81 per hour | \$57.00 per hour | \$28.50 per hour |
| Kitchen         | Free with Room Hire | \$10.40 per hour | \$15.60 per hour | \$7.80 per hour  |

#### Additional fees

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Emergency staff assistance - \$155</li> <li>Bond - high risk bookings \$1,035</li> <li>Service provider attendance - Cost recovery</li> <li>Access FOB replacement \$83</li> <li>Master-type key replacement \$67.50 per item</li> </ul> | <ul style="list-style-type: none"> <li>General-type key replacement \$10.40 per item</li> <li>Key-tag replacement \$5.20 per item</li> <li>Room re-set business hours \$41.50 per hour</li> <li>Room re-set non-business hours \$103.50 per hour</li> <li>Room re-set fees charged in 15-minute increments</li> </ul> |
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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.