

# Lockleys Community Room

## Schedule of facilities

(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:** 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.
- 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.

### Lockleys Hall - Suitable for functions and recreational events/activities\*

- 22m x 16m (350m<sup>2</sup>)
- 3m x 2m stage
- 8 tables 1800mm diameter x 720mm (short drop) x 740mm (long drop)
- 100 banquet style armless chairs
- Capacity:
  - 60 on tables
  - 100 standing
  - 100 theatre style

### Hire fees

Main Hall	Kitchen	
Cat A - Free*	Cat A - Free*	
Cat B - \$15 per hour	Cat B - \$10 per hour	
Cat C - \$25 per hour	Cat C - \$10 per hour	
Cat D - \$12.50 per hour	Cat D - \$7.50 per hour	
Whole Centre whole day (6am-1am) all categories \$500		
Lockleys Hall - event block lunch, includes Lockleys Hall and kitchen from 9am - 3pm Cat A - N/A Cat B - N/A Cat C - \$300 Cat D - \$150	Lockleys Hall - event block dinner, includes Lockleys Hall and kitchen from 3.30pm - 11pm Cat A - N/A Cat B - N/A Cat C - \$370 Cat D - \$185	
Setup service fee Cat A - \$200 Cat B - \$200 Cat C - \$200 Cat D - N/A		

**Services incurring additional fees:**

Emergency Assistance	\$180.00
Additional cleaning	Cost recovery
Security call out (fault of hirer)	\$ 90.00
Access key replacement	\$ 90.00
Cancellation/administration fee	\$75
Bond for high risk events only - all categories	\$1000

**Kitchen/Bar - To prepare and serve meals and drinks to Halls A and B only**

- 5m x 6m
- Floor - vinyl
- Domestic grade dishwasher
- Five burner gas stove with electric oven
- Microwave
- Boiling/filtered/chilled water unit
- Domestic grade single door refrigerator

**Bond fees**

High risk bookings only. Please see schedule D.

**Notes**

- 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.
- While the facility is free for community use, a high risk booking bond does apply.